

# HANDBOOK

## Judicial Studies University of Nevada, Reno

2018

Judicial Studies Graduate Degree Program offered by:

University of Nevada, Reno  
in collaboration with  
The National Judicial College  
and  
National Council of Juvenile and Family Court Judges

Shawn C. Marsh, Ph.D., Director

Elizabeth Francis, Ph.D., Thesis Writing Consultant

Sherri Barker, Program Officer II

**Note:** This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

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## INTRODUCTION

The Judicial Studies Program (JSP) for judges is a unique enterprise in American judicial education. The Master of Judicial Studies (MJS) Program began in 1985 jointly by the University of Nevada, Reno, The National Judicial College, and the National Council of Juvenile and Family Court Judges. The Doctor of Philosophy in Judicial Studies (Ph.D.) Program was approved effective January, 2001 and requires that all applicants complete the JS Master's before admittance to the Ph.D. Program. The JSP enables sitting judges at all levels of the American judiciary to integrate technical study of the judiciary with advanced knowledge in other disciplines<sup>1</sup>. As of 2018, the JS Program now has more than 150 Master's graduates, several of whom are continuing toward the Ph.D. Degree in Judicial Studies, and 16 Ph.D. graduates.

The major academic objective of the JSP is to create, define, and develop a new academic field, Judicial Studies. To this end, the University of Nevada, Reno (UNR) provides advanced graduate courses addressing judicially-related issues from an interdisciplinary liberal arts perspective. Judges study the humanities, social and behavioral sciences, natural sciences, and communication in order to research the many factors which impact the process of judicial decision making. The National Judicial College (NJC) and the National Council of Juvenile and Family Court Judges (NCJFCJ) also provide a series of required and elective courses teaching technical subject matter immediately relevant to the courtroom.

The JSP enables judges to think from within their discipline about the discipline itself: its opportunities, possibilities, and limitations; its situation in a body of rules and law; its role in preserving and refining the common law tradition; and its power to ground and define its future in powerful forms of institutional and personal self-knowledge. Judges enrolled in JSP evaluate changing legal issues, political and legal climates, aspects of the common law tradition, regional practices in relation to constitutional and national issues, procedural and linguistic issues, and new forms of evidence and expertise as well as changes in rules of admissibility of evidence which influence the outcome of cases.

The JSP offers training in research techniques and knowledge of the operating assumptions relevant to fields which influence decision making. It trains skilled judges who are thereby prepared to serve in judicial education programs throughout the country. The JSP is at the intersection between disciplines and appropriately so, for judging is inherently interdisciplinary. If judges apply the law to facts, they also weigh, balance, and integrate a diverse set of intellectual, ethical, social, and legal assumptions as they conduct and decide cases.

In sum, the Judicial Studies Program:

- provides a structured, interdisciplinary academic curriculum aimed at providing judges with knowledge applicable to judicial needs;
- provides experience to judges in conducting and publishing research of interest to judges, the judicial system, and the wider legal community;

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<sup>1</sup>At its inception, the JS Program was jointly funded by the University of Nevada, Reno and the State Justice Institute, with assistance from The National Judicial College and the National Council of Juvenile and Family Court Judges. The Ph.D. degree was initially funded by the E.L. Cord Foundation.

- provides an academic degree program of national and international scope, enrolling judges from a majority of the 50 states and several foreign countries; and
- encourages judges to take an active role in teaching, planning, and administering judicial education in their own regions.

#### INSTITUTIONAL STRUCTURE AND FACULTY

The JSP offers a collaborative institutional structure to match its collaborative academic program. The program draws its faculty from a national pool of judges, academicians (including law school faculty), and other professionals. Three distinct educational institutions (the University of Nevada, Reno, The National Judicial College, and the National Council of Juvenile and Family Court Judges) collaborate in presenting this program. Each cooperating institution provides faculty, research facilities or opportunities, institutional support, and educational expertise to the JSP. All three provide required and elective courses to the curriculum. Two separate majors are provided in the Master's program: the Trial Court Judge Major and the Juvenile and Family Court Judge Major. Appellate, administrative law, court masters, hearing officers, military and tribal judges would follow the Trial Court Judge Major.

While the program is diverse and collaborative, its administrative structure is unified and coherent. The program is under the College of Liberal Arts and the Graduate School of the University of Nevada, Reno. The program also is part of the School for Social Research and Justice Studies at the University. The JSP Program Director directs the program, designs and approves the curriculum, advises students, teaches, supervises faculty and staff, serves on thesis/dissertation advisory committees, promotes the program, provides program approval on applications, reviews and approves various administrative/financial documents, and conducts relevant research. The JSP Program Officer oversees faculty and staff, manages budgets, maintains student records, coordinates record keeping among the three cooperating institutions, reviews program applications, processes program forms, coordinates UNR courses and the curriculum, administers scholarships, conducts orientations, assists with program promotion, and answers general questions from students and faculty alike. The Thesis Writing Consultant assists Master's students with thesis writing questions, and is available for consultation to Ph.D. students in the program. Staff from the NJC and NCJFCJ develop, monitor and organize their courses which qualify for credit in the JSP, oversee their recordkeeping, develop and administer JSP examinations given at the close of their courses, maintain student records, and promote the JSP to visiting judges and the field.

The JSP Admissions Committee, which reviews applications for admission to the program, is made up of representatives from the three sponsoring entities. Upon review of a completed application for admission, the application is submitted to the University of Nevada, Reno Graduate School with a recommendation to approve or not approve. The Graduate School at UNR has final authority over admissions.

The JSP Advisory Committee is made up of representatives from the three sponsoring entities, as well as others representing various constituency groups interested in the JSP. The JSP Advisory Committee periodically reviews the curriculum, establishes regulations as necessary, provides broad national perspective on issues relevant to the developing field of Judicial Studies, and promotes the JSP

nationally. Currently, the JSP Advisory Committee function is performed by the Director and Program Officer in consultation with the President of The NJC and CEO of the NCJFCJ, and with input from current/past program students and faculty.

The UNR/JSP teaching staff is both a local and national faculty. Because UNR is the degree-granting institution for the JSP, courses presented to JSP students must meet the standards of the UNR Graduate School. UNR faculty are central to the design of the program, but equally important are distinguished faculty from cooperating institutions and guest lecturers who teach segments of certain courses. Faculty members from Boalt Hall School of Law, University of California at Berkeley; Boyd School of Law, University of Nevada, Las Vegas; Yale Law School; University of Arizona; University of Minnesota; Wellesley College; and others teach or lecture in the program. A number of UNR professors (e.g., from Criminal Justice, the Medical School, Human Development and Family Studies, etc.) teach specially designed UNR/JSP courses, serve as guest lecturers or serve on thesis/dissertation advisory committees for JSP students.

Students meet faculty in classes and continue their association primarily by e-mail and telephone. Faculty in UNR/JSP courses (700 level) typically teach two-week intensive residency classes requiring a considerable amount of reading be done before a class begins, and written work completed during and after a class has ended. Typically, the course syllabus is sent to students enrolled approximately 90 days prior to the beginning of the course so they can obtain materials and read prior to arriving to class. Thus, although class time is intensive and relatively brief, a given course will, in effect, extend over the equivalent of an academic semester.

The NJC is a standalone not-for-profit organization located on the UNR campus and its faculty consists of more than 200 active judges and law professors who volunteer their time and talents to the College. The NJC employs faculty in constitutional and procedural law, evidence, court and trial management, decision making process, philosophy and literature of the law, special court issues, communication, community and media relations, alternate dispute resolution, criminal and civil law, and a host of other disciplines. The NJC faculty is supplemented by professionals from other disciplines, including physicians, psychiatrists, psychologists, sociologists, computer specialists, probation and corrections officials, experienced jurists, and others. The NJC trains its faculty in the special interests and requirements of judicial education, asking that all faculty meet national adult education standards. The NJC's talented staff of program attorneys, course administrators, and academic staff also assist JSP students by offering information about courses and examinations, and by providing liaison with faculty coordinators and curriculum designers in courses that JSP students will take.

The NCJFCJ also is a standalone not-for-profit organization located near campus and similarly draws its faculty from a broadly based national pool, sharing some faculty with the NJC. The NCJFCJ faculty consists of more than 150 active judges and law professors who volunteer their expertise for the advancement of the judiciary as well as experts on practically every aspect of juvenile and/or family court jurisdiction, including but not limited to the following areas: substance abuse, sexual abuse, family violence, legislative advocacy for children, permanency placement, medical/legal issues, juvenile delinquency, child abuse and neglect, child development, and learning disabilities. The NCJFCJ educate judges to understand the law in relation to youth and families, acquire the sensitivity necessary to deal with families in crisis, and assist families in efforts to prevent further trauma to the child. NCJFCJ in Reno, and the NCJFCJ offices located in Pittsburgh, Pennsylvania (i.e. The National Center for Juvenile Justice), conduct considerable research as well as offer technical assistance and databases which help JSP students optimize their resources and research time. The NCJFCJ is also active in developing model

legislation on family violence and other juvenile/family law related topics, which is often adopted into statutory schemes around the country.

#### WHO CHOOSES THE JUDICIAL STUDIES PROGRAM?

Judges enter the JSP for diverse personal and professional reasons and at various stages of their judicial career. Experienced judges often wish to reflect on a lifetime in the law, interpreting their experience in a comprehensive legal and intellectual framework. They might wish to understand recent changes in the law, recommend directions for change, consider the effects of public policy on court proceedings, or improve judicial practice. Newer judges may anticipate a life-long career in the judiciary and wish to prepare for it by undertaking a specific course of study in the JSP. Such judges often conduct on-going research and analysis which improves judicial practice in their own courts or districts. Still others prefer to engage in theoretical study of legal history, legal theory, legislative issues, or the effects of social and economic change. Relationships formed in courses often begin continuing professional exchanges, which contribute to students' thesis or dissertation research.

Judges who enter the JSP are encouraged to plan carefully, thoughtfully, and comprehensively for a period of study and writing consistent with the work requirements of their courts. They should consider work, family, and other issues as they build a study plan, to make certain they can complete the program within the allowable time period.

#### ADMISSION REQUIREMENTS, CRITERIA, PROCEDURES, AND FORMS

##### Master's Program

Full-time judges currently serving on the bench and who have graduated from an ABA accredited law school may apply for one of two academic majors - the Trial Court Judge Major or the Juvenile and Family Court Judge Major. Appellate, administrative law, court masters, hearing officers, military, and tribal judges will follow the Trial Court Judge Major. Exceptions may be made for sitting judges who are graduates of recognized foreign law schools or graduates of non-accredited American law schools who have been admitted to the Bar, and it appears that the applicant is otherwise qualified and would, if accepted, contribute to the success of the program.

