



University of Nebraska at Omaha

School of Criminology and Criminal Justice



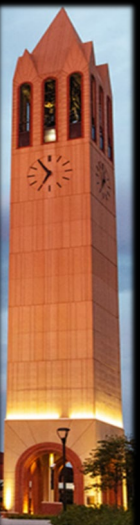
# DOCTOR *of* PHILOSOPHY STUDENT HANDBOOK

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## PROGRAM OVERVIEW

The Doctoral Program in the School of Criminology and Criminal Justice (SCCJ) of the University of Nebraska Omaha (UNO) emphasizes criminology and criminal justice theory, research, and policy. The program focuses on training students in the full measure of the research process from generating an idea to data collection/analyses to creating a research product. The SCCJ PhD also has a direct emphasis on training students to be effective instructors. The program is designed to produce highly skilled criminology and criminal justice faculty members as well as agency researchers and administrators. There are three main components to the SCCJ Doctoral program: (1) required and elective classes, (2) comprehensive examinations, and (3) a dissertation. The doctoral program also requires the successful completion of a teaching practicum, which involves having students take a course that focuses on teaching and serving as the instructor of record for two courses.

The supervision of the SCCJ doctoral degree is the responsibility of the SCCJ Doctoral Program Committee, whose members are appointed by the Director of the SCCJ. The primary function of the Doctoral Program Committee 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 Doctoral Program Committee Chair oversees the committee and is appointed by the SCCJ Director.

SCCJ faculty are committed to providing a rigorous doctoral education in an inclusive, open, and comfortable environment. Faculty recognize the virtue that comes with diverse perspectives on issues central to the advancement of criminology and criminal justice. Faculty are fully invested in the doctoral program and its students. This investment is grounded in the recognition that the program's success is largely defined by the successes of its students. Information regarding current SCCJ faculty and staff can be found [here](#). We encourage prospective students to familiarize themselves with the SCCJ faculty and to consider reaching out to faculty with whom they may have common research interests.

## APPLICATION AND ADMISSION TO THE DOCTORAL PROGRAM

Admission to the Doctoral Program in Criminology and Criminal Justice is governed by the requirements specified by the University of Nebraska 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 that include: 1) a Master of Arts or Master of Science Degree in Criminology and Criminal Justice or an allied field, 2) competitive GRE scores, 3) three letters of reference, 4) a statement of intent, 5) a sample of scholarly writing, and 6) a current vitae/resume. The deadline for application for Fall admission is January 20<sup>th</sup> of each year. Admissions decisions are specific to the academic year. Students who are admitted during the Spring begin coursework during the following Fall semester. The SCCJ doctoral program does not admit students in the Spring. Application requirements are discussed below.

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 SCCJ doctoral program. Applicants with master's degrees in an allied field (e.g., sociology, political science, public

administration) who lack substantial coursework in criminology and criminal justice may be granted conditional admission. They will be granted unconditional admission upon successful completion of a set number of criminology and criminal justice coursework from the core curriculum. Outstanding applicants who have completed baccalaureate degrees and wish to be considered for the doctoral program must first complete the requirements for the SCCJ Master of Arts degree prior to unconditional admission into the Ph.D. program.

GRE scores are required for application to the SCCJ doctoral program. A combined score of at least 300 on the verbal and quantitative sections of the revised Graduate Record Examination (GRE) is required. Students who demonstrate exceptional academic potential may be considered with a combined GRE score of less than 300.

Applicants must provide three letters of reference from individuals who are qualified to comment on the applicant's ability to pursue doctoral-level coursework. At least two of the three letters must be from academicians who have known the applicant as a student and/or as an individual who worked under their direct supervision.

Applicants must provide a statement of intent, not to exceed five type-written, double-spaced pages, describing their prior education, relevant professional experience, career goals, and the specific relationship of the Ph.D. degree to the achievement of those goals. If there are particular faculty members the applicant is interested in working with, or areas of study that s/he would like to pursue, this information should be included in the statement. Applicants should also indicate in their statement if they wish to be considered for a graduate assistantship, and skills that they may have to assist faculty.

Applicants must submit a sample of scholarly writing and provide a current vitae/resume. The writing sample may be a chapter from a master's thesis, a published article, or a manuscript written in a scholarly style.

