

DOCTOR OF PHILOSOPHY
in
CRIMINOLOGY AND CRIMINAL JUSTICE



Doctoral Student Handbook
2010

School of Criminology and Criminal Justice
College of Public Affairs and Community Service
University of Nebraska at Omaha

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OVERVIEW OF THE PROGRAM

The School of Criminology and Criminal Justice of the University of Nebraska at Omaha offers a program leading to the Ph.D. in Criminology and Criminal Justice. This program emphasizes Criminology and Criminal Justice theory, research, and policy. The program is designed to produce highly skilled Criminology and Criminal Justice faculty as well as agency researchers and administrators.

The doctoral program in Criminology and Criminal Justice requires the completion of 92 credit hours, which is organized around four components:

- 1) A core set of required courses in theory, research methods, teaching, and statistical analysis;
- 2) Elective courses in criminology and criminal justice and related fields;
- 3) A comprehensive examination; and,
- 4) A dissertation.

The doctoral program also requires the successful completion of a teaching practicum, which involves a course focusing on teaching and pedagogy and teaching two courses for the School.

General supervision of the degree is the responsibility of the Criminology and Criminal Justice Graduate Program Committee, whose members are appointed by the UNO Dean of Graduate Studies and Research. The Graduate Program Committee has two major functions. First, the committee is the primary source of faculty to serve on doctoral student committees: supervisory, comprehensive exam, and dissertation. A second function is to provide general supervision of the degree program, including the admission of students, the development and implementation of graduate program policies and procedures, and the general administration of the degree. The Graduate Program Committee is chaired by the Doctoral Program Chair, who is nominated and elected by the committee members and recommended for the position by the Director to the Dean of Graduate Studies.

ADMISSION TO THE DOCTORAL PROGRAM

Admission to the Criminology and Criminal Justice doctoral program is governed by the requirements specified by the University of Nebraska at Omaha's Graduate College. In addition to meeting the requirements established by the Graduate College, applicants must also fulfill additional requirements stipulated by the School of Criminology and Criminal Justice including the following:

1. An earned Master of Arts or Master of Science degree in Criminology and Criminal Justice from an accredited institution is required for unconditional admission into the program.
2. Applicants with a Masters Degree in an allied field (e.g., sociology, political science, public administration) and who lack substantial course work in criminology and criminal justice may be granted conditional admission. They will be granted unconditional admission upon successful completion of 18 hours of criminology and criminal justice courses from the core curriculum.
3. Outstanding applicants who have completed a baccalaureate and wish to be considered for the doctoral program may be provisionally admitted, but must complete the requirements for the master's degree prior to unconditional admission into the Ph.D. program.
4. A combined score of at least 1,000 on the verbal and quantitative sections of the Graduate Record Examination (GRE) is required. Students demonstrating exceptional academic potential may be considered with a GRE score below 1,000.
5. Applicants must present three letters of reference from individuals who are qualified to comment on the applicant's ability to pursue doctoral level work. At least 2 out of 3 of these letters must be from an academic that has had the candidate as a student and/or has supervised the student.
6. Applicants must present a statement of intent, not exceeding five type-written, double-spaced pages, describing the applicant's prior education, relevant professional experience, career goals, and the specific relationship of the Ph.D. degree to the achievement of these goals. If there are particular faculty the applicant is interested in working with or areas of study that s/he would like to pursue, this information should

also be included in the letter.

7. Applicants must submit a sample of scholarly writing. This might be a chapter from a masters thesis, a published article, or a manuscript written in a scholarly style.

International Applicants

International students seeking admission to the doctoral program must meet UNO Graduate College requirements governing the admission of international students. In addition to these requirements, all ESL students are required to submit scores from the “ILETS” or the “Internet TOEFL” (the paper version of the TOEFL will not be accepted). Minimum required scores are as follows:

- ILETS: Minimum score of 7.5 is required and we prefer an 8.0. (OR)
- Internet TOEFL: Minimum of 21 in each of the four areas and a minimum of 95 overall.
- PTE: 76 or higher.

All ESL students will be required to take a proficiency assessment examination at UNO upon admission. That assessment will help determine if further assistance is required.

Electronic Submission of Application Materials

All graduate program application materials should be submitted electronically via the application platform located on the UNO Graduate Studies website. Letters of recommendation are to be uploaded to the site or sent via email to the Graduate College, by the letter writer and not by the applicant.

Admissions Decisions

Decisions regarding admission to the program are made by the Graduate Recruitment and Admissions Committee in the School of Criminology and Criminal Justice. The committee evaluates applicant materials in the spring semester of each year, and newly admitted students enter the program in the following fall semester along with others in their cohort.

Admissions decisions are competitive. In years where there are more qualified applicants than the program can handle, only the most qualified applicants will be admitted. Graduate assistantships are also competitive. Applicants should indicate in their letter of intent if they wish to be considered for a graduate assistantship or not.

DOCTORAL PROGRAM DEGREE REQUIREMENTS

The Ph.D. in Criminology and Criminal Justice requires the successful completion of a minimum of 92 hours of graduate work beyond the baccalaureate degree including coursework, a comprehensive exam, and a dissertation. The course work is described below and it includes both required and elective credits. Up to 30 hours of masters level credits may be counted toward doctoral degree requirements. In addition to the aforementioned requirements, the doctoral program also requires satisfactory completion of a teaching practicum.

Coursework

The doctoral degree requires the completion of 72 hours of coursework. As noted, a maximum of 30 credits may (with approval) be transferred in from the masters degree. If this occurs, the student is expected to complete the remaining 42 credits of coursework within the first two years of the program, except in extraordinary circumstances. (One important exception is 6 credits of directed readings, which are to be used for the comprehensive exam in the fall semester of the third year.) This will require that students 1) take 12 hours in two separate semesters, or 2) work in 6 credit hours during summer terms.

Required Courses

Students are required to complete 24 credits of required courses including all of the following:

CJUS9020	Seminar on Theories of Crime
CJUS9080	Advanced Statistical Applications (Statistics II)
CJUS9090	Special Problems in Research Methods (Quantitative or Qualitative)
CJUS9100	Special Problems in Statistical Analysis (Statistics III)
CJUS9050	Academic Writing
CJUS8210	Program Evaluation and Policy Analysis
CJUS9700	Teaching at the College Level
CJUS9800	Advanced Research Design

Elective Courses

Students are required to complete 18 credits of elective, graduate (i.e., 8000/9000 level) courses. Students may receive elective credits for graduate courses offered by the School of Criminology and Criminal Justice or other related disciplines (e.g., sociology, political science, public administration, psychology). The following elective courses are offered by the School, and most are offered on a two year rotational basis:

CJUS8040	Seminar on Police and Society
CJUS8050	Seminar on Corrections
CJUS8060	Seminar on the Criminal Court System
CJUS8070	Seminar on Law and Criminal Procedure
CJUS8080	Seminar on the Juvenile Justice System
CJUS8090	Seminar on Theoretical Criminology
CJUS8100	Criminal Justice Organization and Management
CJUS8110	Criminal Justice Planning and Change
CJUS8120	Independent Study in Criminal Justice and Criminology
CJUS8130	Seminar on Women & Crime
CJUS8200	Special Problems in Criminal Justice and Criminology
CJUS9000	Theory II and Theory Construction
CJUS9010	Seminar on Law and Social Control
CJUS9030	Seminar on Minorities & the Criminal Justice System
CJUS9040	Comparative Criminology and Criminal Justice Systems
CJUS9090	Special Problems in Research Methods (either Quant or Qual)
CJUS9110	Seminar on Police Organization and Management
CJUS9120	Seminar on Police Effectiveness
CJUS9130	Advanced Research Topics on Policing
CJUS9150	Special Topics in Criminal Justice Research
CJUS9160	Seminar on Community Based Corrections
CJUS9170	Seminar on Institutional Corrections
CJUS9180	Court Processing and Sentencing
CJUS9200	Seminar on Violent Crime and Criminal Behavior
CJUS9350	Computer Applications in Criminal Justice and Public Affairs
CJUS9980	Directed Readings in Criminal Justice

Comprehensive Examination

Doctoral students are required to complete a comprehensive examination after all coursework has been successfully completed. As noted above, students make take up to 6 credit hours of Directed Readings as they are working on their comprehensive exam. Students on graduate assistantships should enroll in these credits in the fall of their third year in the program. In the summer term while the student is working on and completing the comprehensive exam, it is not necessary to register for any credits.