An application for admission to the JSP are accepted throughout the year and must be completed and paid for on-line. An entire Master's application consists of: the JSP application, application fee, two official copies of undergraduate, graduate and law school transcripts sent directly by the school to the Graduate School (can be done electronically), three letters of reference, and copies of written opinions and/or articles. Applicants also need to demonstrate proof of immunizations. If born before 1957, provide proof of current tetanus/diphtheria immunization. If born in or after 1957 proof of MMR 1 & 2 and current tetanus/diphtheria immunizations. Applicants are responsible for ensuring that UNR receives all required materials as *only complete applications will be moved forward for review and approval.*

Master's applicants should have a minimum undergraduate GPA of 2.75, a minimum law school and/or graduate school GPA of 2.5, have demonstrated a continued interest in the law and the judiciary through published writings (including opinions) and extracurricular activities, and be highly regarded by their colleagues in order to gain consideration. If an applicant's GPA is lower than those noted above, they must provide a written justification for the low GPA. If other issues exist, additional information (i.e., samples of writings and additional reference names) might be requested.

The JSP evaluates the applicant's professional qualifications, potential for making a sustained contribution to the judiciary, and the applicant's potential contribution to the field of Judicial Studies. The JSP seeks students from widely dispersed geographic areas, intending to expose students to national and international perspectives. Applicants are notified by the Graduate School of UNR's final decision.

Judges admitted to the Master's program are responsible for making arrangements to spend parts of two or more summers and Wintermesters (usually January) in Reno taking required or elective courses. The JSP requests that admitted students work closely with court personnel to ensure that they can be absent from their courtroom for the required period.

### Ph.D. Program

Judges seeking the Ph.D. degree must be graduates of the Master's Program and must be currently sitting on the bench. Applications are completed and paid for on-line and are accepted throughout the year for consideration each January.

A Ph.D. application consists of: the JSP application, application fee, three letters of reference (one must be from their Thesis Committee Chair), and copies of written opinions and/or articles. Doctoral applicants must have a minimum Master's program GPA of 3.0 to gain consideration.

In addition to the time spent in Reno during the Master's program, those admitted to the Ph.D. program should expect to spend parts of one or more additional summers on the UNR campus. It is the student's responsibility to arrange to be absent from their courtroom for the required residency period.

## DEGREES OFFERED

### Master's Degree

The JSP serves as an umbrella for two related but distinct academic majors at the Master's level: Trial Court Judge Major (which includes: appellate, administrative law, court masters, hearing officers, military and tribal judges), with special courses offered by the NJC; Juvenile and Family Court Judge Major, with special courses offered by the NCJFCJ. Although the JSP allows a student six (6) years to complete the Master's degree, it is designed to enable students to complete the degree in three years if they wish. Several judges have obtained both Master's degrees by meeting additional course requirements and writing a second Master's thesis.

The curriculum outlined below invites students to perceive and create connections among courses, study ideas progressively, and design research/paper topics, which consolidate and reinforce learning in several areas. Some NJC and NCJFCJ courses are useful preliminaries to UNR/JSP courses. All MJS students should take JS 710, History and Theory of Jurisprudence, and JS 615, Judicial Writing, as early in their sequence as possible, since ideas and skills learned in both contribute to study in other courses. Reminder: Only judges who have been officially accepted by UNR into the JSP may take UNR/JSP courses (courses numbered 700-799), unless arrangements have been made with the Director for judge students to attend under "graduate special" status.

To be awarded the Master's degree, the student must complete a minimum of 26 course credits and 6 thesis credits for a total of 32 credits in the prescribed curriculum, maintain a 3.0 grade point average in graded courses, complete 12 weeks in residence on the University of Nevada, Reno campus (completing UNR/700 level courses fulfills this requirement), and complete all required courses, exams, and assigned papers. The student's advisory committee, composed of JSP faculty members, approves the program of study and thesis. Students in UNR courses receive letter grades. All NJC and NCJFCJ courses are taken as pass/fail or "S" (satisfactory) or "U" (unsatisfactory). No more than one-half of the courses for a degree can be taken pass/fail.

### Ph.D. Degree

To be awarded the Ph.D. degree the student will transfer 24 credits from their Master's program, complete 24 additional course credits, 1 comprehensive exam credit, and 24 dissertation credits for a total of 73 credits in the prescribed curriculum, maintain a 3.0 grade point average in graded courses, take classes for at least 12 additional weeks in residence on the University of Nevada, Reno campus, and complete all required courses, exams, and assigned papers. A minimum of 30 credits, not including dissertation credits, of the 73 credits must be 700 level substantive courses. Thesis credits do not transfer. The comprehensive exam is usually completed in conjunction with the final oral defense of the dissertation. The student's advisory committee, composed of JSP faculty members, approves the program of study and dissertation. Course grading is the same as the Master's degree. The doctoral degree allows a student eight (8) years (beyond the Master's) to complete the degree requirements.

## CURRICULUM

### Master's Degree

The following offers a description of the Master's curriculum, by major, and a synopsis of the required and elective courses for both majors. NJC and NCJFCJ courses are numbered 600-699. UNR courses are numbered 700-799.

### Trial Court Judge Major

#### Required courses:

- JS 610 General Jurisdiction, 4 credits (NJC) **OR**
- JS 611 Advanced General Jurisdiction, 4 credits (NJC) **OR**
- JS 612 Administrative Law: Fair Hearing, 4 credits (NJC – ALJ's only)
- JS 615 Judicial Writing, 2 credits (NJC)
- JS 710 History and Theory of Jurisprudence, 3 credits (UNR)
- JS 797 Thesis, 6 credits (UNR)

#### Elective courses:

##### Group I (a minimum of 8 credits for Master's) (NJC)

- JS 601 Ethics and Judging: Reaching Higher Ground, 1 credit
- JS 613 Criminal Evidence, 2 credits
- JS 617 Advanced Evidence, 2 credits
- JS 618 Decision Making Process, 2 credits
- JS 619 Ethical Issues in Law: A Novel Approach, 2 credits
- JS 621 Logic and Opinion Writing, 2 credits

- JS 622 Scientific Evidence and Expert Testimony, 2 credits
- JS 623 Handling Capital Cases, 2 credits
- JS 624 Enhancing Judicial Bench Skills, 2 credits
- JS 625 Dispute Resolution, 2 credits
- JS 626 Advanced Judicial Writing, 2 credits
- JS 627 Effective Case Flow Management, 2 credits
- JS 628 Practical Approaches to Substance Abuse Issues, 2 credits
- JS 629 Managing the Complex Case, 2 credits
- JS 632 Conducting the Trial, 2 credits
- JS 633 Evidence in a Courtroom Setting, 2 credits
- JS 634 Managing Challenging Family Law Cases, 2 credits (in conjunction with NCJFCJ)
- JS 636 Domestic Violence, 2 credits
- JS 638 Probate Court, 2 credits
- JS 642 Today's Justice: The Historical Basis, 2 credits
- JS 644 When Justice Fails, 2 credits
- JS 645 The Fourth Amendment Comprehensive: Search and Seizure, 2 credits
- JS 649 Administrative Law: Advanced, 2 credits (ALJ's only)
- JS 650 Judicial Philosophy and American Law, 2 credits
- JS 690 Topics in Comparative Jurisprudence, 2 credits

Group II (a minimum of 9 credits for Master's) (UNR)

- JS 715 Justice, Law, and Literature, 3 credits
- JS 718 Scientific Research Methods for Judges, 3 credits
- JS 720 Comparative Law, 3 credits
- JS 725 Media and the Courts, 3 credits
- JS 730 Law and Economics, 3 credits
- JS 735 Law and the Social and Behavioral Sciences, 3 credits
- JS 740 Medical Legal Issues, 3 credits
- JS 745 Public Policy and the Courts, 3 credits
- JS 750 Criminology: Causation, Enforcement, Responsibility, 3 credits
- JS 760 Language and Judicial Process, 3 credits
- JS 765 Science in Law, 3 credits
- JS 770 Gaming and the Law, 3 credits
- JS 899 Graduate Advisement, 1-4 credits

Juvenile and Family Court Judge Major

Required courses:

- JS 610 General Jurisdiction, 4 credits (NJC) **OR**
- JS 612 Advanced General Jurisdiction, 4 credits (NJC)
- JS 660 Core College: The Role of the Judge, 2 credits (NCJFCJ)
- JS 615 Judicial Writing, 2 credits (NJC)
- JS 710 History and Theory of Jurisprudence, 3 credits (UNR)
- JS 797 Thesis, 6 credits (UNR)

Elective courses:

Group I (a minimum of 6 credits for Master's) (NCJFCJ)

- JS 634 Managing Challenging Family Law Cases, 2 credit (in conjunction with NJC)

- JS 661 Family Law and Domestic Relations Issues, 2 credits
- JS 662 Evidentiary Problems in the Juvenile and Family Court, 2 credits
- JS 663 Advanced Juvenile Justice Management Institute, 2 credits
- JS 664 Child Abuse and Neglect Institute: The Role of the Judge, 2 credits
- JS 690 Topics in Comparative Jurisprudence, 2 credits

Group II (a minimum of 9 credits for Master's) (UNR)

- JS 715 Justice, Law, and Literature, 3 credits
- JS 718 Scientific Research Methods for Judges, 3 credits
- JS 720 Comparative Law, 3 credits
- JS 725 Media and the Courts, 3 credits
- JS 730 Law and Economics, 3 credits
- JS 735 Law and the Social and Behavioral Sciences, 3 credits
- JS 740 Medical Legal Issues, 3 credits
- JS 745 Public Policy and the Courts, 3 credits
- JS 750 Criminology: Causation, Enforcement, Responsibility, 3 credits
- JS 760 Language and Judicial Process, 3 credits
- JS 765 Science in Law, 3 credits
- JS 770 Gaming and the Law, 3 credits
- JS 899 Graduate Advisement, 1-4 credits (with Director's approval)

Recommended Sequence of Courses

The following sequence of courses and actions are recommended to move steadily through the program. However, you are welcome to increase courses taken to complete the program earlier.