### International Applicants

International students seeking admission to the SCCJ doctoral program must meet UNO Graduate College requirements governing the admission of international students. In addition to those requirements, all English-as-a-second-language (ESL) students are required to submit scores from the "ILETS," the "Internet TOEFL" (the paper version of the TOEFL will not be accepted), PTE exam, or Duolingo. Minimum required scores are as follows: the ILETS, a minimum score of 7.5 is required, a score of 8.0 is preferred; internet based TOEFL, a minimum score of 21 in each of the four areas and a minimum overall score of 95 are required; PTE, A score of 76 or higher is required; Duolingo score of 115 or more. ESL students may 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 must be submitted electronically via the application platform located on the UNO Graduate Studies website linked [here](#). 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 SCCJ Doctoral Program Committee. The Doctoral Program Committee evaluates applicant materials in the Spring semester of each year. Newly admitted students enter the program in the following Fall semester along with others in their cohort. Admissions decisions and decisions regarding Graduate Assistantships are made separately and in consultation with the SCCJ Director. A student may be: 1) denied admission, 2) admitted without a Graduate Assistantship, 3) admitted and waitlisted for a Graduate Assistantship, or 4) admitted with a Graduate Assistantship. Applicants should indicate in their letter of intent if they wish to be considered for a Graduate Assistantship.

## COURSEWORK

A student is granted admission to the Ph.D. program during the Spring semester of a given academic year and begins coursework during the immediately following Fall semester. A student has 10 years from the beginning of doctoral course work to fulfill all program requirements to complete their degree.

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. This 92 hours typically includes 30 hours of transfer credits from a Master's degree in Criminology and Criminal Justice or an allied field and 20 hours of dissertation credits. Of the remaining 42 credits, 24 credits are earned in required classes and 18 credits in elective classes. Students are expected to take the 42 credits of required and elective classes within the first two and a half years of the program, except in extraordinary circumstances. Thirty-six hours of coursework will be taken in the first two years and the remaining 6 credits of coursework (of which only 3 may be for directed readings) will be taken during the Fall semester of the third year. These three hours of directed readings credits may be used for readings related to the comprehensive examination.

## Required Courses

CRCJ 9020	Seminar on Theories of Crime
CRCJ 9080	Advanced Statistical Analysis (Statistics II)
CRCJ 9090	Special Problems in Research Methods (Quantitative or Qualitative)
CRCJ 9100	Special Problems in Statistical Analysis (Statistics III)
CRCJ 9050	Academic Writing
CRCJ 9700	Teaching Criminal Justice
CRCJ 9800	Advanced Research Design

In addition, Ph.D. students must take a 3-credit diversity course, which may be fulfilled by CRCJ 9030 Seminar on Race, Ethnicity & Crime, CRCJ 8130 Women & Criminal Justice, CRCJ 8120 Race, Crime and Injustice or a master's or higher-level course from another department, as long as it is approved by the Supervisory Committee Chair and the Doctoral Program Committee Chair.

## Elective Courses

Students are required to complete 18 credits of elective courses (not including three hours from a diversity course). Students may receive elective credits for graduate courses offered by the SCCJ or other related disciplines (e.g., sociology, political science, public administration, psychology). A comprehensive list of elective classes is available on the course catalog page for the [SCCJ Doctoral Program](#). Popular electives include:

CRCJ 8040	Seminar on Police and Society
CRCJ 8050	Seminar on Corrections
CRCJ 8060	Seminar on the Criminal Court System
CRCJ 8110	Victimology
CRCJ 8130	Seminar in Women and Criminal Justice
CRCJ 8190	Independent Study
CRCJ 8230	Terrorism
CRCJ 8850	Risk/Needs Assessment
CRCJ 9030	Seminar on Race, Ethnicity, & Crime
CRCJ 9090	Special Problems in Research Methods
CRCJ 9130	Advanced Research on Policing
CRCJ 9170	Seminar on Institutional Corrections
CRCJ 9180	Seminar on the Criminal Court System
CRCJ 9250	Seminar on Victimization Across the Life-course
CRCJ 9980	Directed Readings in Criminal Justice*

\* Doctoral Program students may take up to three hours of CRCJ 9980 Directed Readings per semester while preparing for comprehensive examinations (Spring of 2<sup>nd</sup> year, and Fall of 3<sup>rd</sup> year). Three hours of CRCJ 9980 Directed Readings may count toward the 18 hours of required electives. Directed Readings credits should emphasize the examination of a substantive area in which the SCCJ does not offer a regularly scheduled graduate course (e.g., environmental crime) or to enhance knowledge of a specialized topic within a substantive area (e.g., social learning theory, sentencing reform).