Dissertation

Doctoral students are required to write a dissertation that reflects original scholarship and contributes to the body of knowledge on Criminology and Criminal Justice theory, research, and policy. After the completion of all coursework, the student must complete a minimum of 20 hours of dissertation credits for the degree. Students on graduate assistantships should

generally enroll in no more than 6 dissertation hours per semester and 0 dissertation hours in the summer. The number of credits a student should enroll in each term is dictated by Graduate Studies policies governing graduate assistantships, continuous enrollment, and graduation requirements. Consult the Doctoral Program Chair for more information.

Teaching Practicum

The doctoral program requires the completion of a teaching practicum, which consists of the successful completion of 9700 Teaching at the College Level, and serving as the Instructor of record for two separate 3 credit hour courses offered by the School. Typically, students complete 9700 in their first year and begin teaching in their second year of the program.

Additional Policies

Credit for Masters Level Work

A student entering the program with a master's degree from another university (or a master's degree from another UNO program) may substitute credits earned in the course of the master's degree for up to 30 hours of coursework credit for the doctoral degree. The student may be asked to provide copies of course syllabi to facilitate this process. Also, as part of the 30 hours, the student must demonstrate that s/he has completed coursework equivalent to the four required masters level courses (i.e., 8010, 8020, 8030, and 8950). Credits earned in a masters program that are counted toward the doctoral degree must be indicated on the program of studies and approved by the Supervisory Committee.

Diversity Requirement

One of the elective courses must be a 3 hour diversity course, which can be fulfilled by CJUS9030, CJUS8130, or a master's level or higher course from another department, as approved by the Supervisory Chair and the Doctoral Program Chair.

Independent Study and Directed Readings Credits

Students may apply up to 3 hours of Independent Study credit toward the doctoral degree. Students may also apply up to 6 hours of Directed Reading credits toward the doctoral degree at the time that they are working on the completion of the Comprehensive Exam. Independent Study and Directed Readings credits should be reserved for the examination of a substantive area in which the School does not offer a regularly scheduled graduate course (e.g., victimology) or to enhance knowledge of a specialized topic within a substantive area (e.g., social learning theory, sentencing reform).

Grade Standards

As noted previously, the degree requires the successful completion of 92 credit hours of graduate work. "Successful completion" means a grade of "B-" or higher in each course. In the event a student receives a grade below a B- in a graduate class (including C+, C, or C-), s/he will

be notified that his/her status is in jeopardy and that no credit will be given for the course. A second "C" grade in any graduate course (i.e., any grade below a B-), will result in automatic dismissal from the program.

Incompletes

The School of Criminology and Criminal Justice has adopted the following guidelines regarding "incompletes":

- Incompletes must be resolved within two semesters or the student will receive a failing grade (i.e., F). The Doctoral Program Chair will notify students each semester of incompletes that still need to be addressed. It is the student's responsibility to contact and work with the professor in order to complete the required work.
- A student may request an extension in cases of extenuating circumstances. Instructors will determine whether a student's request for an extension is warranted. Extensions beyond 12 months must be requested and granted prior to the incomplete being changed to a failing grade.

4000/8000 Courses

Both 8000- and 9000-level courses are offered by the School of Criminology and Criminal Justice and can be included in the program of studies. A maximum of six hours of dual-level (4000/8000) courses can be included in the program of studies.

Summary of Requirements

The successful completion of 92 credits is required for the doctoral degree:

- Doctoral level required coursework = 24 credits
- Masters level and elective coursework = 48 credits
- Comprehensive exam = 0 credits
- Dissertation = 20 credits
- Teaching practicum

<p style="text-align: center;">SUPERVISORY COMMITTEE AND PROGRAM OF STUDIES</p>
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Upon admission to the doctoral program, students are assigned an Academic Advisor by the Doctoral Program Chair. The Academic Advisor is expected to assist the student with course selection and program questions during the first year and should also facilitate long range planning with the student.

Each doctoral student is required to have a Supervisory Committee that is responsible for

overseeing the student's progress toward the degree until the appointment of a Dissertation Committee (see Dissertation section of the handbook). However, students are responsible for checking their "Degree Audit Report" on a regular basis to ensure that classes are being applied correctly to their program. Concerns should be addressed to the Doctoral Program Chair. Additional information on the Supervisory Committee and annual meetings follows, but a check list can be found in Appendix A.

Committee Composition and Timing

The Supervisory Committee consists of four faculty members; three of the members should be members of the Criminology and Criminal Justice Graduate Program Committee and the fourth member should be a faculty member from another UNO department. The Academic Advisor assigned upon admission to the program will serve as one of the three internal committee members. The student is responsible for identifying the three remaining members (i.e., two internal, one external), and for designating one of the three internal members as the committee chairperson. The chair of the Supervisory Committee may be, but does not have to be, the originally assigned Academic Advisor. Once the committee has been constituted, the student must complete and submit the "Appointment of Supervisory Committee for the Doctoral Degree" form, which is available online through the Graduate College website. The form must be approved by the Doctoral Program Chair and forwarded to the Dean of Graduate Studies for approval before the Supervisory Committee is considered officially constituted.

The Supervisory Committee is typically appointed after the student has completed one semester of doctoral coursework although students can constitute the committee during their first semester of coursework.

Program of Studies and Progress toward the Degree

The purpose of the Supervisory Committee is to assist the student with long-term planning geared toward the successful completion of the doctoral degree in a timely manner.

The committee also assists with student's program of studies. Within three weeks of its appointment, the Supervisory Committee should meet for the purpose of reviewing and approving the student's plan for completing all doctoral level coursework that will be used to meet degree requirements. (It is the student's responsibility to arrange the time and place for all meetings.) Following approval of the program of studies, the student must file the "Criminology and Criminal Justice Doctoral Plan of Study", available online through the Graduate Studies website, with Graduate Studies. The approved Plan of Study form must be submitted before incomplete, pass, or letter grades have been received in more than half of the minimum requirements for courses and dissertation research (i.e., before 46 hours have been completed, including hours credited for the masters degree). Any subsequent change in the program of studies or in the area of research for the dissertation must be approved by the

Supervisory Committee and reported to Graduate Studies by submitting a new plan of study form.

At a minimum, the Supervisory Committee should meet with the student in each spring semester for the purpose of reviewing the student's progress toward the degree and performance in the program. To facilitate this process, the student is responsible for preparing an "annual progress report" and providing a copy of the report to all committee members prior to the meeting. This report should contain information directly related to student's overall progress, progress since the last meeting, and future plans and timeline for completing the degree.

Two additional timing issues should be noted. All course work must be completed within three years from the time a student's program of study is approved by the Dean for Graduate Studies. Once the program of studies is approved, the student has eight years to complete the degree.

TUITION, RESIDENCY, AND FINANCIAL AID

Candidacy and Continuous Enrollment

According to Graduate Studies, doctoral students must be continuously enrolled at UNO once they enter candidacy which coincides with the successful completion of the comprehensive exam. The "continuous enrollment" requirement can be satisfied by enrolling in at least one credit hour per semester. Students do not need to enroll in credits over the summer to satisfy the condition of "continuous enrollment." This is true even if a student intends to receive a degree in August.

Enrollment Requirements for Graduate Assistants

Students on a graduate assistantship must be enrolled at UNO in at least 6 credits per semester. Enrollment in the summer is not necessary. There is one exception - a student with a graduate assistantship, who is in his/her last semester, only needs to be enrolled in 1-3 credits. Permission to enroll in fewer than 6 credit hours when on a graduate assistantship must be obtained from Graduate Studies. The form for requesting such an accommodation is available from that office. If a student is in his/her last semester of an assistantship, but is not going to graduate at the end of that semester, s/he must enroll in at least 6 credits.

Tuition

Who is responsible for paying for graduate student tuition? A student who does not have a graduate assistantship is solely responsible for all tuition and fees incurred. This is the case for students who were not ever awarded a graduate assistantship, and students who were awarded a graduate assistantship, but no longer have one.

Students with a graduate assistantship are entitled to tuition remission for a maximum of 36 credits per year.

- With regard to credits for coursework, independent studies, and directed readings:
 - Accelerated doctoral program students with a graduate assistantship must obtain approval from the Doctoral Program Chair and the School Director in order to be granted tuition remission for more than 72 credits of course work.
 - Doctoral students with a graduate assistantship must obtain approval from the Doctoral Program Chair and School Director in order to be granted tuition remission for credit that exceeds 72 credits minus the number of credits transferred into the program (e.g., a student who transfers in 30 credits needs approval to receive tuition remission for credits that extend beyond 42).
- With regard to dissertation credits:
 - Students with graduate assistantships requesting tuition remission for more than 20 dissertation credits must obtain approval from the Doctoral Program Chair and the School Director in advance with the exception of students who must enroll in at least 6 credits per term to meet Graduate Studies requirements.