Year 1

- General Jurisdiction (NJC)
- History and Theory of Jurisprudence, Part I or II (UNR)
- 600 Level Elective (NCJFCJ or NJC)
- Declare Advisor

Year 2

- Judicial Writing (NJC)
- Core College (NCJFCJ - Juvenile and Family Major)
- History and Theory of Jurisprudence, Part I or II (UNR)
- 700 Level Elective (UNR)
- Identify Topic, Write Prospectus and Formalize Advisory Committee

Year 3

- 600 Level Elective (NCJFCJ or NJC)
- 700 Level Elective (UNR)
- Develop Thesis

Year 4

- 600 Level Elective (NCJFCJ or NJC)
- 700 Level Elective (UNR)
- Thesis (UNR)

## File Program of Study

### Year 5

600 Level Elective (NCJFCJ or NJC)

Complete Thesis Requirement

Graduation

### Ph.D. Degree

The Ph.D. requires 24 additional required and elective credits beyond the Master's, as described below. Upon completion of the Master's contact the JSP Program Officer for an evaluation of your file to determine additional course needs.

#### Additional Required Courses:

JS 795 Comprehensive Exam, 1 credit (UNR)

JS 799 Dissertation, 24 credits (UNR)

#### Elective Courses:

##### Group I (additional 6 credits beyond Master's) (NJC – or NCJFCJ with prior approval of Director)

JS 601 Ethics and Judging: Reaching Higher Ground, 1 credit

JS 613 Criminal Evidence, 2 credits

JS 617 Advanced Evidence, 2 credits

JS 618 Decision Making Process, 2 credits

JS 619 Ethical Issues in Law: A Novel Approach, 2 credits

JS 621 Logic and Opinion Writing, 2 credits

JS 622 Scientific Evidence and Expert Testimony, 2 credits

JS 623 Handling Capital Cases, 2 credits

JS 624 Enhancing Judicial Bench Skills, 2 credits

JS 625 Dispute Resolution, 2 credits

JS 626 Advanced Judicial Writing, 2 credits

JS 627 Effective Case Flow Management, 2 credits

JS 628 Practical Approaches to Substance Abuse Issues, 2 credits

JS 629 Managing the Complex Case, 2 credits

JS 632 Conducting the Trial, 2 credits

JS 633 Evidence in the Courtroom Setting, 2 credits

JS 634 Managing Challenging Family Law Cases, 2 credits

JS 636 Domestic Violence, 2 credits

JS 638 Probate Court, 2 credits

JS 642 Today's Justice, 2 credits

JS 644 When Justice Fails, 2 credits

JS 645 The Fourth Amendment Comprehensive: Search and Seizure, 2 credits

JS 649 Administrative Law: Advanced, 2 credits (ALJ's only)

JS 650 Judicial Philosophy and American Law, 2 credits

JS 690 Topics in Comparative Jurisprudence, 3 credits

##### Group II: (additional 18 credits beyond Master's) (UNR)

JS 715 Justice, Law, and Literature, 3 credits

JS 718 Scientific Research Methods for Judges, 3 credits

- JS 720 Comparative Law, 3 credits
- JS 725 Media and the Courts, 3 credits
- JS 730 Law and Economics, 3 credits
- JS 735 Law and the Social and Behavioral Sciences, 3 credits
- JS 740 Medical Legal Issues, 3 credits
- JS 745 Public Policy and the Courts, 3 credits
- JS 750 Criminology: Causation, Enforcement, Responsibility, 3 credits
- JS 760 Language and Judicial Process, 3 credits
- JS 765 Science in Law, 3 credits
- JS 770 Gaming and the Law, 3 credits
- JS 775 Independent Study, 1-3 credits (with Director's approval)
- JS 780 Special Problems, 1-3 credits (with Director's approval)
- JS 899 Graduate Advisement, 1-4 credits (with Director's approval)

### Enrolling in Courses

JSP students enroll in courses through the institution offering them. Those enrolling in University of Nevada, Reno 700 level courses register through the JSP Office, University of Nevada. Those enrolling in NJC courses register through The National Judicial College, and those enrolling in NCJFCJ courses, register through the National Council of Juvenile and Family Court Judges. Students should *reference their participation in the JSP* when registering for NJC/NCJFCJ courses. Address enrollment requests to the following offices:

#### UNR Courses

JS Program Officer  
Judicial Studies Program/311  
University of Nevada  
Reno, Nevada 89557  
(775)784-6270

#### NJC Courses

Registrar  
The National Judicial College/358  
University of Nevada  
Reno, NV 89557  
(775)784-6747

#### NCJFCJ

Registrar  
300 East Second Street, Suite 1500  
Reno, Nevada 89501  
(775)507-4798

OR

P.O. Box 8970  
Reno, NV 89507

### Applying for Retroactive Credit by Examination

Judges who have participated in NJC or NCJFCJ courses before enrolling in the JSP may receive, under certain conditions, retroactive credit toward their Master's degree for the courses taken. Judges may receive up to 10 credits for courses approved for Master's credit, required or elective, as specified herein. Those who wish to obtain academic credit for courses taken previously must complete the appropriate request form and take a written examination administered by the NJC or NCJFCJ. Retroactive credit does not apply to UNR courses or courses taken at other institutions. The following regulations apply to retroactive credit by examination:

- a. Students must complete an application to take the most current examination for credit.

- b. Students must successfully pass the current essay examination covering the basic topics and objectives of the relevant course.
- c. Students who have participated in a course as a faculty member, and have attended all sessions taught by other faculty members, may take the examination for retroactive credit.
- d. Students may not receive more than ten (10) retroactive examination credits toward the Master's degree.
- e. Students may not obtain retroactive credit for courses taken more than seven (7) years before their admission to the JSP.

#### THE MASTER'S THESIS AND THE Ph.D. DISSERTATION: A SERIES OF TASKS

##### Introduction

The thesis/dissertation requirements demonstrate the analytical and methodological skills learned throughout the program. The research problem should be of real interest to the JSP student and should contribute to the development of the field of Judicial Studies. The thesis/dissertation should not be a one-sided point of view on the selected topic, but should be a balanced and objective look at all the evidence relevant to the chosen topic. A project, whether designed for publication in a law review or refereed academic journal in lieu of a thesis (see below), or as a regular thesis or dissertation "published" in the University of Nevada, Reno library, should:

- be developed from a prospectus approved by the student's advisory committee and which defines the topic to be considered, research questions to be asked, and the method of analysis to be undertaken;
- identify a problem in a scientific/technical, humanistic, or theoretical/jurisprudential area of judicial studies;
- include methods of inquiry which incorporate knowledge of prior writing and research in the area, and a research program and set of research techniques appropriate to the problem;
- demonstrate thorough library research and thorough knowledge of past research in the chosen area;
- employ an appropriate, well-understood method of gathering and analyzing data. Some projects require primary research in courtrooms or other public arenas. Other projects require analysis of theoretical and legal positions taken in earlier research and offer proposals for their revision. Still others require students to gather and analyze archival data, conduct a survey or analyze statistical data;
- include an extensive and appropriate bibliography and list of relevant cases and statutes as a ground from which to depart;
- result from a cooperative pattern of consultation with the advisory committee, and;
- anticipate publication in an approved law review, refereed academic journal, or as a book.

The thesis/dissertation requirement completes the program. Theses/Dissertations often result in recommendations to improve management of courts or types of cases, and sometimes result in changed legal thinking or statutes. Theses/Dissertations often become part of ongoing scholarship in the field of study. (See Judicial Studies website for list of theses/dissertations completed by students.)

For most students the thesis/dissertation topic derives from a personal interest. Some students come to the JSP with interests or problems they wish to study. Some students identify problems of interest during their course of study. Regardless, it is *highly recommended* that the thesis/dissertation topic be defined as early as possible. Thesis/Dissertation work in the JSP proceeds by well-defined stages, under the direct guidance of the student's advisory committee, and the overall guidance of the JSP Director.

### Writing the Prospectus

Once an advisory committee is in place and a topic for the thesis/dissertation has been chosen and approved by the JS Director, the student must submit a formal pre-prospectus to the JS Director for review prior to sending to the advisory committee, outlining the topic and method of research to be undertaken. The advisory committee, JSP Program Director, and JSP Thesis Writing Consultant may be helpful to consult at the prospectus writing stage. Once a committee is recruited using the brief pre-prospectus, the full prospectus is developed a proposal which names a topic, demonstrates an awareness of previous scholarship on the chosen topic, asserts claims or hypotheses about the topic, defines a specific research problem to be undertaken with respect to the topic, outlines an objective research plan to be followed (together with any quantitative or qualitative techniques for gathering and measuring data to be used, if appropriate), identify potential outcomes or implications of the study, and a list of major sources, cases, and statutes. The prospectus should also anticipate possible recommendations which may result from the research.

The Master's pre-prospectus is usually 2-3 pages double-spaced typed pages in length, and the full prospectus is usually 10-12 double-spaced typed pages in length. The dissertation pre-prospectus is usually 8-10 pages, and the full prospectus (developed after committee is formed) will usually be much more substantial, typically 35-50 pages. The full prospectus for a thesis/dissertation must include the following elements:

- a) A cover sheet including the student's name, telephone number, email address; proposed thesis/dissertation title; and approval signature block for the advisory committee members' signatures;
- b) A one or two paragraph summary of the thesis topic, setting forth the hypotheses to be tested and issues to be engaged;
- c) A review of previous literature in the chosen area, demonstrating that the hypotheses have not been definitely investigated previously, and that the thesis/dissertation will add to the literature already available;
- d) A summary of the research plan and methodological approach to be taken in the thesis/dissertation, including:
  - a section outlining the thesis/dissertation and demonstrating the logical relationship among those sections, so that the advisory committee can see the logical structure and scope of the proposed thesis/dissertation;

- a full description of the methods of research that will be used in completing the thesis/dissertation. *If the thesis/dissertation is to be empirical, the description should clearly define how the study will be conducted.* If the research is not empirical, then the prospectus should clearly describe the analytical methods (research in published case law, analysis of law review articles, close study of language issues, and so on);
- a bibliography of literature reviewed and to be reviewed so that the committee can advise and supplement the bibliography as necessary.

An issue to consider when a student writes a prospectus for the Master's degree is whether the document will take the form of a published article, book, or an academic thesis. The thesis type affects the student's focus, audience, style, organization, and format during the writing process. The committee must be made aware of which thesis plan the student intends to follow. Publishing the thesis is the preferred way to meet the thesis requirement, since this helps build the discipline and also calls attention to the JSP and the judge doing the thesis research.

A Ph.D. dissertation must be presented as a regular dissertation, to be published in the University library. It is anticipated that several articles or a book will then be published from the dissertation, after it is accepted by the Graduate School. The student's advisory committee will assist in developing publication opportunities for students as they complete their degrees.