In order to register for a Directed Readings class students will partner with a faculty member with substantive expertise in the topic area covered by the class. Students will then work with their supervising faculty member to develop a written overview of the class. The overview should include the topic, what the student will be reading and/or writing, an outline of when the student and instructor will meet, and how the student will be evaluated. The class summary will then be submitted to the Doctoral Program Committee Chair for approval. Upon approval the student will receive a permission code to register for the Directed Readings.

## Classes Outside of the SCCJ as Electives

Students may be permitted to take 8000 and 9000 level courses outside of the SCCJ at UNO or the



University of Nebraska Lincoln (UNL) as electives with permission of their Program Committee (see section on Doctoral Program Committee and Course Plan). In order to take classes at UNL, a student will need to submit an Application for Intercampus enrollment. The application and additional guidance for intercampus enrollment are available [here](#).

### Grade Standards

As noted previously, the PhD in Criminology and Criminal Justice degree requires the successful completion of 92 credit hours of graduate coursework. “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 no credit will be given for the course. A second grade that is below a B- in any subsequent graduate course will result in automatic dismissal from the program.

### Incompletes

When exceptional circumstances (e.g., medical or family emergency beyond the students’ control) prevent a student from completing the requirements for a class, a grade of *Incomplete* may be assigned at the discretion of the instructor of record. Incompletes must be resolved within two semesters, or a failing grade will be assigned for the class. It is the student’s responsibility to contact and work with the professor (i.e., in the course in which the Incomplete grade was issued) to complete the required work. A student may request an extension in cases of extenuating circumstances. The instructor of record for the class in which the incomplete was assigned will determine whether a student’s request for an extension is warranted. Extensions beyond 12 months must be requested and granted prior to a grade change from an incomplete to a failing grade.

### Residency Requirement

The Graduate College at UNO has a residency requirement for all UNO PhD programs. This residency requirement has been established for the purpose of ensuring that the doctoral program remains reasonably compact, continuous, and coherent. To satisfy the residency requirement full-time doctoral students are required to complete 27 hours of graduate work within 18 months. Normally, this requirement will be met for full-time students in the first three semesters of the UNO SCCJ PhD program. For part-time students employed in a criminal justice agency, the residency requirement may be met by taking 24 credit hours within a two-year period. Not more than one-third, or 9 hours, of coursework taken during a summer term may be used to meet the residency requirement.

In exceptional circumstances, where it is clear that the purpose of residency is being fulfilled but the formal conditions are not met, the student’s examination committee and/or the Doctoral Program Chair may, with the approval of the Dean for Graduate Studies, designate an alternative procedure for satisfying the residency requirement.

## DOCTORAL PROGRAM COMMITTEE AND COURSE PLAN

Upon admission to the doctoral program, students will be advised by the Doctoral Program Committee Chair. The Doctoral Program Committee Chair will assist the student with course

selection and program questions for the first and second semester. The office of Graduate Studies at UNO requires that student establish a Program Committee and establish a course plan no later than the end of the second semester in the doctoral program. It is the responsibility of the Program Committee members to address student questions regarding course selection and other issues pertaining to matriculation through the SCCJ Doctoral Program.

For students on Graduate Assistantships, the student's Program Committee is comprised of the Doctoral Program Committee Chair and the UNO SCCJ faculty member to which the student is assigned to for their Graduate Assistantship. A student's Program Committee is formally established with the completion of the [Doctoral Program Committee and Course Plan](#) form. The form must be approved by the student's Program Committee and must be forwarded to the Dean of Graduate Studies for approval before the Program Committee is considered officially constituted.

The Doctoral Program Committee and Course Plan form also requires that students specify up to 30 transfer credits from their Master's Degree that will count towards their Doctoral Degree. These credits are specified on the first page of the Doctoral Program Committee and Course Plan form. When students are entering the program with a master's degree from another university (or a master's degree from another UNO program) they 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 they have completed coursework equivalent to the four required courses for the master's degree in Criminology & Criminal Justice (i.e., 8020, 8030, 8950, and 9020).

The second page of the form specifies the remaining classes that the students have taken/will take in order to fulfill the SCCJ Doctoral Degree requirements. For students in their second semester, these include the classes taken in their first semester, the classes they are currently taking, and the classes that they will take to fully address the 24 credits of required classes and the 18 credits of electives that are SCCJ Doctoral Degree requirements. Students with graduate assistantships must be registered for a minimum of six credit hours every Fall and Spring semester. Summer registration is not necessary. For full-time students, all coursework 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 study is approved, the student has eight years to complete the degree.