Tuition is assessed differentially depending on if a student is classified (for tuition purposes) as a resident or out-of-state student (see below). For academic year 2010-11, the resident tuition rate is \$225.25 per credit hour, and the non-resident rate is \$592.75 per credit hour. The billing process is complex:

- Students not on a graduate assistantship should expect to incur tuition charges consistent with their residency status.
- Students on a graduate assistantship are assessed tuition in accordance with their residency status. The School is responsible for paying the resident rate of tuition for all graduate assistants and the Graduate College assumes responsibility for the differential for the out-of-state students.

Residency

A student who moved to Nebraska for the purpose of pursuing an education is considered an out-of-state student (for tuition purposes) as long as s/he is a student, regardless of how long s/he lives in the state. To apply for residency for tuition purposes, it is necessary to have an

established residence in the state and to be less than a half-time student for a minimum of 12 months. For more information, contact the Registrar's Office.

Financial Aid

According to the Financial Aid Office, a graduate student must be enrolled in four credits per semester (i.e., half time) in order to be eligible for federal financial aid in the form of a student loan. Graduate students who receive financial aid for the academic year are not typically required to enroll in summer credits in order to defer loan payments; instead, the summer is bridged between academic years. If a graduate student chooses to apply for additional financial aid in the summer months (beyond that which s/he might have for the academic year), the student would need to be enrolled in four credits over the summer. For additional information, contact the UNO Financial Aid Office.

Residency and Degree Completion Timeline

Full-time students admitted with a master's degree are required to complete 27 hours of graduate work within 18 months. Part-time students employed in a criminal justice agency are required to complete 24 hours within 24 months. Not more than one-third, or 9 hours, of course work taken during the summer can be used to meet the residency requirement.

All course work for the degree must be completed within three years from the time that a student's program of study is approved by the Graduate College. The time limit on granting the Ph.D. is 8 years from the time of filing the student's program of studies. Students are required to re-take the comprehensive examination if all course work to be counted toward the Ph.D. (including the dissertation) is not completed within 3 years from the time the student is admitted into candidacy.

Summary Notes on Tuition and Enrollment (i.e., What Does It All Mean?)

As a general rule, students with graduate assistantships should expect to receive tuition remission during every fall and spring semester that the assistantship is active with the following conditions and caveats in effect:

- A maximum of 36 credits per year are eligible for tuition remission in any one year. Credits taken beyond this are the student's financial responsibility.
- A minimum of 6 credits must be enrolled in every fall and spring semester that a student is on a graduate assistantship:
 - It is expected that coursework, independent study, and directed readings credit will be used to meet this requirement in the initial years of the doctoral program until required coursework has been completed.
 - In the fall semester of the third year, doctoral students should enroll in up to 6 credits of Independent Study while they are finishing the comprehensive exam.

- Once 72 hours of coursework and the comprehensive exam have been successfully completed, graduate assistants should enroll in 6 dissertation credits per semester. Assuming that the student is working on the dissertation during the spring semester of the third year (6th semester) and in the fourth year (7th and 8th semesters), s/he should enroll in 6 dissertation credits during each of these three semesters and tuition costs will be covered. The remaining dissertation credits can be taken in the summer if graduating in August, or in the fall if additional time is needed to complete the dissertation, since continuous enrollment is required of students who have entered candidacy (which occurs upon the successful completion of the comprehensive exam).
- Unless coursework, independent study, or directed reading credit is being taken in the summer in order to complete degree requirements, tuition costs incurred during this time will not qualify for remission.
- It is important to engage in long-term planning and map out coursework and dissertation credits early in the degree program, especially if a student has a graduate assistantship.

COMPREHENSIVE EXAMINATION AND ADMISSION TO CANDIDACY

Underlying Philosophy

One of the principal goals of the criminology and criminal justice doctoral program is to help students develop specializations within criminal justice and criminology. The criminology and criminal justice doctoral program uses a combination of methods to develop student expertise in substantive areas within criminal justice and criminology. These methods include general and specialized courses and seminars, directed readings, independent study, research, and informal mentoring. It should be noted that the development of specialized knowledge does not rely solely on course work. Additional information on the comprehensive exam follows, but a check list can be found in Appendix B.

Following the completion of course work, doctoral students take the comprehensive examination. The purpose of the comprehensive exam is to give doctoral students an opportunity to demonstrate their ability to integrate core knowledge, to document their expertise in a specialty area, and to demonstrate their ability to execute and defend an independent research project. Furthermore, it provides the student with the opportunity to practice and be assessed on skills involved in 1) the development of a research project, 2) the use of critical thinking skills, 3) synthesizing material, 4) writing for publication, and 5) presenting and defending research products. This examination system was adopted by the School of Criminology and Criminal Justice faculty in March of 2009, effective for all students

entering the program after that date, and optional for students already in the program.

Comprehensive Exam Committee

The student is responsible for constituting a Comprehensive Exam Committee that will supervise the administration of the comprehensive examination. The committee shall be composed of at least three graduate faculty members in the School of Criminology and Criminal Justice. Students are strongly encouraged to select faculty by specialty area and not by campus. A list of faculty specialty areas is included in the handbook. Comprehensive exam committees will not have a chair; each faculty member is an equal participant. However, for efficiency reasons one member should serve as an administrative facilitator for purposes of reporting and communication between committee members. A record of the committee's composition shall be filed with the Doctoral Program Chair and the Dean of Graduate Studies when the committee is constituted. This should occur no later than the initial meeting of the entire committee. The committee must be formed no later than the beginning of the student's fourth semester of enrollment following admission to the doctoral program.

The Comprehensive Examination Committee must approve the subject of the student's examination, determine how to assess the student's proficiency, and conduct the assessment.

All examinations shall include:

- Demonstration of critical understanding of relevant literature, in written form;
- Completion of a proposal for a research project; and
- An oral presentation and defense of the comprehensive exam.

The committee will report to the Doctoral Program Chair and the Chair of the student's Supervisory Committee regarding its assessment of the student's performance on the comprehensive exam. A majority of the committee members must deem the student's performance to be acceptable on each part of the exam for the student to pass the comprehensive exam. In the event an examining committee reports that a student has failed the comprehensive exam, or in the event that the student has disbanded his or her committee, the student may petition the Graduate Program Committee to be allowed to form a new committee and to take a new examination. A student who is allowed to take a new examination and who fails that examination will be dismissed from the program.

Comprehensive Exam Procedures

Project Approval

By the end of the third semester or beginning of the fourth semester, the student should call a meeting of the Comprehensive Exam Committee for the purpose of reviewing and assessing the student's proposal. The proposal should be distributed to committee members in advance. It should be a 3 to 5 page document that articulates the following:

- 1) What is the focus of the comprehensive exam?

- a. What is the topic? What is the research question?
 - b. Why is it significant? Or, why is the proposed topic publishable?
- 2) If the work is empirical, what data will be used and how will it be acquired? What research methodology (and if appropriate, statistical tools) will be used to analyze the data?
 - 3) If the work is not empirical, what will the project entail?

Publishable Article Draft

Once the topic meeting has been held and the topic approved, the student is expected to work on the project independently without seeking substantial assistance from committee members. The committee can address minor issues, such as reference recommendations, minor clarification questions, software assistance), but cannot address questions about substantive issues or key facets of the research methodology, and the committee cannot read or comment on outlines or drafts. The final draft of the comprehensive exam should be in the format of a paper being sent to a journal for publication consideration. It should be submitted to the committee early in the student's third year in the program.

Revise and Resubmit

The Comprehensive Exam Committee will have two weeks to complete a formal review of the student's article draft and provide him/her with written reviews. The reviews will be given to the student, who is in turn expected to address comments and concerns, as is done with "revise and resubmits." The revised article draft should be submitted to the committee within three weeks.

Final Draft

The Comprehensive Exam Committee will have two weeks to determine if the written part of the comprehensive exam (i.e., revised article draft) is a pass or fail. If by majority vote of the committee (at least 2 of 3) the written phase is deemed a "pass," the student will schedule a one hour oral defense of the project, which they must also pass by majority vote of the committee (i.e., at least 2 of 3 votes). If the committee determines that the written phase of the comprehensive exam is a "fail", the student must form a new Comprehensive Exam Committee and start over with a new topic. If the student fails to successfully complete the comprehensive exam on the second attempt, s/he will be dismissed from the doctoral program.