### Human Research Protections

All research and related activities done under the auspices of the University of Nevada, Reno (UNR), in which data or information are collected from human subjects, must be reviewed and approved by an Institutional Review Board (IRB). The Institutional Review Boards of UNR operate under the US Department of Health and Human Services regulations for the Protection of Human Research Subjects (Title 45 of the Code of Federal Regulations, Part 46 ([45 CFR 46](#))), as well as the regulations for the U.S. Food and Drug Administration (21 CFR Parts 50, 56, 312, and 812) and the Department of Veterans Affairs (38 CFR 16). To certify that UNR complies with these federal regulations, the University and Community College System of Nevada has an approved Institutional Assurance of Compliance with DHHS Regulations (M-1164) filed with the Office for Human Research Protections, Office of the Secretary, Department of Health and Human Services. As part of its assurance, the University's IRBs review all research involving human subjects regardless of sponsorship, and this requirement applies to all studies in all locations, whether funded or not funded, and whether conducted by faculty, students, or staff. No such study may begin before it has been so approved, and may not continue past its approved term.

All non-invasive research (i.e., non-biomedical research) is reviewed by the Social Behavioral Human Subjects Committee. The type of research reviewed by this IRB includes, but is not limited to, surveys, questionnaires, telephone and in-person interviews, focus groups, psychology laboratory experiments, educational/pedagogical research, and anthropological or sociological fieldwork. The level of potential risk to the subjects of any research project determines the manner and level of evaluation by the IRBs.

Students conducting such studies must complete and pass one or more Collaborative Institutional Training Initiative (CITI) ethics training courses. Once the student is CITI certified, they will establish an account in IRBNet to complete and upload their research application or protocol to be approved. Students are encouraged to work with the JS Program Director when developing any research instruments and to review the protocol before uploading. For further information on how to file for human subjects approval, please consult JSP program staff/faculty or contact the Research Integrity Office at (775) 327-2368.

Most research done in the JSP qualifies for expedited review, but *it must be submitted for review in a timely manner*. Students must work with their advisory committee chair to ensure that this requirement is met.

### Writing Consultation

Once the Master's prospectus has been approved, if needed, the student may seek additional assistance from the JSP Director or the JSP Thesis Writing Consultant with writing and organization questions. For assistance on the Ph.D. prospectus, students should seek assistance from the JSP Program Director. The JSP Program Director and the advisory committee chair will be available on a regular basis to assist during thesis or dissertation development. The advisory committee chair and/or JSP Director will assist with the final thesis/dissertation required review by TurnItIn (plagiarism program) and assure formatting and writing issues are resolved before submission and uploading to the graduate school.

### Funding for Dissertation Research

Funding may be available to assist with dissertation research projects, and students are urged to consider this possibility seriously. There are programs available from a number of federal agencies that fund dissertation research on a competitive basis. Particularly, the National Science Foundation's Law and Society section offers [grants](#) in substantive areas germane to Judicial Studies (see Special Programs for Graduate Students), but other divisions of NSF and other governmental agencies or private foundations may offer such support as well. Any student doing an empirical research project for their dissertation should, in consultation with their advisory committee chair, examine such funding possibilities, and plan to submit a proposal for grant funding of their research. Such proposals need to be well grounded in theory and have a well-developed research and methodology plan. It usually requires six months for grant proposals to be reviewed, so students (and their advisors) must plan well in advance if funding is being sought for a dissertation research project. The JSP Director is available for consultation on possible funding sources for dissertation projects.

### Forming and Working with the Advisory Committee

In the beginning of the Master's student fourth semester (1 ½ years in program) or the Ph.D. student's fifth semester (2<sup>nd</sup> year) of study the student should form, in consultations with the JSP Program Director, an advisory committee. The advisory committee serves as both an advisory and examining body that guides the student's research throughout the thesis/dissertation process. The Master's advisory committee consists of three to four members. Since the University of Nevada, Reno grants the Master's degree, the official advisory committee chair must be a UNR faculty member, preferably one who teaches in the JSP. A second member must be from the NJC or NCJFCJ faculties,

according to the student's major. The third member can be from UNR, NJC, NCJFCJ, or from another institution as long as the individual can demonstrate (by vitae) expertise on the topic, and with the approval of the JSP Director. If the third member is not a UNR faculty member, a UNR faculty will be selected to serve as Graduate School Representative. The Graduate School Representative monitors the process to ensure the student and committee are adhering to various University rules, requirements, protocols, etc.

The Ph.D. advisory committee must have five members, with two members being UNR faculty members. One member will serve as advisory committee chair and the other will serve as the Graduate School Representative. A second member must be from NJC or NCJFCJ faculties with expertise on the topic. The final two members can be from UNR, NCJ, NCJFCJ, or from another institute as long as their expertise on the topic can be demonstrated (by vitae), and with the approval of the JSP Director.

The JSP Program Director and JSP Program Officer will assist student with establishing the advisory committee. It is assumed that most UNR advisory committee members will be teaching faculty in the JSP, but may be others selected for their special expertise in the topic area chosen by the student. Because the student body and faculty of the JSP live and work throughout the nation, JSP students should plan to use telephone, fax, mail, and e-mail to maintain close contact with their advisory committee. Regular contact with advisory committee members should begin as soon as the committee is chosen, even if the student is still engaged primarily in course work.

All advisory committee members should have an active interest in and knowledge of the student's topic or area of research, and be ready to advise and assist the student at each stage of the thesis/dissertation process. The advisory committee is responsible for: reviewing and approving the prospectus; reviewing and approving the program of study; reviewing and recommending revisions, improvements, and bibliography suggestions on drafts of the thesis/dissertation; approving the final draft of the thesis/dissertation; and, if the thesis is to be published in a law review or refereed academic journal, approving the journal(s) for submission. (Note: Publication in lieu of a formal thesis option is available only at the Master's level.)

Although the advisory committee chair will be the major contact person for the student, the student must plan to include all advisory committee members in reading drafts of the prospectus and thesis/dissertation. Students send drafts of their thesis/dissertation to all advisory committee members, with comments being returned to the advisory committee chair for review prior to sending to the students. The student must keep track of graduation deadlines and assure drafts are sent well in advance. *The advisory committee must **always** approve the thesis **before** it is submitted to any journal or law review for publication in lieu of a thesis.*

#### Submitting an Approved Program of Study

The JSP Program Director and student's advisory committee must sign the student's Program of Study, which approves the student's schedule of courses and the thesis/dissertation topic. This ensures that the specific courses in the proposed Program of Study are consistent with the requirements of the Graduate School and the JSP. The Program of Study lists by title and number all courses completed or to be completed in fulfilling requirements for the graduate degree. The student may obtain an unofficial copy of their transcript through their MyNevada account or through the JSP Program Officer. If a student changes their Program of Study, the advisory committee, or the thesis/dissertation title, the

student must submit a Program of Study/Committee Change Form. The Graduate Dean of the University of Nevada, Reno gives final approval to the course of study for each student.

### Drafting the Thesis/Dissertation

Students should apply the principles and techniques of clear writing as a means of organizing and critiquing ideas. Drafts are just that: drafts. They are not the final document, and are meant to be revised. The JSP encourages students to draft ideas into continuous form, carefully revising the result after receiving feedback from the advisory committee. Students should focus on the intent of the project and possible audiences as they write. Master's theses may be written directly for a presumed law review or academic audience, depending upon the type of thesis students intend to submit. All dissertations are written initially for the academic audience, with separate publications presumed to follow.

### Revising the Thesis/Dissertation

Students must submit drafts of all chapters to all advisory committee members for their comments. The student is expected to revise drafts of the thesis/dissertation in consultation with the advisory committee chair. "Revision" can mean substantive change. Advisory committee members should submit comments, questions, etc. to the advisory committee chair to review before dissemination. Advisory committee members may ask questions about method, data analysis, or interpretation of results. They may recommend structural or stylistic changes. They will suggest positive methods of achieving whatever changes they recommend. Revisions made in response to specific suggestions by the committee must be clearly made using Track Changes, summary memorandum, or a similar method.

Students should specify reasonable dates to receive commentary from advisory committee members, and advise them when a draft will arrive in the near future. Occasionally, a student may not receive timely comments from an advisory committee member. Students might need to remind advisory committee members that a fairly inflexible graduation schedule needs to be met. Should a serious problem develop in receiving responses from advisory committee members, the student should contact the JSP Director or Program Officer for assistance. The JSP Program Director should be included on all correspondence and drafts sent to the advisory committee members to keep informed of the student's progress.

The Graduate School and JSP require that a proposed final draft of the thesis/dissertation be submitted to the advisory committee at least eight weeks in advance for final review, thus allowing sufficient time for corrections and suggestions to be incorporated before final typing of an academic thesis/dissertation or submission of a law review or refereed journal article in place of an academic Master's thesis. Students should note that **no thesis/dissertation will be accepted for graduation credit -- even if it has been published -- unless the student has consulted the advisory committee appropriately during the writing process.**

### Preparing the Thesis/Dissertation for Submission: Editing, Formatting, Revisions, and Oral Examination

If the Master's thesis is to be published as a law review or academic journal article, it must follow the format appropriate to the journal in which it is to be published, and it must be prepared for

submission to the University of Nevada, Reno Graduate School in "modified thesis format" as defined below. If the thesis is to constitute a traditional academic thesis, then its style and format must follow the conventions of the academic thesis as described below.

The JSP assumes that all theses and dissertations constitute original work, that the student will correctly cite all work by others, and seek formal permission for the use of material copyrighted by others beyond brief excerpts. A formal plagiarism check is required for all theses and dissertations. A full discussion of copyrighting the thesis appears below.

#### Law Review Article/Modified Article Option – Master’s Degree ONLY

##### Article Format and Requirements

In lieu of a formal thesis, the UNR Graduate School allows Master’s students to submit an article published in an acceptable law review or other refereed academic journal approved by the student’s advisory committee, under the conditions discussed below. *The article must be approved by the student’s committee before it is submitted.* Law reviews of ABA accredited law schools are acceptable venues for publication if approved by the advisory committee. Since law reviews allow submission to more than one review at a time, students do well to submit to several such reviews simultaneously. Students should develop lists of acceptable law reviews in consultation with the chair of their advisory committee. Acceptable academic journals are those which use external, confidential, referees to judge the quality of articles submitted to the journal. Refereed academic journals usually require that an article be submitted to only one journal at a time.

Published articles used to meet graduation requirements must acknowledge the JSP. The following sentence *must* be inserted at an appropriate place in the printed document (usually as a footnote to the title):

This article is in partial fulfillment of the requirements for the Master of Judicial Studies degree program at the University of Nevada, Reno.

For purposes of graduation, the JSP deems an article "published" when it has been accepted for publication in an approved law review or academic journal. The student must submit the original acceptance letter from the journal’s editor to the JSP Program Officer, stating that the article has been accepted as submitted, and indicating the anticipated date of publication.