Students are responsible for checking Degree Works through [MavLink](#) on a regular basis to ensure that classes are being correctly applied to degree requirements. Instructions for accessing Degree Works and the Degree Audit report can be found [here](#). Students should address classes that are listed as "not counted toward the degree" or included as an elective in the Course Plan when that class is required. Initial steps in the process are ensuring that the class was listed in the Course Plan and notification of Graduate Studies.

Changes to the Course Plan may be made with the [Change in Plan of Study](#) form. The form requires that students specify the course that will be deleted from the Course Plan and the course that will be added. Changes in the course plan must be approved by the Program Committee with the Doctoral Program Committee Chair signing as Graduate Program Chair and the other member of the Program Committee signing as Advisor. The forms must also be signed by the Director of the SCCJ and submitted to the office of Graduate Studies.



## COMPREHENSIVE EXAMINATIONS AND ADMISSION TO CANDIDACY

Doctoral students are expected to complete Comprehensive Examinations in Criminological Theory and Criminal Justice Systems during their third year in the program, or after the completion of 36 hours of coursework. The purpose of the comprehensive examination is to ensure that doctoral students develop a broad understanding of theory and research across major themes in criminological theory and the criminal justice systems.

Students are advised to work closely with a faculty mentor in preparation for the Comprehensive exam. Effective preparation requires extensive reading and substantial time devoted to the synthesis and retention of material. Students are also advised to assess their preparation level by attempting practice exam questions. Questions from prior comprehensive exams are available upon request from the Chair of the Doctoral Program Committee. To aid in student preparation, the faculty of the SCCJ have developed reading lists (linked below). These lists should be supplemented by attention to contemporary works with the various themes highlighted in the respective lists.

[Criminological Theory Reading List](#)  
[Criminal Justice Reading List](#)

SCCJ Comprehensive Exam policies and procedures detailed below were adopted by the faculty in 2014 and revised most recently in the Fall of 2020.

### Comprehensive Examination Policy and Procedures

Beginning Fall of 2023 comprehensive Exams will be offered in August on the Monday of the week before the start of classes, and in January on the Monday of the week before the start of classes. In the case of a Holiday or inclement weather, the comprehensive examination will be offered the next day the University is open. Regularly matriculating students will take the Theory Comprehensive Exam in August and the Systems Comprehensive Exam in January. Students who are taking the exam need to notify the Doctoral Program Committee Chair in writing 45 days prior to taking the examination of their intent to sit for the exam. Students should request any necessary accommodation at this time. Failure to attend a scheduled comprehensive exam will result in a failing grade for the exam.

Comprehensive exams are in person written essay exams. Each comprehensive exam will have two sessions (a morning session and an afternoon session). Each session will be 3 hours long with a half an hour for lunch. Students will be provided 5 questions at the start of the morning session and will be asked to answer three of the five questions by the end of the afternoon session. During the exam students will be provided the comprehensive exam reading list citations. Students will also be provided paper to write notes/outline answers. During the lunch break students will not discuss questions or refer to notes. Should there be failure to adhere with this policy, the Comprehensive Exam Committee will meet to determine appropriate disciplinary action. Notes and outlines developed in the morning will be available to students after lunch. Students are encouraged to be on time for examinations. Students who arrive late to any of the exams will not be given additional time. Students are permitted to leave the examination to use the restroom, but only one student may leave at a time.

Comprehensive Exams are administered by the Doctoral Program Committee Chair and graded by the Criminology Comprehensive Exam Committee and the Criminal Justice Comprehensive Exam Committee, respectively. The committees are also responsible for the development of comprehensive exam questions. Comprehensive Exam Committees are comprised of three members from full-time tenure-track faculty and will be appointed by the SCCJ Director in consultation with the Doctoral Program Chair. Comprehensive Exam Committee members are appointed for three years, and appointments are staggered with one member replaced at the start of the Fall semester each year. The committee member in the third year of their term on the committee will Chair the committee and oversee the creation of questions and communication of feedback to the Doctoral Program Chair.

The Doctoral Program Chair will provide Grading Committee Chairs with de-identified copies of comprehensive exam answers the Monday following the administration of the comprehensive exams. The committee will have three weeks to submit grades for examinations (5pm on the Monday three weeks after receipt of the exam answers). Committees will assign a grade of pass or fail to each question. A grade of “pass” on the exam indicates a student passed at least two of the three comprehensive exam questions. Each committee member will grade each question using the Comprehensive Exam Grading Rubric. A copy of the rubric is at the end of this handbook. Question and exam grades will be determined by Grading Committee majority vote. The Grading Committee will forward their results to the Doctoral Program Committee Chair, who will notify students of the outcome of their exams. In the event a student fails the exam the Grading Committee will provide written feedback regarding each question answered by the student and summary feedback regarding the overall exam grade. This feedback should be designed to guide preparation for a second attempt.