Oral Defense

In the oral defense of the comprehensive exam, the student will present his/her project to the Comprehensive Exam Committee yet in a public forum that is open to all faculty, staff, and students. The defense should consist of a 15-20 minute presentation describing the project, its significance, and major findings or contributions to the literature. The student should also discuss where s/he intends to submit the paper for publication consideration. After the

presentation, the student will take questions from the committee and others, if present. The oral defense should be scheduled to occur within two weeks of the passing grade being assigned to the written portion of the comprehensive exam.

FAQs

- 1) Can the article for the comprehensive exam be a pilot study for my dissertation? Yes, but it cannot be the same exact research question as the dissertation.
- 2) Can I use data from previous work I have done? Yes, as long as the research questions and hypotheses are different.
- 3) How many times will I be allowed to revise and resubmit the comprehensive exam to my committee? Only once.
- 4) Can I use a paper that I did for a class as my comprehensive exam? No, the comprehensive exam project must be new and original. However, it would be acceptable to pursue an idea that involves testing or elaborating on something done for a class or previous paper.
- 5) Before I send the article out to a journal, how should decisions be made on authorship? The student should remain the first author and negotiate with the professor(s) about their secondary authorship, if they have made a contribution beyond serving on the exam committee. NOTE: Students are expected to complete the work on their comprehensive exam independently, and therefore, it should be their own work and not a collaboration with faculty members on the committee. Students are encouraged to take steps after the exam to publish their work. If a student has made arrangements for authorship of the final product that include faculty (e.g., the faculty member provided data with the understanding of authorship on the final product, a faculty member assists with significant further development beyond the final draft), these arrangements should be made clear and preferably put in writing prior to submitting the paper for publication. Students should not expect to provide members of their Comprehensive Exam Committee with authorship on submitted articles as a result of merely serving on the exam committee.
- 6) How do I know who to pick for my committee? It would be advisable to pick faculty who have expertise in and have published in the area of your comprehensive exam. Additionally, you should choose faculty with whom you feel comfortable. Remember that your first choice may have to decline, it is not a reflection on you, they may already have as many students as they can handle.

Admission to Candidacy

After passing the comprehensive examination, the student is eligible for candidacy and should file the "Application for Admission to Candidacy for the Doctoral Degree" with Graduate Studies, which is available online through the Graduate College website. The application must be filed at least seven months prior to the oral defense of the dissertation.

Continuous Enrollment

After admission to candidacy, the student must maintain continuous enrollment until the degree is conferred. As described elsewhere, this means that the student must enroll in a minimum of one credit hour of dissertation research during every subsequent fall and spring semester. Failure to maintain continuous enrollment will result in termination of the candidacy, which would require the student to start over at the comprehensive examination point.

THE DISSERTATION

All students are required to complete a 20 credit-hour dissertation. The dissertation must reflect original scholarship and contribute to the body of knowledge on criminology and criminal justice. The dissertation topic must be approved by the student's Dissertation Committee. The dissertation prospectus and the dissertation itself must be approved by the Dissertation Committee. Students should not register for dissertation hours until the comprehensive examination is completed. Additional information on the dissertation follows, but a check list can be found in Appendix C.

Dissertation Committee

The Dissertation Committee is formed following the successful completion of the comprehensive exam. Its purpose is to provide the student with assistance regarding substantive, methodological, and formatting issues, and to also ensure that the work is relevant and of high quality. The committee consists of at least four members: three members of the Criminology and Criminal Justice Graduate Program Committee, and one outside faculty member from a different discipline. All committee members are selected by the student. The Dissertation Committee may or may not include members of the student's original Supervisory Committee.

The committee should be formed no later than the end of the semester in which the comprehensive exam is successfully completed, but it cannot be formed prior to the

completion of the exam. To establish the dissertation committee, the student fills out the "Appointment of Dissertation Committee for the Doctoral Degree" form (which is available online through the Graduate Studies website). On the form, the student will designate the committee chairperson, the two readers (i.e., internal members who read and approve the dissertation and abstract prior to the final oral examination), and the external member. A copy of the form should be provided to all members of the committee, and the committee chairperson should also give a copy to the Doctoral Program Chair and place a copy in the student's file. Once the form has been filed with Graduate Studies and the Dissertation Committee officially constituted, they become the student's new Supervisory Committee and the original committee is dissolved.

Dissertation Topic Approval

Early in the dissertation process, the student should schedule a topic approval meeting with the Dissertation Committee for the purpose of formally approving the dissertation topic and the general research design and methodology that will be used. Prior to the meeting, the student should provide all committee members with a written proposal that articulates these issues. Additional guidance on the content and format of this document should be sought from the committee. Once the topic has been approved, the student must submit the "Approval of Dissertation Topic" form (which is available online through the Graduate Studies website) to the Doctoral Program Chair, who must also sign the form, and then to Graduate Studies. A copy of the completed form should be placed in the student's file.

Dissertation Prospectus

The next step is the dissertation prospectus. The prospectus consists of the first three chapters of the dissertation:

- 1) A statement of the problem;
- 2) A comprehensive literature review including coverage of the theoretical or conceptual framework; and
- 3) A detailed discussion of the research design/methodology.

The prospectus must be reviewed and approved by the Dissertation Committee before the student can continue with the dissertation. The student should present the dissertation prospectus to the Dissertation Committee for review at least two weeks in advance of the formal prospectus approval meeting. Because preparation of the prospectus will involve extensive work, the student is encouraged to meet informally with members of the committee in advance of the defense. The committee can either approve the prospectus as submitted or require the student to make revisions prior to approval. Upon approval, the chair of the dissertation committee files the "Approval of Dissertation Prospectus" form (which is available in school files) with the Graduate Chair. A copy of the approved prospectus and of the approval form is to be placed in the student's file.

The approved prospectus is considered a "contract" with the student regarding the dissertation. Significant changes in an approved prospectus will require the preparation of a formal prospectus addendum and subsequent review and approval by the Dissertation Committee.

Final Oral Defense

An oral defense of the dissertation is required of all doctoral students. It is administered by the Dissertation Committee and is open to all members of the School. The Dissertation Committee also determines the character and length of the defense. The examination may be devoted to the special field of the dissertation and/or to the student's general knowledge of the field.

Timing

The oral defense takes place after the dissertation has been approved by the Dissertation Committee chair and both of the two readers. The committee members must have at least three weeks to read and review the dissertation in its entirety before the final oral defense. At least three weeks prior to the defense, the "Application for Final Oral Examination or Waiver" form (available online through the Graduate Studies website), must be filed with Graduate Studies along with the dissertation abstract (no more than 350 words). The form must be signed by the chair and the two dissertation readers, and must indicate the time and date of the final oral examination.

Committee Attendance

The final oral examination over the dissertation shall not be held unless all members of the Dissertation Committee are available for the examination. A committee member may waive his/her right to attend.

Results

Following the oral defense, the Dissertation Committee votes to determine if the student has passed or failed the final oral defense of the dissertation. In the event that members of the committee are not unanimous regarding the passing of a candidate, the student **is to be** (wording?) approved for the degree if only one committee member dissents. The dissenting member of the committee must file a letter of explanation with Graduate Studies.

The results of the final oral defense must be submitted to Graduate Studies. If a student fails to pass the final oral examination, the Dissertation Committee will file a report on the failure with Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same term in which the student failed.

Waiver

The final oral defense of the dissertation may be waived only with the unanimous consent of the Dissertation Committee and only in extremely unusual circumstances.

SUMMARY: STEPS IN THE PROCESS AND IMPORTANT DEADLINES

- 1) Student is admitted to Ph.D. program during the fall semester of the academic year.
- 2) During the spring semester of the first year, the student establishes a Supervisory Committee and submits the appropriate paperwork to Graduate Studies.
- 3) Within three weeks of the appointment of the Supervisory Committee, the committee meets to approve the student's program of studies. The student files the "Criminal Justice Doctoral Plan of Study" with the Office of Graduate Studies.
 - a) At least *45 hours* of the student's doctoral course work (including the 20-hour dissertation) is to be completed *after* the approval of the program of studies.
 - b) Once the program of studies has been approved, the student has *8 years* to complete the degree.
 - c) The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
- 4) During the spring semester of each year, the Supervisory Committee meets to review the student's progress toward the degree. The student prepares an "annual progress report" and distributes this report to committee members prior to the meeting.
 - a) The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
- 5) After completion of all course work, the student is eligible to take the comprehensive examination. The student forms a comprehensive examination committee at the beginning of his/her fourth semester in the program.
- 6) After passing the comprehensive examination, the student files the "Application for Candidacy for the Doctoral Degree."
 - a) The application is due in the Office of Graduate Studies *no later than 7 months* prior to the final oral examination.
 - b) After admission to candidacy, the student must maintain continuous enrollment until he/she receives the degree.
 - c) If the term of candidacy is extended beyond three years, the student must pass another comprehensive examination.