##### Presenting the law review or academic article in "Modified Article Format"

Although an approved published article meets graduation requirements for the Master’s degree, law review and/or academic journal formats *do not* meet the format requirements of the UNR Graduate School and JSP for filing in the UNR Library. Students who take the law review/academic journal option must therefore prepare the article in "Modified Article Format" for submission to the UNR Graduate School. The words "modified article" refer to the article and supporting materials submitted to the UNR Graduate School as a substitute for a formal academic thesis. When questions arise concerning what additional material is to be included in a "modified article," consult the JSP Director.

The "Modified Article" must be submitted following the academic thesis format below and containing the following items:

(NOTE: Items f. through j. are usually acceptable as printed in the journal article, but additional material may be required by the advisory committee chair. The modified article must be retyped in proper format for submission to the library. Items a. through e., and k., however, are additional requirements for the Graduate School and/or JSP.)

- a. Cover Page/Title Page
- b. Copyright page
- c. Committee Page
- d. Abstract page: Abstracts are approximately 250-500 words
- e. Table of Contents
- f. Chapter 1: Preface or Introduction. (The chair of the advisory committee determines if the published article adequately meets the criteria for a Preface or Introduction.)
- g. Chapter 2: Literature Review. (The chair of the advisory committee determines if the published article adequately meets the criteria for an academic literature review. A literature review identifies scholarly books, scholarly articles and judicial opinions relevant to the subject under study; analyzes the issues raised in the article in terms of published writings; and demonstrates the student's familiarity with applicable bibliography. If the prospectus and early research for the thesis have been done with care, the literature review will not be difficult to complete.)
- h. Chapter 3: Methodology. (The chair of the advisory committee determines if the student's methodology has been set forth adequately in the published article).
- i. Chapter 4: Text of the published or accepted article. (The style of the article--citation style, grammar, usage and other editing details--will conform to the guidelines set by the law review or academic journal in which the article is published.)
- j. Chapter 5: Summary, Conclusions, and Recommendations. (The scope depends upon the extent to which these elements are included in the published article. The JSP and UNR Graduate School require the student to state recommendations for future research and public policy changes even if the published article does not address them.)
- k. Bibliography and Table of Cases or Statues. (The "modified article" must contain a separate list of sources at the end of the document. The sources must be alphabetized within each category (books, articles, court cases, statutes). The Bibliography should conform to the guidelines set forth by the journal/law review to which the article is being submitted to: ABA or APA style, or the pattern set forth in A Uniform System of Citation (Harvard), except that book citations must also state the name of the publisher.)

### Type Style and Other Matters

The modified article must be submitted to the JSP Director and advisory committee in the format described under "Academic Thesis," below. Paper, typeface, margins, spacing, pagination, tables and appendices, photographs, colored material, charts, maps and oversize material should be managed exactly as defined in that section.

### Oral Defense

Master's students who present a published article and modified article in lieu of an academic thesis do not take an oral examination. This requirement is met before the student submits the article to a law review or refereed academic journal as the advisory committee meets, perhaps by conference call or email, to examine the student's work on the paper and any other relevant matters.

### Submitting the Approved Modified Article

As soon as the modified article has been approved by the advisory committee, the student will submit the paper electronically to the Graduate School. Please be sure to meet all deadlines and submission requirements detailed in GRADUATING FROM THE JSP below.

### Submitting an Academic Thesis and Dissertation

JSP students who choose a formal thesis option for the Master's or who do a Ph.D. dissertation must prepare the document in accordance with UNR Graduate School guidelines. As noted above, students must submit a final draft of the thesis/dissertation to the advisory committee at least eight weeks before an anticipated oral examination (optional for thesis) for final review. Advisory committee members should return the proposed final draft within two weeks of receiving it. Students then make further corrections as necessary, resubmitting the proposed final draft to the committee two weeks before the date of the oral examination (see Oral Examination requirements below).

The academic thesis or dissertation must include the following items (see appendix for examples):

- a. Cover Page/Title Page
- b. Copyright Page
- c. Committee Page
- d. Abstract Page: Abstracts are approximately 250-500 words for both the Master's thesis, and the Ph.D. dissertation.
- e. Table of Contents
- f. Chapter I: Preface or Introduction

- g. Chapter II: Literature Review
- h. Chapter III: Methodology
- i. Chapter IV: A series of chapters reporting the results and interpretation of thesis study. The number of chapters in the body of the thesis will be dictated by the study itself.
- j. Final Chapter: Summary, Conclusions, and Recommendations
- k. Bibliography and Table of Cases. (The "modified article" must contain a separate list of sources at the end of the document. The sources must be alphabetized within each category (books, articles, court cases). The Bibliography should conform to the style guidelines set forth by the ABA, APA, or the pattern set forth in A Uniform System of Citation (Harvard), except that book citations must also state the name of the publisher.)

#### Academic Thesis and Dissertation Format and Other Requirements (READ CAREFULLY!)

Students should prepare the final document according the following standards (*these standards also apply to the "modified article" for the Master's degree*):

- a. Type: Type size should not be smaller than font 12. Script and italic typefaces are not acceptable except where absolutely necessary: example, Latin.
- b. Margins: Margins should be 1 1/2 inches on the left of the page, 1 inch on top and right of the page, and 1 1/4 inches at the bottom.
- c. Spacing: All text should be double-spaced, with the exception of captions, footnotes, long quotes, bibliographic entries of more than one line, and materials in tables and appendices.
- d. Title Page: The acceptable format of title and copyright pages can be found [here](#) under Thesis Filing Guidelines.
- e. Pagination: The copyright page, committee page, acknowledgment page (if included), abstract page, and table of contents page follow the title page. The copyright page, committee page and acknowledgment page (if included) are not numbered. Beginning with the abstract and through the table of contents the pages should be numbered consecutively in lower case Roman numerals (i.e. i, ii, iii ....). Beginning with the introduction or the first page of the body of the document, the pages should be numbered consecutively using Arabic numerals (i.e. 1, 2, 3 ...) and this should continue through the end of the document. All numbers should be placed in the upper right-hand corner of the pages, 1/2 inch from the top and 1 inch from the right.
- f. Tables and Appendices: Tables and appendices are part of the document and must follow the document with continuing page numbers and in the same format as the document.

- g. Photographs: Pictorial material are to be placed within the document. Captions are to appear on the same page as the photograph(s).
- h. Maps, Oversized Material, Charts, Photographs and Graphs: All must be reduced to fit within the required margins and must be readable.
- i. Color Charts, Photographs, Graphs: Microfilm presents in black and white copy. If a thesis must retain the color of charts, photographs or graphs, the student should submit an additional copy of such colored material to be kept with the microfilm copy in the University Library.

### Publication of Dissertation

Dissertations involve much more effort than Master's theses, and should result in a more substantial product at the end of the process. The typical dissertation might result in the publication of a book or several academic or law review articles. However, because of the importance placed on the dissertation process itself, the JSP will not allow publication in lieu of a dissertation as an option. A formal dissertation will be required, submitted to the University in a normal manner, with the expectation that the dissertation will then be turned into scholarly publications of one form or another. The student should do some publications singularly, with other publications perhaps being done in conjunction with the dissertation advisor or members of the advisory committee who have invested considerable time in the dissertation research effort. All publications from the dissertation should, in a footnote to the title, acknowledge the Judicial Studies Program as the source of the research being reported.

### Final Oral Defense

At the discretion of the student's Master's advisory chair, JSP students who take the academic thesis option may be required to present an oral examination at the end of the thesis process. Students should submit a corrected final draft of the thesis to all advisory committee members at least two weeks before the oral examination, copies on which committee members can write. The final oral defense for the Master's degree can take place by conference telephone call, if necessary.

Ph.D. candidates must present a seminar style defense of their dissertation in a more formal setting. The defense shall include a full explanation of their research problem, methods, and findings, as well as a discussion of the practical implications of their work. It is ideal if all advisory committee members attend the defense in person, but if not possible, local advisory committee members should be present at the seminar, with out-of-state members connected by video or telephone conference. JSP Program Officer can assist in coordinating any electronic connections, but the student must bear the costs associated.

When the defense is complete, the advisory committee will discuss whether to approve the student for graduation. If approved, the student submits the approved thesis or dissertation electronically to the Graduate School.

### Advancing to Candidacy

The JSP Ph.D. student "advances to candidacy" when all courses are complete, the prospectus and Program of Study have been approved, residency requirement met (completion of UNR/700 level courses fulfills this requirement), and the student anticipates graduating within the next six to twelve months. In order to advance to candidacy, a Master's student must file an application for graduation. The Ph.D. student must file an admission to candidacy form and an application for graduation. The application for graduation is completed and submitted on-line, along with the application fee. The student should also consult the JSP Program Officer, *well in advance of graduation* for deadlines appropriate to a given academic semester/year. The student should file for graduation only when the thesis/dissertation is well underway and the advisory committee agrees that the document will be finished within a semester's time. Please see Preparing the Thesis/Dissertation for Submission, below.

### TUITION, FEES, SCHOLARSHIPS, AND HOUSING

Students pay tuition and fees directly to the educational institute offering the desired course and according to the tuition and fee policy of each. (Note: Fees are subject to change.)

### UNR Fees

The University of Nevada, Reno tuition is payable on a per course basis through the student's MyNevada account two weeks prior to the first day of class. UNR tuition includes health service, student union fees, student recreation fees, but does not include course materials or room and board. More information on tuition and fees and what they cover can be found [here](#). Fees for the thesis/dissertation course are payable at the time the student submits enrollment. If a student does not graduate at the end of the semester they paid for thesis or final dissertation credits, the fee for minimum number of credits will be repeated until the student graduates.

Fees as of spring, 2018 (fees subject to change):

- Application for admission – \$60
- Notice of reinstatement (if applicable) - \$60
- Course tuition - \$995/course
- Thesis tuition - \$166/credit (6 required) – minimum 2 credits
- Dissertation tuition - \$175/credit (24 required) – minimum 2 credits
- Comprehensive exam (Ph.D. only) - \$332
- Application for graduation - \$75
- Thesis filing fee - \$85
- Dissertation filing fee - \$95
- UMI - optional copyright registration fee (fee varies with type of copyright requested).

Cancellations and Refunds: JSP students may withdraw from the program at any time, but no refunds of UNR fees will be given.

### NJC Fees

NJC tuition is payable on a per course basis. Tuition for NJC courses includes the cost of course materials. The conference fee includes welcome reception, daily lunches, and award presentation dinners on Thursday evenings. Fees do not include room and board. Adjustment may be arranged with the NJC Finance Office for students unable to attend Thursday evening functions because they are attending JSP classes.