### *Retaking a Comprehensive Exam*

Students who fail the comprehensive examination may retake the exam after completing the following:

- 1) Selecting a comprehensive study advisor among the faculty.
- 2) Developing a plan for studying for the examination, which may include reading, attending courses or comprehensive study sessions, and taking written practice examinations under timed deadlines for feedback by faculty.
- 3) Obtain written certification in a letter from the advisor to the Doctoral Program Chair certifying that a reasonable study plan has been completed.

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

### *Appeals Process*

An appeal of a Comprehensive Exam grade will follow the Grade Appeal Procedures outlined in the Doctoral Program Handbook. Regarding step one of the grade appeals process, the Comprehensive Exam Committee will be considered the instructor and the Doctoral Program Chair will liaise between the student and the Exam Committee.

### Admission to Candidacy

After passing both comprehensive examinations, the student is eligible for candidacy and should file the [Application for Admission to Candidacy for the Doctoral](#) degree form. This form should be submitted ASAP after passing the second comprehensive examination and at least 7 months prior to the oral defense of the dissertation. Failure to do so may delay graduation. To complete the form, the student should fill the form out up to the Candidates Signature block and forward it to the Doctoral Program Committee Chair who will route it to the Comprehensive Exam Committee for the student's most recent Comprehensive Exam. The Doctoral Program Committee Chair will then sign and submit the form to Graduate Studies.

### Continuous Enrollment

Doctoral students must be continuously enrolled at UNO once they enter candidacy. A student applies for candidacy after they successfully complete the comprehensive-examination stage and submit the Application for Admission to Candidacy form within the established timeline. The continuous enrollment requirement may be satisfied via enrollment in at least one credit hour per semester. Students are not required to enroll for 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.

## TEACHING PRACTICUM

All doctoral students are required to complete a teaching practicum. The goal of the practicum is to prepare students for full-time teaching in the field of 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. Teaching experience is also beneficial for students interested in pursuing PhD-level research or policy-oriented positions after graduation, which often value strong communication and leadership skills that can be demonstrated through university level teaching experience.

The doctoral program requires the completion of a teaching practicum including the successful completion of Teaching at the College Level (CRCJ 9700) and later serving as the Instructor of Record for two separate 3 credit hour courses offered by the SCCJ. Students must successfully complete CRCJ 9700 before they may teach independently. Typically, students complete CRCJ 9700 during their first year and teach during their third/fourth year in the program. The student will be supervised by their primary faculty mentor during the semester in which they first serve as instructor of record. Initial experience in class administration and management may be gained in the student's in their first year by serving as a Teaching Assistant as part of Graduate Assistantship activities.

When possible, students will serve as instructor of record for one lower-level course (e.g., CRCJ 1010, CRCJ 2030, CRCJ 2110, CRCJ 2210, CRCJ 2510) and one upper-level course related to the student's area of specialization. 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 additional teaching mentors for students who teach courses that are also taught by the faculty member.

Exceptions to the teaching requirement of the teaching practicum may be granted by the Doctoral Program Chair in consultation with the student and the student's primary faculty mentor. Such exceptions will likely only be granted with evidence of exceptional research productivity or when there is reason to believe that the doctoral student will not teach as part of his/her professional career.

## THE DISSERTATION

Doctoral students may begin work on their dissertations after they successfully complete both comprehensive examinations. The dissertation must reflect original scholarship and make a substantive contribution to the body of knowledge in the field of criminology and criminal justice. A minimum of 20 dissertation credit hours (CRCJ 9990) are required for all doctoral students.

Continuous enrollment is required of students who have entered candidacy (which occurs after a student successfully completes his/her comprehensive examination). To satisfy this requirement, doctoral students must take at least one hour of CRCJ 9990 Dissertation each Fall and Spring semester while working toward the completion of the dissertation. Students should generally not enroll in any dissertation hours during the summer.