- 7) The student establishes a Dissertation Committee by filling out the “Appointment of Dissertation Committee for the Doctoral Degree” form.
 - a) The Dissertation Committee *must* be established *no later than* the end of the semester in which the comprehensive examination is successfully completed.

- 8) The Dissertation Committee meets to approve the dissertation topic; the student submits the “Approval of Dissertation Topic” form to the Doctoral Program Chair.
 - a) The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.

- 9) The Dissertation Committee meets to approve the dissertation prospectus; the student submits the “Approval of Dissertation Prospectus” form to the Doctoral Program Chair.
 - a) The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.

- 10) At least one month prior to the final oral examination, the student submits a preliminary copy of the dissertation and abstract to the members of the Dissertation Committee.

- 11) At least three weeks prior to the final oral examination, the student submits a preliminary copy of the dissertation and abstract and the “Application for Final Oral Examination or Waiver” to the Office of Graduate Studies.

- 12) The Dissertation Committee meets for the student’s final oral examination.
 - a) The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
 - b) The student must now file the “Report on Completion of Degree” form which is online.

NOTE: There is a blue folder in the student library containing examples of all the forms and instructions on their use. Some forms are online, the in house forms can be found in the file room in the drawer marked “Forms”.

TENTATIVE SCHEDULE OF GRADUATE COURSE OFFERINGS: 2010-2012

Year 1		Required/ Elective
<u>Fall 2010</u>		
8950	Statistical Applications in CJ & PA (i.e., Statistics I)	RM
9100	Special Problems in Statistical Analysis (i.e., Statistics III)	RD
9700	Teaching at the College Level	RD
9800	Advanced Research Design	RD
9030	Seminar on Minorities & the CJS	E
8080	Seminar on Juvenile Justice (Online)	E
9160	Seminar in Community Based Corrections	E
9150	Special Topics in Criminal Justice Research	E
8180	Criminal Justice Internship	E
8190	Independent Study	E
9980	Directed Readings	E
9990	Dissertation Hours	E
 <u>Spring 2011</u>		
8020	Administration of Justice	RM
8030	CJ Research, Theory, and Methodology	RM
8970	Masters Capstone Course	RM MS
9080	Advanced Statistical Applications (i.e., Statistics II)	RD
9050	Academic Writing	RD
9090	Special Problems in Research Methods – Quantitative	RD/E
9220	Theory II and Theory Construction	E
9200	Seminar on Violent Crime	E
9170	Institutional Corrections	E
8180	Criminal Justice Internship	E
8190	Independent Study	E
9980	Directed Readings	E
9990	Dissertation Hours	E
 Year 2		
<u>Fall 2011</u>		
8010	Nature of Crime	RM
8950	Statistics I	RM
9100	Special Problems in Statistical Analysis (i.e., Statistics III)	RD

9020	Seminar on Theories of Crime	RD
9700	Teaching at the College Level	RD
8040	Seminar on Police and Society	E
8130	Seminar on Women and Crime	E
8800	Special Topics: U.S. Financial Crisis & Crime	E
9150	Special Topics: Social Contexts & Crime	E
8180	Criminal Justice Internship	E
8190	Independent Study	E
9980	Directed Readings	E
9990	Dissertation Hours	E

Spring 2012

8020	Administration of Justice	RM
8030	CJ Research, Theory, and Methodology	RM
8970	Masters Capstone Course	RM MS
9080	Advanced Statistical Applications (i.e., Statistics II)	RD
8210	CJ Program Evaluation & Policy Analysis	RD
9090	Special Problems in Research Methods – Qualitative	RD/E
9010	Seminar on Law & Social Control	E
9040	Comparative Criminology & Criminal Justice Systems	E
9150	Special Topics in Criminal Justice Research	E
8180	Criminal Justice Internship	E
8190	Independent Study	E
9980	Directed Readings	E
9990	Dissertation Hours	E

NOTE

RM = Required Masters level

RD = Required Doctoral level

E = Elective Masters & Doctoral level

RM MS = Required for the Master of Science

A sample recommended schedule for completing doctoral courses can be found in the appendix.

GRADUATE ASSISTANTSHIPS

The acquisition and cultivation of both teaching and research skills is important for doctoral students. Graduate assistantship (GA) positions are an important vehicle for gaining experience related to teaching and research. The assignment of GA positions is intended to reflect this view and to promote the development of both teaching and research skills. Recognizing that doctoral student skills in these areas should improve as they progress through the program, GA assignments will be linked to year in the program. Students with GA positions should expect to work for faculty in the program 20 hours per week during the academic year in Teaching Assistant (TA) or Research Assistant (RA) positions.

Research Assistant

Funded students should anticipate a 10 hour RA assignment where they will work for a faculty member on his/her research. As an RA, the student should learn about conducting various facets of research projects. Whenever possible, RAs will be expected to play a major role in the development and implementation of the research projects to which they are assigned. In compliance with policies articulated by Graduate Studies, RAs "should not be utilized solely for clerical duties."

The nature of the student's role and responsibilities are to be articulated by the faculty supervisor and should be commensurate with the student's skill level and experience. The research assignment should prepare the student for conducting future research on his/her own, including the dissertation. Toward that end, the student may be assigned a variety of research tasks (i.e., developing procedures for selecting a sample, designing data collection instruments, collecting data, conducting interviews, entering/cleaning data, analyzing data, writing research results).

In some instances, the RA position may lead to future research opportunities for the student. For example, the student may be able to co-author a presentation or publication related to the research assignment. The student may also develop sufficient knowledge of the area and/or mastery of the data to propose a new collaborative project to be carried out with the faculty member. In some cases, the research assignment may even lead to data that the student might use in his/her dissertation. Students may also gain experience in submitting proposals for external funding related to the research.

Prioritization of Assistantships

Graduate assistantships are intended to support full-time students. The School attempts to

provide financial support to all full-time doctoral students, and occasionally, full-time masters students, if resources permit. When this is not possible, the School must prioritize students in terms of funding decisions. The continuation of support is always contingent upon the availability of funds and the adequacy of the student's performance as a graduate assistant.

- 1) The first priority is students who were given graduate assistantships upon admission to the program. Students should understand that funding is contingent upon making satisfactory progress toward the degree and fulfilling GA responsibilities each year. Progress and performance will be evaluated each year by the faculty as a whole using the student portfolio to facilitate assessment (see below).
- 2) The second priority is funding for students who are beyond their fourth year in the doctoral program. Funding for students in this group is reserved for those who meet a specific teaching or research need in the School.
- 3) The third priority is funding for students to whom the School has made no funding commitment. Students in this category must meet a specific teaching or research need in the school.

Student Portfolio Requirements

To be considered for funding the following year, students must submit a portfolio that documents their progress in the program and as a scholar. The portfolios will be evaluated by the faculty as a whole in order to make funding decisions each year. Students should consult their Supervisory Committee during the construction of the portfolio.

Portfolios should include the following (if available):

- 1) Documentation of successful completion of course work (e.g., grades, courses completed, evidence of work ethic, courses taken in other departments, and documentation of independent reading in the discipline) as well as comprehensive examination materials and dissertation materials.
- 2) Documentation of participation in scholarly activities (e.g., evidence of independent research, presentations at conferences, brown bags, teaching seminars or training, grant writing seminars, research triangles/teaching circles, and other developmental activities).
- 3) Writing samples (with dates of completion), conference presentation materials/papers, teaching materials, manuscripts submitted, scholarly works in progress, and proposals for internal or external funding (not travel grants for conferences).

The due date for student portfolios will be around February 15th or March 1st of each year. The student portfolio should be submitted through Blackboard so that the faculty can access it.

Graduate Assistantship Assignment Process

The following will be used as a goal to guide the assignment of GA positions each term and assist with prioritizing assignments:

- 1st Year Students
 - 10 hours as a Teaching Assistant
 - 10 hours as a Research Assistant on projects requiring less sophisticated research skills, such as library research, bibliography development, assistance with a literature review, data entry, etc.
- 2nd, 3rd, and 4th Year Students
 - 10 hours as an Instructor
 - 10 hours as a Research Assistant on projects requiring more advanced research skills including data collection, data cleaning, data analysis, etc.
- 5th Year Students and Beyond
 - Funding for students in their 5th year or beyond will be based on the availability of funds and SCCJ needs for adjunct instructors and research assistants on funded projects.
 - SCCJ funding of any nature for students in their 5th year or beyond will be contingent upon satisfactory progress toward the completion of degree requirements.