Fees as of 2016 (fees subject to change):

- One-Week, On Site Course - \$1,025 tuition/\$255 conference fee
- One-Week, Off Site Course - \$1,295 tuition/\$415 conference fee
- Two-Weeks, On Site Course - \$1,645 tuition/\$515 conference fee

JSP students who have previously taken NJC courses which qualify for JS credit, and who successfully pass retroactive credit examinations for those courses, do not pay additional tuition.

### NCJFCJ Fees

NCJFCJ tuition and fees are payable on a per course basis. Fees do not cover room and board. Fees for some NCJFCJ courses only include the cost of course materials, while fees for other NCJFCJ courses may include coffee, light breakfast and lunch. Please contact NCJFCJ to determine what the program or course tuition and fees cover.

Tuition and conference fee rates vary per program or course. Contact NCJFCJ to obtain an individual course rate.

### Accommodations

Judges are expected to make their own lodging arrangements for times they will be attending classes in Reno or at off site locations.

For hotel facilities near the University of Nevada, Reno that provide a discount to judges attending JS courses, visit the NJC website, [Hotel and Travel Information page](#) for a comparative chart of rates and amenities, as well as how to make reservations.

For on campus facilities contact the University of Nevada, [Reno Residential Life Housing and Food Service](#) (on-campus dorm) at (775)784-1113.

For non-gaming facilities contact the [Plaza Resort Club](#), the [Whitney Peak Hotel](#), or the [Siena Hotel](#). Alternatively, contact the JSP program for other suggestions for housing while in Reno, Nevada.

### Scholarships

The JSP, through UNR, NJC and NCJFCJ, occasionally receive scholarship funds. When scholarships are available, upon application, a student may be eligible to receive a partial or full tuition-only scholarship for participation in JSP courses.

Criteria for award of an UNR scholarship include progress to date in pursuit of a JSP degree and the amount of state and local funds available to the student to support study in the JSP. The JSP

encourages students to seek local, state, and regional funding before applying for assistance from the JSP.

Contact the UNR JS Program Officer, the NJC Registrar, and/or visit the [NCJFCJ website](#) for information on availability of scholarship funds, eligibility, and application procedures for each respective institutes.

The State Justice Institute also has scholarships available. Visit their [website](#) for scholarship rules and regulations, application, and deadlines, and plan to apply.

#### OBTAINING A SECOND MASTER'S DEGREE

If a graduate of the Master's program would like to re-enroll to receive the alternate Master's degree, the graduate must reapply to the program (transcripts and immunization records from initial matriculation will carry over), pay application fee, complete all required courses then three additional NJC/NCJFCJ elective courses, three additional UNR elective courses, and another thesis.

#### GIFT POLICY

Although there is no written canon of ethics concerning gifts from students to faculty and staff of the JS program, reasonableness would suggest that significant gifts by individual students or classes should be precluded.

#### THE JS DEGREE COURSE DESCRIPTIONS

##### Required Coursework for **All** Majors

JS 610 GENERAL JURISDICTION (NJC) 4 credits

**OR**

JS 611 SPECIAL COURT JURISDICTION: ADVANCED (NJC) 4 credits

**OR**

JS 612 ADMINISTRATIVE LAW: Fair Hearing (NJC – ALJs only) 4 credits

JS 610 or 611 are two-week overviews of judicial process, substantive law, procedural law, judicial skills, and trial techniques. It addresses in-court and out-of-court duties and responsibilities over felony trials and unlimited civil cases, the needs of special court judges who sit on felony and civil cases. It grounds advanced work in knowledge of criminal law; 1st, 4th, 5th, and 6th Amendment issues; trial process; evidence; impaneling and management of juries; judicial stress and coping skills; problems in handling the media; and, judicial ethics.

JS 612 is a two-week comprehensive foundational course in administrative law adjudication including hearing practices, handling of witnesses, decision writing, and case management.

JS 615 JUDICIAL WRITING (NJC) 2 credits

JS 615 teaches principles of clear, precise, concise, and complete prose. Using a carefully designed series of exercises and writing assignments, the course also teaches principles of coherence, cohesion, and argument. It identifies changes in style and their effects on argument, assess credibility in existing decisions, and assess themselves as readers and revisers of received language.

JS 710 HISTORY AND THEORY OF JURISPRUDENCE (UNR) 3 credits

JS 710 is an intensive reading course which considers the law from philosophical, historical, and social perspectives. It challenges students to rethink critical issues in jurisprudence, legal history, courts, and the administration of justice, punishment, culture and society. Taught intensively over a four-week period (*taken two weeks over two consecutive summer*) by four distinguished professors from Boalt Hall Law School (University of California at Berkeley).

JS 797 THESIS, 6 CREDITS (UNR)

JS 797 research work and completion of thesis.

Additional Required Coursework for Juvenile and Family Court Judge Majors Only

JS 660 CORE COLLEGE: THE ROLE OF THE JUDGE, 2 credits (NCJFCJ)

JS 660 is a comprehensive introduction to problems in juvenile and family law. An overview of social and legal issues associated with juvenile and family courts, and considers in detail the role of the judge in juvenile and family court, judicial authority and responsibility, the victim in juvenile court, probation services, the proper use of psychiatric and psychological testimony in juvenile proceedings, and medical aspects of child abuse and neglect. Addresses the need for judicial review, courtroom safety and judicial safety, judicial ethics, judicial immunity, judicial stress, and strategies for handling the media.

Group I Electives - Trial Court Majors (NJC courses).

JS 601 ETHICS AND JUDGING: REACHING HIGHER GROUND, 1 credit

JS 601 uses hypothetical scenarios, online discussions, role-playing and interaction with the faculty members, to explore a variety of ethical issues facing the judiciary.

JS 613 CRIMINAL EVIDENCE, 2 credits

JS 613 hones evidentiary skills. Analyzes how rules of evidence, emphasizing federal rules, are applied to criminal trials. Provides some historical perspective starting with common law.

JS 617 ADVANCED EVIDENCE, 2 credits

JS 617 studies identification and analysis of common evidentiary problems faced by general jurisdiction courts in civil cases.

JS 618 DECISION MAKING PROCESS, 2 credits

JS 618 identifies the ingredients of the decision making process and acquaints judges with the psychological, sociological, and philosophical aspects of dispute resolution.

JS 619 ETHICAL ISSUES IN LAW: A NOVEL APPROACH, 2 credits

JS 619 discusses and analyzes the ethical behavior and justice at the point in which law, literature, and life experience intersect.

JS 621 LOGICAL AND OPINION WRITING, 2 credits

JS 621 is an in-depth examination of the underlying principles of logical reasoning and the application of these principles to judicial opinion writing.

JS 622 SCIENTIFIC EVIDENCE AND EXPERT TESTIMONY, 2 credits

JS 622 is an overview of the use of medical evidence in the courtroom: Nature of scientific evidence, expert testimony, pathology, toxicology, child abuse, and technological innovations.

JS 623 HANDLING CAPITAL CASES, 2 credits

JS 623 studies techniques for instituting and maintaining high-quality court management of capital cases; addresses the demands and judicial responsibilities unique to capital cases.

JS 624 ENHANCING JUDICIAL BENCH SKILLS, 2 credits

JS 624 emphasizes the essential management and communication skills needed to effectively oversee the courtroom.

JS 625 DISPUTE RESOLUTION SKILLS, 2 credits

JS 625 explores the strengths, weaknesses, and potential uses of alternative dispute resolution methods, including arbitration, mediation, many-trials, and summary jury trials.

JS 626 ADVANCED JUDICIAL WRITING, 2 credits

JS 626 extends writing skills developed in JS 615 by working intensively on one's own writing projects in the classroom and with private tutors.

JS 627 EFFECTIVE CASEFLOW MANAGEMENT, 2 credits

JS 627 teaches techniques for processing cases in an expeditious manner while being responsive to legal requirements.

JS 628 PRACTICAL APPROACHES TO SUBSTANCE ABUSE ISSUES, 2 credits

JS 628 analyzes substance abuse issues in the criminal justice system including treatment, plea bargains, penalties, mental illness and referrals.

JS 629 MANAGING THE COMPLEX CASE, 2 credits

JS 629 emphasizes the judge's role in controlling and managing complex cases from first filing through discovery, pretrial conferences, trial, finding of facts and conclusion of law and opinion, while exploring high-tech shortcuts.

JS 632 CONDUCTING THE TRIAL, 2 credits

JS 632 discusses the practical innovative techniques and styles that affect the daily role of the judge before, during and post-trial.

JS 633 EVIDENCE IN A COURTROOM SETTING, 2 credits

JS 633 is a practical presentation and consideration of evidence in the courtroom using the Federal Rules of Evidence and applicable state rules.

JS 634 MANAGING CHALLENGING FAMILY LAW CASES, 2 credits

JS 634 discusses daily decisions concerning custody issues, child support enforcement issues, evidentiary issues in child abuse/neglect, and financial considerations as part of the curriculum.

JS 636 DOMESTIC VIOLENCE, 2 credits

JS 636 examines pre-trial and trial issues in domestic violence cases; explores cutting edge issues; TROs and contempt powers, child sexual abuse issues, methods of accountability, and sentencing.

JS 638 PROBATE COURT: CONTEMPORARY ISSUES, 2 credits

JS 638 studies the cutting edge issue in probate court; elder abuse; guidelines for care and dying, adult guardianship medication, ethics, case flow management and national probate standards.

JS 642 TODAY'S JUSTICE: THE HISTORICAL BASIS, 2 credits

JS 642 reviews landmark documents, statutes, and cases which have formed fundamental U.S. rights, such as trial by jury, due process, equal protection, and judicial review.

JS 644 WHEN JUSTICE FAILS, 2 credits

JS 644 analysis of threats to the independence of the judiciary, with World War II war crimes and related contemporary issues used as examples.

JS 645 THE FOURTH AMENDMENT COMPREHENSIVE: SEARCH AND SEIZURE, 2 credits

JS 645 analyzes what constitutes search/seizure; when it is within the Fourth Amendment; admissibility; issues in voluntary search consent; "plain view"; and, current legal standings.

JS 649 ADMINISTRATIVE LAW: ADVANCED, 2 credits (ALJ's only)

JS 649 is an in-depth analysis of judicial writing methods, pre-trial strategies, judicial bench skills, management strategies and recent developments in administrative law.

JS 650 JUDICIAL PHILOSOPHY AND AMERICAN LAW, 2 credits

JS 650 places a strong emphasis on solving important policy issues by the use of the rule of law. This course traces the philosophical underpinning of American law and how it has evolved. The application of judicial philosophy to future problems is discussed at length. Special emphasis is placed on the various judicial philosophies and historical events that have played a part in forming American law as it now exists.

JS 690 TOPICS IN COMPARATIVE JURISPRUDENCE, 2 credits

JS 690 offers an opportunity to study common law heritage and foundations from which the American legal system evolved, historical and current perspectives.

Group I Elective Courses Juvenile and Family Court Majors (NCJFCJ courses).

JS 661 FAMILY LAW AND DOMESTIC RELATIONS ISSUES, 2 credits

JS 661 is an overview of new trends in family law, considering judicial and statutory trends in the areas of child custody, family violence, and domestic relations proceedings.

JS 662 EVIDENTIARY PROBLEMS IN THE JUVENILE AND FAMILY COURT, 2 credits

JS 662 examines current evidentiary issues and concerns arising in juvenile and family courts.

JS 663 ADVANCED JUVENILE JUSTICE MANAGEMENT INSTITUTE, 2 credits

JS 663 examines management concerns for juvenile courts including budgeting, personnel recruitment, and selection and performance evaluation.

JS 664 CHILD ABUSE AND NEGLECT INSTITUTE: THE ROLE OF THE JUDGE, 2 credits

JS 664 studies judicial philosophy and skills necessary for handling child abuse and neglect cases; comprehensive approach to improving court practices; judicial decision making under the Adoption and Safe Families Act.

JS 690 TOPICS IN COMPARATIVE JURISPRUDENCE, 2 credits

JS 690 offers an opportunity to study common law heritage and foundations from which the American legal system evolved, historical and current perspectives.

Group II Elective Courses ALL Majors (UNR courses).

JS 715 JUSTICE, LAW, AND LITERATURE, 3 credits

JS 715 is an inquiry into ethical perspectives of judicial and legal experience through study and discussion of literary primary texts, including novels, plays, poems and intellectual prose.

JS 718 SCIENTIFIC RESEARCH METHODS FOR JUDGES, 3 credits

JS 718 reviews major method designs and statistical techniques, with a focus on applications suitable for judicial management, policy development, evaluation research, and critiquing scientific research.

JS 720 COMPARATIVE LAW, 3 credits

JS 720 compares historical and current rules of law and procedures in a variety of legal systems to discern general principles of law and procedure, procedural differences, in all systems.

JS 725 MEDIA AND THE COURTS, 3 credits

JS 725 explores the interaction of media and the courts, including threats to justice by media coverage, includes examination of the tension between the First and Sixth Amendments.

JS 730 LAW AND ECONOMICS, 3 credits

JS 730 introduces and examines economic implications and objectives of legal institutions and legal rule making; including common law, public regulations of the market and legal procedures.

JS 735 LAW AND THE SOCIAL AND BEHAVIORAL SCIENCES, 3 credits

JS 735 Assesses social and historical context of law, major roles and processes in legal institutions; including major focus on the use of scientific research in actual cases.

JS 740 MEDICAL LEGAL ISSUES, 3 credits

JS 740 analysis of selected issues, combining scientific, medical and case law perspectives. Topics include medical malpractice, informed consent, parent's rights, birth, AIDS and drug addiction.

JS 745 PUBLIC POLICY AND THE COURTS, 3 credits

JS 745 examines the theories and practices of American policy-making, the etiology and structure of this process, and applies this understanding to selected policy areas.

JS 750 CRIMINOLOGY: CAUSATION, ENFORCEMENT, RESPONSIBILITY, 3 credits

JS 750 focuses on major issues in understating of and policies affecting crime, its control, and the system of criminal justice, including limits of individual responsibility of crime.

JS 760 LANGUAGE AND JUDICIAL PROCESS, 3 credits

JS 760 studies theories of legal language in contemporary criticism, philosophy of actions, sociology of law, psychology of discourse, and structure of English and their uses in judicial practice.

JS 765 SCIENCE IN LAW, 3 credits

JS 765 explores the philosophical historical foundation of science in law, considering scientific methodology, research and statistics, and law, context and ethics.

JS 770 GAMING AND THE LAW, 3 credits

JS 770 overview of regulations, laws and legal environments, historical context, public policy, administrative agencies, legislation and judicial decisions and analysis.

JS 899 GRADUATE ADVISEMENT, 1-3 credits

JS 899 provides continued faculty consultation and advisement while working on thesis, subject to approval of the JS Director.

Additional UNR courses for Ph.D. ONLY

JS 775 INDEPENDENT STUDY, 1-3 credits

JS 775 provides supervised extended research in an area of student's choice, subject to approval of the JS Director.

JS 780 SPECIAL PROBLEMS, 1-3 credits

JS 780 provides supervised research on a special topic pertaining to student's court or jurisdiction, subject to approval of JS Director.

JS 795 - COMPREHENSIVE EXAM, 1 credit

JS 799 DISSERTATION, 24 credits

JS 799 work and completion of dissertation.

## Quick Reference Guide and Thesis/Dissertation Development

### Admission Application

A prospective student applies at: [www.unr.edu/admissions](http://www.unr.edu/admissions) submits and pays a \$60 application fee online. Materials needed are official transcripts from ALL community or junior colleges, colleges/universities, and law schools attended (regardless of length of attendance), immunization records, and letters of recommendation to be uploaded or received by:

- For spring admission – December 15th
- For fall admission – July 15th

### Program Time

A Master's student has 6 years to complete the required and elective courses toward the degree. A Ph.D. student has 8 years, beyond the Master's, to complete additional required and elective credits toward the degree.

### Declaration of Advisor

A student must declare an academic advisor (UNR faculty member) by the established deadline below until an official thesis/dissertation advisory committee is established. The advisor is typically the Program Director. Submit the required form to the JSP Program Officer.

- Master's Students - 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 – 2 years or 4 semesters after being admitted into Ph.D. program.

### Coursework

Students can take up to 10 credits from NJC/NCJFCJ (depending on major) before admission and receive retro-credits as long as the credits were not taken more than 7 years before admission.

For the Master's degree, complete 26 credits of required and elective courses, plus 6 credits of thesis (total 32 credits). For the Ph.D. degree, transfer 24 credits from the Master's program, complete 25 additional credits of required and elective courses, and 24 credits of dissertation (total 73 credits). Completion of UNR courses satisfies the UNR 12 weeks of residency requirement. Please utilize the course tracking instrument at the end of this section to track your progress.

Students must be registered in at least one course in the spring semester and one course in the fall semester to remain in good standing.

Students must maintain a grade point average of 3.0 or higher for UNR coursework.

### Leave of Absence

If a student cannot take a course in a given semester, the student must file a Leave of Absence form by the dates below to remain in good standing. If a student does not file the Leave of Absence form the student will lose graduate standing and will not be able to register for a course until a Notice of Reinstatement is filed and the \$60 fee paid. If the student takes a leave of more than one semester without filing a Leave of Absence form, the Graduate School may require the student to reapply to the program.

- Spring semester – submit by January 8th
- Fall semester – submit by August 8th

### Comprehensive Exam (Ph.D. only)

Ph.D. students must complete and pass a comprehensive examination, after taking all required 700 level courses. You must enroll in JS.795 comprehensive examination in order to receive a grade. The comprehensive examination requires you to assess what you have learned in each of your UNR 700 level courses, (including those taken for the Master's degree), provide an overview of your experience in the program and define how your experience in the program will inform your proposed dissertation topic/research. The comprehensive examination is a written document and should be between 15-30 pages in length, double spaced. Please send the document to your Committee Chair for approval. The Chair will circulate the document to the entire committee. This is a pass/fail graded exam, and there are no retakes allowed.

- DUE - one month prior to the grade posting deadline in the semester student registers for the course.

### Thesis/Dissertation

Depending on the type of study you are performing (case law analysis, historical literature review or empirical research) it will take between 1 – 1 1/2 years to complete a thesis, and 2 – 3 years, possibly more, to complete a dissertation. It is best to start the project as soon as possible in your program of study and to work continuously over time. Please obtain a copy of *Dissertation and Thesis from Start to Finish*, by Cone and Foster. The book looks step by step at the thesis/dissertation process. Cone and Foster is slanted toward empirical research, but is extremely beneficial for non-empirical work as well.

Thesis Orientation. Plan to attend the free Thesis Orientation, held by UNR's Thesis Advisor, the first time you take a July UNR course and again when you begin the writing process. The orientation is an introduction to the writing process and students often start the outline for their thesis or dissertation during the session. The Thesis Advisor is available to assist JS students with choice of topic, research strategies, writing and editing throughout your course of study.

Decide on a topic. You may identify an issue or concern you want to explore while attending classes at UNR, NJC or NCJFCJ. You may choose to address a problem evident in your court or jurisdiction, or decide to improve court procedure and process. You may choose to work theoretically, empirically, or historically. Together the work of judges in the Master's and Ph.D. programs constructs a field we call Judicial Studies, and your thesis will contribute to that field.

**After you find a topic**, you will conduct preliminary research. Review existing literature in the field to see what others have found and what remains to be studied. If the topic has been well researched, you will need to find a new approach or new topic. Your thesis/dissertation should result in new knowledge about the topic or at least add to what scholars already know.

**Submit a 2–3 page topic proposal** to the Program Director for approval. State the issues you wish to address and your rationale for doing so. Clarify what's been learned from preliminary research, and state your plan of study. Once the Director has approved your topic, you will go on to identify committee members and write a formal prospectus.

**Identify Committee Members.** Advisory committee members should have knowledge of the student's topic area so they can adequately assist/advise on thesis/dissertation development. All committee members must be approved by the Program Director. If you ask a non–UNR faculty to be a member of your committee, you must submit the proposed committee member's vita with your Program of Study form to the Program Director and Graduate School for approval. The Program Director can assist in identifying potential committee members.

**For the Master's committee**, you need one UNR member to serve as chair, another UNR faculty member to serve as the Graduate School Representative, and one NJC/NCJFCJ member based on major (vita will be needed).

**For the Ph.D. committee**, you will need two UNR faculty members, one to serve as Chair and the other to serve as the Graduate School Representative. In addition, you will need a NJC/NCJFCJ faculty member, and two additional faculty members from UNR, NJC, NCJFCJ (or other universities) with proven knowledge in the field. If not UNR faculty, committee members must submit vitae.

**Committee members will review and approve drafts** of your written work, making comments, asking questions, and giving you options to think about, all in an effort to build a strong and valuable project. Committee comments on drafts are sent to the committee chair who will share them with the candidate. It is important to allow for a minimum time–frame of two weeks between each of your edits.