The assignment of GA positions for any given semester will occur in two stages:

- Between 6-9 months in advance of the start of a semester, 2nd, 3rd, and 4th year students will be assigned courses for which they will serve as the instructor of record.
- Mid-semester prior to the start of the semester in question, the remaining GA positions will be assigned as teaching or research assistants.

Faculty and student input in the assignment of GA positions will be solicited twice a year. Faculty will be provided information on GA interests and skills and asked if they would like a GA, and if so, 1) who they would like to have as a GA, 2) how many hours a week the student would be needed, and 3) the nature of tasks the GA would be performing. Similarly GAs will have the opportunity to request to work with specific faculty. Every effort will be made to satisfy faculty and student requests, but this may not always be possible given issues of supply and demand, budgetary limitations, and attempts to adhere to the structure noted above to ensure a range of experience.

Assignment Criteria for Stage 1

Several factors will be considered in the assignment of GAs as instructors for particular courses:

- 1) Year in Program: 2nd, 3rd, and 4th year students will be assigned courses prior to adjuncts and 5th year students.
- 2) Teaching Needs: SCCJ has teaching needs that must be fulfilled on both the UNO and UNL campuses.
- 3) Budgetary Issues: Resources are limited, thus, there will be instances where more cost effective solutions are adopted. This could take the form of a student teaching two classes in one semester in Lincoln to reduce mileage costs and to address time constraints for students. An effort will be made to balance this the subsequent semester.
- 4) Two Campus Experience: Ideally students should have the opportunity to teach on both the UNO and UNL campuses as the campus environment is quite different in each locale. However, since it is often an added burden for students to drive to Lincoln, an effort will be made to restrict their teaching on that campus to one semester.

Assignment Criteria for Stage 2

Several factors will be considered in the assignment of GAs as teaching and research assistants which will typically occur at a later date than assignments as the instructor of record to a course (i.e., Stage 1):

- 1) Faculty Requests: To be considered for an RA or TA, faculty must make a request in writing when solicited for that information.
- 2) Full Year Projects: Preference will be given to RA assignments that last for the full academic year.
- 3) External Funding: Priority for 2nd, 3rd, and 4th year GAs will be given to faculty who can provide external funding.
- 4) Nature of Assignment: Because we want to put 1st year students in TA positions for 10 hours each semester, some preference will be given to faculty who request a TA and who are volunteering to serve as a Teaching Mentor for these students. We also want to provide students with a range of research experiences, thus, efforts will be made to assign students to unfunded research projects as well.
- 5) GA History: To the extent that there are not enough students to fulfill faculty requests for GAs, preference will be given to faculty who have not had a GA in the past and to

faculty who have a demonstrated record of publishing with students (i.e., a paper accepted for publication within the last two years). While these may seem at odds, attempts will be made to balance them equally.

- 6) Requests for Specific Faculty or Students: Requests for specific students by faculty, or faculty by students, will be given consideration. However, the assignment of a specific student and faculty member to each other will not generally be for longer than one year, as diversity in teaching and research experience, exposure to multiple faculty, and involvement on various projects are all important for the professional development of students.

Assessment of Graduate Assistantship Assignments

At the end of each semester graduate assistantship assignments will be assessed by both the faculty member and the student. Faculty members will be asked to evaluate the timeliness of completing assignments and the overall performance of the GA in the position. Students will be asked to evaluate the assignment in terms of its educational value.

STUDENT TEACHING PRACTICUM

All students are required to complete a teaching practicum. The goal of the practicum is to prepare students for full-time teaching in criminology and criminal justice. The practicum will provide the student with structured teaching experience, training in pedagogical techniques, and a portfolio of teaching experiences that should facilitate career placement into a college or university faculty position. Exceptions to this requirement will be made only in unusual cases, where there is reason to believe that the doctoral student will never teach as part of his/her professional career. The components of the program are outlined below.

- 1) All doctoral students will complete a 9-hour teaching practicum consisting of one 3 credit hour course (i.e., 9700 Teaching at the College Level) and teaching at least two courses independently. The student will typically spend the first year of the program gaining teaching experience by serving as a Teaching Assistant for a faculty member, and will then begin teaching in the second year. The teaching practicum for part-time students will be spread out over two or three years.
- 2) As part of the teaching practicum, students generally will teach two separate courses. When possible, the courses will consist of one lower-level (e.g., CJUS1010, CJUS2030,

CJUS2110, CJUS2210, CJUS2510, CJUS3000) and one upper-level related to the student's area of specialization. Students must successfully complete CJUS9700 prior to starting teaching independently.

- 3) When possible, students will teach on both the Omaha and Lincoln campuses.
- 4) Doctoral students are required to participate in a minimum of four professional workshops offered by the Center for Faculty Development or some other individual/agency. At least one of these must be a new statistics or methods workshop.
- 5) Faculty with responsibility for courses that will be taught by practicum students will be expected to advise those students on course content. These faculty members should also serve as teaching mentors for those students who are teaching courses also taught by the faculty member.

GUIDELINES FOR DOCTORAL STUDENT PROGRESS

This information is intended to provide guidance for doctoral students as they progress through their graduate program and for faculty as they evaluate student progress for funding each year. The faculty have agreed that funding will be tied to satisfactory progress toward the degree. Satisfactory progress will be assessed using several criteria including course grades, performance of graduate assistant duties, and research activities, such as presentations, work on papers, and publications. The following are guidelines intended to help students know about what they should be doing in each year.

- 1) For first year students:
 - a) "A" or better in all the course work.
 - b) To have met expectations in their graduate assistant duties.
 - c) To have developed good working relationships with colleagues and faculty.
- 2) For second year students:
 - a) "A" or better in all the course work.
 - b) To have met expectations in their graduate assistant duties.
 - c) To have developed good working relationships with colleagues and faculty.
 - d) To have developed a first conference presentation and be working with a faculty member on a prospective publication.
 - e) To have average or better teaching evaluations in the classes they have taught.
 - f) To have successfully built a syllabus for the classes they have taught.

- 3) For third year students:
 - a) Completed or nearly completed course work.
 - b) To be working on the comprehensive examination.
 - c) To publish an article with a colleague or faculty member.
 - d) To present at a 1st conference and be preparing a paper for publication.
 - e) To have average or better teaching evaluations in the classes they have taught.
 - f) To have additional publication in progress.

- 4) For fourth year students:
 - a) Comprehensive exam completed.
 - b) Have established the Dissertation Committee and begun the dissertation.
 - c) Have published a couple of things with faculty or colleagues.
 - d) Have an in progress list that establishes their research agenda.
 - e) Average or better teaching evaluations.
 - f) Be on the job market.
 - g) Present at a 2nd conference.

GRADE APPEAL POLICY AND PROCEDURES

The grade appeals policy is intended to articulate and protect both 1) the rights of students to fair and impartial evaluation of their academic performance, and 2) the rights and responsibilities of faculty to provide such evaluation. A course grade assigned consistent with University policy, can only be changed by the instructor. University administrators can direct that a grade be changed only when it can be established through the appeals process that the instructor assigned the course grade in an arbitrary or capricious manner. An arbitrary or capricious action is one taken without regard for the facts or circumstances of the appeal, without some basis that would lead a reasonable, informed, and honest person to the same conclusion.

Grade Appeal Procedures

- 1) First, the student should arrange a meeting with the instructor to discuss the contested grade.

- 2) If the matter cannot be resolved with the instructor, the student has 30 days from the date the grade was given to submit a written appeal to the Doctoral Program Chair. The written appeal should contain the student's rationale or basis for contesting the grade.

- 3) The Doctoral Program Chair will review the appeal and attempt to resolve the issue between the instructor and the student within two weeks.
- 4) In the event that the Doctoral Program Chair cannot resolve the issue, the materials will be submitted to the Graduate Program Policy and Planning Committee to resolve the situation. This committee will have two weeks to address the issue. The committee will do the following:
 - a) Request that the instructor submit information on how they arrived at the grade.
 - b) Review the appeal submitted by the student.
 - c) Make a decision either that the grade should stand as given originally or that the instructor should reconsider the grade. The decision will be made by majority vote of the committee.
- 5) If the committee recommends that the instructor reconsider the grade issued, the instructor will be notified that s/he has 30 days to reconsider the grade issued and will be provided with the basis for the committee's decision. If the student is not satisfied with the instructor's decision regarding the reconsideration, s/he has 30 days from the instructor's decision date to submit a formal appeal to of the Graduate Dean in Graduate Studies for further review of the procedures.