Develop your thesis/dissertation proposal into a prospectus. At the Master's level the prospectus should be 6–8 pages in length. At the Ph.D. level the prospectus should be 30–40 pages in length. Your thesis/dissertation prospectus will include an Introduction, Literature Review, Methodology, and Bibliography. The Introduction should clearly identify your topic, state the research question(s) to be answered, why your research is important (benefit), your hypotheses or expected findings, and the claims you wish to make. The Literature Review should assess major lines of existing research in your field and identify issues which have not been studied by others. The Methodology section should propose research techniques you will use to study the topic. If you are writing an empirical thesis/dissertation, identify variables, measures, procedures and subjects you will use to prove or disprove your hypothesis. Justify your data analysis plan, including any comparisons (court v court, state v state, service v service) you plan to make. Your Bibliography will include sources you have assessed in writing your prospectus. You will expand your Bibliography in the course of writing your thesis/dissertation.

Your prospectus is due and should be submitted to the Director by:

- Master's students – 1 1/2 years or 3 semesters after being admitted into program.
- Ph.D. students – 2 1/2 years or 5 semesters after admission into Ph.D. program.

Human Subjects Research. If you choose to conduct an empirical study (survey or interviews with human subjects), you will need to take the Human Subject Research (Basic Course) [CITI Training for Research Study Team](#) and submit a human subjects protocol. Whether ultimately deemed required or exempt, this protocol will explain how you intend to protect the safety and welfare of the subjects with whom you come in contact. If you are going to analyze secondary data that contains subject identifiers, you must demonstrate how you will protect the identity of the subjects, and you will more than likely receive an expedited review. If the secondary data contain no identifiers, you will more than likely be exempt from review. Judicial Studies staff can assist with this process.

Program of Study. When your committee has approved your prospectus, complete a Program of Study [form](#) (obtain your transcript information through your [MyNevada account](#)). The Program of Study lists courses you have taken to date, courses you plan to take to complete the coursework, and approved committee members. Your committee members and the Program Director must approve and sign the form. Obtain signatures by submitting the form to the committee members electronically. Ask committee members to return the signed copy electronically directly to the Judicial Studies Program for collection, final review, and the Program Director's signature. Signatures can appear on separate pages:

- Master's Students – Due upon approval of prospectus and thesis committee (approximately 1 – 1 1/2 years in program).
- Ph.D. Students – Due upon approval of prospectus and thesis committee (approximately 2 – 1/2 years in program).

Please see UNR Dissertation & Thesis Submission *Requirements* on the [UNR Graduate School website](#). Keep in mind pagination requirements: double space throughout (including before and after headings), 1"–top and right margins, 1 ½" left margin, and 1 ¼" bottom margin. Type should be no smaller than 12 point. Sequence of pages: Title page (not numbered), copyright page (not numbered), committee page (not numbered), abstract (Roman numeral i), dedication or acknowledgement (optional – continue roman numerals), table of contents (continue Roman numerals), body of document (begin Arabic numbering and continue through end of document), bibliography and table of cases. Page numbers should appear at the top right of page. Citations of other peoples' work used/referred to, even if paraphrased, should be done in an APA format. You can use either end notes or footnotes.

Write your Thesis/Dissertation. Over a period of months, develop your prospectus into a complete written document, testing the claims you initially made, assembling and evaluating the evidence you have found and drawing reasonable conclusions about your topic. Work systematically with your committee throughout the writing process, revising as necessary and responding to committee suggestions. Please remember that all theses and dissertations in the JS program end with conclusions and recommendations.

#### Application for Graduation

Once your committee has indicated you are ready to graduate, complete and submit a graduation [application](#) and pay the \$75 graduation fee on-line, **no later than:**

- Spring Semester – March 1st
- Summer Semester – May 1st
- Fall Semester – October 1st

Continue working with your chair and committee, sending drafts on a regular basis. When your document is complete, write an abstract to preface your work. Present findings clearly and be sure any charts, graphs or tables are understandable and reflect what has been written. Write appendices as necessary.

A dissertation defense is required for Ph.D. candidates. (At the Master's level, an oral defense may or may not be required). The student must attend, in person, a three hour oral dissertation defense with the entire advisory committee. The defense will take place on the UNR campus. Please work with the Program Officer to set a date and time that will work for all committee members. Advisory committee members who are local will attend in person. Out of state members will attend via teleconference. The student will summarize the dissertation for approximately 30 minutes, respond to questions from advisory committee members, then be asked to leave the room. The advisory committee will determine whether the student has passed the oral defense, or whether further work is required. Once advisory committee members have given final approval to the dissertation, each will sign the Doctoral Degree Admission to Candidacy/Comprehensive Examination Report.

The dissertation defense should take place no later than two weeks before the Graduate School's final deadline. The Judicial Studies Program has set the following deadlines:

- For spring graduation – April 15th
- For summer graduation – July 15th
- For fall graduation – November 10th

Final product. When a committee deems the thesis/dissertation is in final form, and given you permission to submit, you must run the document through TurnItIn (a plagiarism tool utilized by the University). The document must meet a 16% or lower plagiarism rate or it will not be accepted for graduation.

Please open and read the [TurnItIn Student Guide](#).

The Judicial Studies Program has set the following deadlines for submission of theses/dissertations to TurnItIn:

- For spring graduation – April 5th
- For summer graduation – July 5th
- For fall graduation – November 1st

After completing the TurnItIn requirements and receiving approval from the Program Director, upload your thesis/dissertation in [WebCampus](#). Log in, and look for the appropriate course number (797 thesis or 799 dissertation). You will see your assignment on the dashboard. If it is not showing, click on **courses** → **All Courses** and you should see your assignment. If you still don't see your assignment, or are not able to access your assignment, your course has not been set up and you should contact the Program Officer.

### Doctoral Degree Admission to Candidacy/Comprehensive Examination Report (Ph.D. only)

The application for Doctoral Degree Admission to Candidacy/Comprehensive Examination Report is an acknowledgement the student has completed all coursework, passed the comprehensive exam, completed dissertation and defense and is ready to graduate. The Doctoral Degree Admission to Candidacy/Comprehensive Examination Report form must be signed by the student's advisory committee members and the Program Director by:

- DUE – Prior to thesis/dissertation submission (upload) in ProQuest

### Notice of Completion Form

The Notice of Completion form confirms that a student has completed all the necessary requirements for the degree including the thesis/dissertation. This form is signed by all committee members and the Program Director. The Notice of Completion form must be turned into the Graduate School with a check for the thesis/dissertation processing/binding fee (\$95 PhD, \$85 MJS, \$105 if submitting a hard copy). Mail check made payable to the Board of Regents to the Program Officer who will assist in this step.

- DUE – Prior to thesis/dissertation submission (upload) in ProQuest OR by the following dates for graduating Doctoral Students who are being hooded:

- Spring – May 5th
- Fall – November 23rd

### Final Review Approval Form

The Final Review Approval Form is an acknowledgement by the Committee Chair that the student's thesis/dissertation is in correct format, that citations and content are consistent and acceptable and that all corrections, revisions, and modifications required by the advisory committee have been met. The Committee Chair will sign and submit the form to the Graduate School on behalf of the student.

- DUE – Prior to thesis/dissertation submission (upload) in ProQuest

### Final Thesis/Dissertation Submission (upload) in ProQuest and Microfilm Agreement Form

The final, approved, version of the thesis/dissertation must be submitted electronically to the university.

1. **Before** submitting your thesis/dissertation on–line at ProQuest for final print copies, the Graduate School must receive your signed Notice of Completion and Final Review Approval form:
  - a. Turn in your Notice of Completion form to the Program Officer with a check for the thesis/dissertation processing/binding fee (\$95 PhD, \$85 MJS). Mail check made payable to the Board of Regents to the Program Officer who will assist you in this step.
  - b. Make sure your Final Review Approval Form has been submitted by the Program Director. (The Program Officer can assist you in this step).
2. Set up a ProQuest account and log into to the [ProQuest Electronic Submission Site](#). Upload thesis/dissertation. **Please request 3 hard bound paper copies**, one for the student to keep, one for the Judicial Studies Program and one for either the National Judicial College or the National Council of Juvenile Family Court Judges library. You will receive all three hard copies. ***Please mail the Judicial Studies Program two hard copies when you are in receipt.***
3. As part of your ProQuest submission, you will be asked to complete the UMI Microfilm Agreement form. Should you want UMI to copyright the thesis/dissertation on your behalf, you will pay an additional fee at the time of submission.
4. The student will receive an e–mail from ETD Administrator if changes are needed at this point. If changes are needed, the student shall make needed changes and re–upload revised thesis/dissertation to ProQuest. If no changes are needed, the student will receive an email from ETD Administrator, stating that their submission has cleared all checks and will soon be delivered to ProQuest for publishing.

You must upload your document NO later than:

- |                           |              |
|---------------------------|--------------|
| - For spring graduation – | May 12th     |
| - For summer graduation – | August 11th  |
| - For fall graduation –   | December 2nd |

## COURSE TRACKING FORMS

## Master of Judicial Studies (MJS) Degree

## Trial Court Major – 32 credits required\*

## Required:

- \_\_\_ JS 610 – General Jurisdiction, 4 credits  
     OR JS 611 – Special Court Jurisdiction: Advanced, 4 credits  
     OR JS 612 – Administrative Law: Fair Hearing (ALJs only), 4 credits  
 \_\_\_ JS 615 – Judicial Writing, 2 credits  
 \_\_\_ JS 710 – History and Theory of Jurisprudence, 3 credits  
 \_\_\_ JS 797 – Thesis, 6 credits

## NJC electives:

- JS \_\_\_\_\_, 2 credits  
 JS \_\_\_\_\_, 2 credits  
 JS \_\_\_\_\_, 2 credits  
 JS \_\_\_\_\_, 2 credits

## UNR electives:

- JS \_\_\_\_\_, 3 credits  
 JS \_\_\_\_\_, 3 credits  
 JS \_\_\_\_\_, 3 credits

## Juvenile and Family Court Major – 32 credits required\*

## Required:

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

## NCJFCJ electives:

- JS \_\_\_\_\_, 2 credits  
 JS \_\_\_\_\_, 2 credits  
 JS \_\_\_\_\_, 2 credits

## UNR electives:

- JS \_\_\_\_\_, 3 credits  
 JS \_\_\_\_\_, 3 credits  
 JS \_\_\_\_\_, 3 credits

\*If a student has more courses/credits than needed for degree, they should use older courses/credits first, reserving remainder for second degree or Ph.D.