ACADEMIC PROBATION IN THE GRADUATE PROGRAM

The Academic Probation in the Graduate Program policy is intended to provide guidance for students and faculty with reference to the placement of graduate students on academic probation. When a student performs at a level below the required standards for successful progress in the graduate program (i.e., GPA falls below 3.00, receipt of a grade below a "B", or other instances), Graduate Studies requires the Graduate Program Chair to make a decision on whether to dismiss the student from the program or place the student on academic probation with a set of expectations to be completed in order to come off of academic probation. If the student successfully completes those expectations, s/he is taken off probation by Graduate Studies.

It is the expectation of the School that if the reason for probation is the receipt of a grade lower than a "B", then the student will retake that course and earn a "B" or better in it. If there is an instance where the student cannot get that course again while in the program, then the student's Supervisory Committee must meet with the student and review a new "Plan of Study"

that provides a suitable substitute course. If the course is a required course, the student must take it again.

If the probation is the result of the GPA falling below 3.00, then the student must repeat the class and s/he has one semester to raise the cumulative GPA back above 3.00.

In other instances, such as a student's failure to make adequate academic progress in their program, the student can be placed on probation, have academic funding stopped, or be dismissed from the program.

Any student on academic probation is not allowed to teach while on probation.

FACULTY IN THE SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE

Amy Anderson	Associate Professor. PhD - Crime, Law, and Justice, Pennsylvania State University. Juvenile Delinquency, Communities and Crime, Advanced Research Methods.
Candice Batton	Associate Professor and Director. PhD - Sociology, Vanderbilt University. Criminological Theory, Historical Trends in Violence and Crime.
Pauline Brennan	Associate Professor, PhD - Criminal Justice, State University of New York-Albany. Court Processing and Sentencing.
Sam. Clinkinbeard	Assistant Professor, PhD – Social Psychology, University of Nevada-Reno. Social Psychology, Juvenile Delinquency, Intersection between Crime, Psychology, and Law.
John Crank	Professor, PhD – Sociology, University of Colorado. Police Culture, Organizational Theory, Criminal Justice Education, Issues in Counter-Terrorism.
Chris Eskridge	Professor, PhD – Public Administration, Ohio State University. Criminal Court Systems, Organized Crime, Administration of Justice, Terrorism.
Dennis Hoffman	Professor and Undergraduate Program Chair-Omaha, PhD – Sociology, Portland State University. Administration of Justice, Organized Crime.

Lorine Hughes	Associate Professor, PhD – Sociology, Washington State University. Dynamics of Violence, Offender Reintegration, Cyber Crime.
Susan Jacobs	Associate Professor, PhD – Sociology, University of Nebraska-Lincoln. Criminal Law and Procedure, Court Systems.
Colleen Kadleck	Associate Professor, PhD – Criminal Justice, University of Cincinnati. Policing, Evaluation Research.
Chris Marshall	Associate Professor, PhD – Sociology, Iowa State University. Victimization, Social Control, Quantitative Methods, Theory Construction.
Robert Meier	Professor, PhD – Sociology, University of Wisconsin. Criminological Theory, Social Control, White Collar Crime.
Robbin Ogle	Associate Professor and Doctoral Program Chair, PhD – Criminal Justice, PhD – Women’s Studies, Pennsylvania State University. Women and Crime, Corrections, Theory Construction, Organizational Structure and Culture
Hank Robinson	Special Academic Appointment, Consortium for Crime and Justice Research Director, PhD – Criminal Justice, University of Nebraska at Omaha. Applied Research and Collaborative Partnerships.
Lisa Sample	Associate Professor and Masters Program Coordinator, PhD, Criminology, University of Missouri-St. Louis. Criminal and Juvenile Justice Policy; Social Construction of Crime; Judicial Decision Making; Quantitative and Qualitative Research Design
Jukka Savolainen	Associate Professor, PhD – Sociology, State University of New York – Albany. Life Course and Developmental Perspectives, Crime Control and Prevention, Violence, Theory.
Pete Simi	Associate Professor, PhD – Sociology, University of Nevada-Las Vegas. Youth and Adult Gangs, Social Movements and Collective Violence, Qualitative Methods
Marc Swatt	Assistant Professor, PhD – Criminal Justice, University of Nebraska at Omaha. Advanced Statistics and Methods.

- Rebecca Trammell Assistant Professor, PhD – Sociology, University of California-Irvine. Violence, Corrections, Gender Differences in Prison Violence.
- William Wakefield Professor and Outreach Director, PhD – Sociology, South Dakota State University. Corrections, Comparative Criminal Justice Systems, Juvenile Justice, Program Evaluation Research.
- Samuel Walker Professor Emeritus, PhD – History, Ohio State University. Police and Society, Administration of Justice, Race and Crime.

APPENDIX A

SUPERVISORY COMMITTEE MEETING CHECKLIST

The following checklist is intended to assist the student and Supervisory Committee Chair in ensuring that the student has completed all required steps for their stage in the program. The checklist should be filled out each year during the Supervisory Committee meeting and then placed in the student's file. Please remember that the Supervisory Committee cannot approve transfer credit for any student, but they may make recommendations to the Doctoral Program Chair.

Student's Program: _____ Doctoral _____ MA/Ph.D.

- 1) Review the student's **PLAN OF STUDY**: The plan of study must be on the form found on the Graduate Studies website.
 - a) Correct plan of study form?
 - b) Number of hours (62 hrs. beyond the masters; 92 hrs. beyond the bachelors).
Please note that the student cannot double dip with electives for both the masters and doctoral degrees, courses can only be counted toward one or the other degree.
 - c) Are there classes outside the department (i.e., UNO, UNL) that this student should consider?
 - d) Is the student taking the courses in an order that will allow them to get all that they need?

- 2) Independent study and directed readings credits
 - a) MA students working toward a PhD need to remember to use the masters level independent study credits, not the doctoral level (i.e., 8190 instead of 9980).
 - b) PhD students need to remember that there are 9 hours of independent study and directed readings available, but the student must save 6 hours for the comprehensive exam to be used in the fall semester of the third year.

- 3) Students who are on graduate assistantships must be registered for a minimum of six credit hours every fall and spring semester. Summer registration is not necessary.

- 4) Remind the student that they must check their degree audit at least once each semester so that problems can be caught and dealt with accordingly. If a course is listed as "not counted toward the degree," the committee must confirm by email to the Doctoral Program Chair that the course should count and the student should contact same so that an email can be sent to the Graduate College requesting the correction.

- 5) Faculty can keep records on students if they choose, however a copy of everything must be placed in the student's master file in the file room.
- 6) All "in house" forms are located in the file room.
- 7) The Supervisory Committee Chair should provide the student with feedback each year following the faculty evaluation of students and the spring Supervisory Committee meeting.

Forms for MA Students Working Toward a PhD

- 1) Form Supervisory Committee in first semester, fill out the **APPOINTMENT OF SUPERVISORY COMMITTEE FORM (online)** and get appropriate signatures. Copy to student's master file, copy for student, original to Graduate Studies. Remember, all supervisory committees must have 4 members (i.e., 3 SCCJ, 1 outside member).
- 2) Each year before the Supervisory Committee meeting, the student should fill out the **PROGRESS REPORT FOR MASTERS CANDIDATES FORM (in-house)** and bring this to the meeting.
- 3) Each year when the Plan of Study is reviewed, any changes in that plan should be discussed and approved by the Supervisory Committee. If changes are needed, the student must fill out a new Plan of Study and go through the approval process again.
- 4) Remember that masters students can take up to 7 credit hours of CJUS8190 – Independent Study, but no more. Once they are in the doctoral program they have 6 credit hours of CJ8190 Independent Studies and 3 credit hours of CJ9980 Directed Readings available to them. However, 6 credit hours of this 9 must be taken in the fall or spring semester in which they write the doctoral comprehensive exam.
- 5) Does the student have any "incompletes?" If so, they should be remedied, then fill out the **CHANGE OF GRADE OR REMOVAL OF INCOMPLETE FORM (in-house)**.
- 6) In the last semester of coursework, the student must create a Thesis Committee consisting of two SCCJ faculty and one outside member who is a University of Nebraska graduate faculty member (i.e., UNL, UNK, UNO, or UNMC). The student fills out the **PROPOSED SUPERVISORY COMMITTEE FORM (online)** and note on the form that it is a Thesis Committee, obtain appropriate signatures. Copy to student master file, copy to student, original to Graduate Studies.

- 7) When the Thesis Topic is approved by the Thesis Committee, the student must fill out the **THESIS/THESIS-EQUIVALENT PROPOSAL APPROVAL FORM (online)** and obtain the appropriate signatures. Copy to student master file, copy to student, original to Graduate Studies. Please note that in order to graduate, the thesis must be defended, revised, and approved by Graduate Studies at least one month prior to the date of the graduation ceremony.

Forms for Doctoral Students

- 1) During the first semester of coursework, the student must create a Supervisory Committee and fill out the **PROPOSED SUPERVISORY COMMITTEE/APPOINTMENT OF SUPERVISORY COMMITTEE FOR THE DOCTORAL DEGREE (online)**. Copy to student's master file, copy to student, original to Graduate Studies. Please note: this committee must have four members (three CRCJ and one outside member).
- 2) During the first semester, the student must fill out the **PLAN OF STUDY FORM (online)**. This plan must be approved by the Supervisory Committee at their meeting in the spring semester. After that approval, the student must get the appropriate signatures. Copy to student master file, copy to student, and original to Graduate Studies.
- 3) Doctoral students have 6 credit hours of CJUS8190 Independent Studies and 3 credit hours of CJUS9980 Directed Readings available to them. However, 6 credit hours of this 9 must be taken in the fall or spring semester in which they write the doctoral comprehensive exam.
- 4) The student should review their Degree Audit each semester and bring a copy to the Supervisory Committee meeting.
- 5) In the last semester of coursework, the student must create a Comprehensive Examination Committee. This is done by filling out the **APPOINTMENT OF COMPREHENSIVE EXAM COMMITTEE FOR THE DOCTORAL DEGREE FORM (in-house)**. The student should obtain appropriate signatures on this form. Copy to student and original to student master file. Note: The student does not need to register for hours in the summer semester, however if they are doing the comprehensive exam in the fall or spring semester, they should register for 6 hours of Directed Readings.
- 6) After the student passes the comprehensive exam, s/he must apply for "candidacy." This is done by filling out the **APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE FORM (Online)**. This form must be done no later than seven months prior to the final oral exam. The student should obtain signatures. Copy to student master file, copy to student, original to Graduate Studies.

- 7) After the comprehensive exam is passed, the student must create a Dissertation Committee before the end of that semester. This is done by filling out the **APPOINTMENT OF DISSERTATION COMMITTEE FOR THE DOCTORAL DEGREE FORM (in-house)**. Copy to student and original to student master file.
- 8) After the student has a topic fleshed out, then the student should schedule a room and time for a Topic Approval meeting. After all committee members have agreed to the topic, the student must fill out the **APPROVAL OF DISSERTATION TOPIC FORM (in-house)** and get signatures. Copy to student and original to student master file.
- 9) After the student has completed the prospectus, s/he must schedule a room and time for a defense of the prospectus. The student should bring the **APPROVAL OF DISSERTATION PROSPECTUS FORM (in-house)** to the defense for signatures if the prospectus is approved. Copy to student and original to student master file.
- 10) At least 3 weeks prior to the final dissertation defense, the student must fill out the **APPLICATION FOR FINAL EXAMINATION OR WAIVER FOR THE DOCTORAL DEGREE FORM (online)** this form must be submitted with a preliminary copy of the dissertation and abstract to Graduate Studies. Copy of the form to student, copy to student master file, and original to Graduate Studies.
- 11) After the final defense of the dissertation, the revised version must be submitted to the Graduate College at least one month before the date of the graduation ceremony.
- 12) When all of the requirements for the degree have been completed, the student must fill out the **REPORT ON COMPLETION OF DEGREE FORM (online)**. Copy to student, copy to student master file, and original to Graduate Studies.
- 13) The student must also submit the finished dissertation to the library via ProQuest. If the student needs assistance submitting their dissertation to ProQuest, they should consult the blue student forms folder for directions.

Masters Forms List

- 1) Progress Report for Masters Candidates (in-house).
- 2) Proposed Supervisory Committee Form (online).
- 3) Thesis/Thesis-Equivalent Proposal Approval Form (online).
- 4) Change in Plan of Study (online)
- 5) Application of Completion of Graduate Certificate (online).
- 6) Report on Completion of Degree Form (online).

- 7) Change of Grade and Removal of Incomplete Form (in-house).
- 8) Application for Graduate/Undergraduate Research Funds (in-house).

Doctoral Forms List

- 1) Proposed Supervisory Committee Form/Appointment of Supervisory Committee Form for the Doctoral Degree (online).
- 2) Doctoral Program of Study (online).
- 3) Appointment of Comprehensive Exam Committee for the Doctoral Degree (in-house).
- 4) Application for Candidacy for the Doctoral Degree (online).
- 5) Appointment of Dissertation Committee for the Doctoral Degree (online).
- 6) Approval of Dissertation Topic (online).
- 7) Approval of Dissertation Prospectus (in-house).
- 8) Application for Final Examination or Waiver for the Doctoral Degree (online).
- 9) Report on Completion of Degree Form (online).
- 10) Final Approval of Completed Dissertation Form.
- 11) Graduate Assistantship Application (online).
- 12) Steps in Submitting our Dissertation to ProQuest (online).

APPENDIX B

COMPREHENSIVE EXAMINATION CHECKLIST

- 1) Student must choose a committee consisting of three School of Criminology and Criminal Justice graduate faculty.
- 2) Student should fill out the "Appointment of Comprehensive Exam Committee for the Doctoral Degree" form. This is an in-house form available in the file room. The form must have all members listed. Copy to student and original in the master file in SCCJ. Note: Students are allowed to change a committee member, but it requires completing a new form and resubmitting it.
- 3) Student must schedule a topic approval meeting with the three committee members. Student should consult their committee members on what should be in writing before this meeting.
- 4) Submit completed comprehensive exam to committee and allow at least two weeks for them to review it and report back with a grade on the exam.
- 5) Obtain feedback from committee members on whether or not it is acceptable to move forward with oral defense.
- 6) Make necessary revisions, if it is a revise and resubmit.
- 7) Schedule final oral defense on the comprehensive exam.
- 8) If the student successfully orally defends the comprehensive exam, he/she should obtain the signatures of the Comprehensive Exam Committee on the original "Appointment of Comprehensive Exam Committee for the Doctoral Degree" form indicating successful completion and obtain the signature of the Doctoral Program Chair. Copy to student and original to student SCCJ master file.
- 9) The Comprehensive Exam Committee must select one member to contact the Doctoral Program Chair with the results of the defense.
- 10) Apply for "candidacy" by submitting the "Application for Candidacy for the Doctoral Degree" form (online). Copy for student, copy to SCCJ master file, and the original to Graduate Studies.

APPENDIX C

DOCTORAL DISSERTATION CHECKLIST

- 1) Student should consult with several faculty and choose a Chair for the Dissertation Committee.
- 2) In conjunction with the chair, the student should choose 2 other SCCJ graduate faculty and 1 outside member for the Dissertation Committee.
- 3) The student should then obtain and complete the “Appointment of Dissertation Committee for Doctoral Degree” (in-house). Copy to student and original to SCCJ student master file. The student must also file a new “Appointment of Supervisory Committee Form” (online) noting on the form that this is a Dissertation Committee. Copy to student, copy to SCCJ student master file, and original to the Graduate Studies.
- 4) The student should work with their committee to prepare the appropriate paperwork to document the topic in sufficient detail for the committee to consider it.
- 5) The student should schedule a “topic approval” meeting with all four faculty on the Dissertation Committee.
- 6) After the topic is approved by the committee, the student must submit the “Approval of Dissertation Topic Form” (in-house). Copy to student and original in student SCCJ master file.
- 7) The student then writes the prospectus and provides a draft to the dissertation committee
- 8) The student must schedule an oral defense of the prospectus and successfully complete it.
- 9) When the committee deems the prospectus approved, the student must submit the “Approval of Dissertation Prospectus Form” (in-house). Copy to student and original to student master file.
- 10) When the dissertation is completed, it must be submitted to the Dissertation Committee with at least three weeks for their review.

- 11) If the Dissertation Committee determines that the dissertation is ready for defense, then the student must submit the “Application for Final Examination or Waiver of Examination for the Doctoral Degree” form. This must be done at least three weeks before a scheduled defense (online). Copy to student, copy to SCCJ master file, and original to Graduate Studies.
- 12) The student orally defends the dissertation and makes whatever revisions are deemed necessary by the committee.
- 13) Then the student must submit the “Report on Completion of Degree Form” (online). Copy to student, copy to SCCJ master file, and original to Graduate Studies. Note: This form must be filed a month before scheduled graduation.
- 14) The student must submit their dissertation in final form to Graduate Studies and to the Criss Library through ProQuest. If the student needs assistance with this step, please see “Steps in Submitting you Dissertation to ProQuest” form in the forms file at SCCJ.