The number of credits that a student should take per semester when engaged in the dissertation will vary with the time in which they begin their dissertation. Assuming that the student is working on the dissertation during the Spring semester of the third year (6<sup>th</sup> semester) and in the fourth year (7<sup>th</sup> and 8<sup>th</sup> semesters), the student should enroll in six dissertation credits during the first two semesters and eight in the second semester of their fourth year (8<sup>th</sup> semester) if they anticipate a dissertation defense before the Spring deadline. Otherwise, the student may take six credits again in the 8<sup>th</sup> semester and the remaining dissertation credits may be taken during the summer (if the student plans to graduate in August) or during the Fall (if additional time is needed to complete the dissertation).

### Dissertation Committee Composition and Formation

The Dissertation Committee is formed following the successful completion of the comprehensive examinations. 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 examination. The Dissertation Committee Requires the Approval of the Doctoral Program Committee Chair. Dissertation committee members provide the student with assistance regarding substantive theoretical and methodological issues in order to ensure that the work is relevant and of high quality.

The Dissertation Committee consists of at least four members: three members from Graduate Faculty in the SCCJ, including a Chair, and one outside faculty member from the NU system but within a different discipline. The committee formation process begins with the identification of a Chair. For students on Graduate Assistantships, the Chair is often, but not necessarily, the faculty member to which the student is assigned. In consultation with their Dissertation Committee Chair, the student should then choose two other SCCJ graduate faculty and one outside member for the Dissertation Committee. The Chair and student should discuss the dissertation topic prior to the selection of the additional committee members.

To establish the Dissertation Committee, the student must fill out the [Appointment of Dissertation Committee for the Doctoral Degree](#) form. On the form, the student will designate the Committee chairperson, a minimum of two additional members from the SCCJ, and an outside representative who is from outside the department but has graduate faculty status in the Nebraska University system. The composition of the Committee must be approved by the Doctoral Program Chair. The form will be completed and circulated for signatures by the student. A copy of the completed form will be provided to all members of the Committee, the Doctoral Program Committee, and Graduate Studies.

### Dissertation Topic Approval

Either prior to committee formation or shortly thereafter, the student should provide the committee of a short-written summary of the dissertation topic including a specification of how it will advance the prior literature and a general framing of the analyses. Guidance on the content and format of this document should be sought from the Committee. Immediately after Committee formation, the student should schedule a topic approval meeting with the Dissertation Committee for the purpose of getting formal approval for the dissertation topic and the general research design and methodology that will be used. Once the Dissertation Committee Chair has determined that there is consensus among committee members the student may begin to develop their Dissertation Prospectus.

### Dissertation Prospectus

The next step of the dissertation process is the writing and defense of the dissertation prospectus. The prospectus generally consists of the first three chapters of the dissertation including (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 may continue with the dissertation. After the prospectus is approved by the Dissertation Committee Chair, the student should present the dissertation prospectus to the Dissertation Committee for review at least three 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 may either approve the prospectus as submitted or require the student to make revisions prior to their approval. Upon approval, the Chair of the Dissertation Committee must file the [Approval of Dissertation Prospectus](#). The student should complete the top half of the form and bring it to the Prospectus Defense. The Dissertation Chair will then sign and submit the form to the Doctoral Program Committee Chair. 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 Defense

A defense of the written dissertation is required of all doctoral students. It is administered by the Dissertation Committee and is open to all members of the SCCJ. The Dissertation Committee also determines the character and length of the defense. The final defense of the dissertation shall not be

held unless all members of the Dissertation Committee are available for the examination. A committee member may waive their right to attend. The defense will take place after the written dissertation has been approved by the Dissertation Committee. The Committee's members must have at least three weeks to read and review the written dissertation in its entirety before the final defense.

Students must complete and file with Graduate Studies the [Application for Final Oral Examination or Waiver of Examination](#) form *at least three weeks in advance* of the oral dissertation defense date. The student will complete the first, second and forth sections of the form, in addition to the date, time, and location of the defense in the third section. The student will then circulate the form for signatures. The form is signed by the Chair and the members of the Dissertation Committee from the SCCJ (first and second readers). A copy of the form will be provided to the outside member of the committee, the Doctoral Program Committee Chair, and Graduate studies.

### Dissertation Defense 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 whether a candidate should pass, the student may be given approval for the degree provided that 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 through the [Report on Completion of Degree Form](#). 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 in order to pass all components of the dissertation examination. Another examination may not be held during the same term in which the student failed.

### Waiver of Oral Dissertation Defense

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. A formal request for a waiver (with specified reasons) must be filed by the student. This request must be submitted to and approved by the Doctoral Program Chair.

## GRADUATION GUIDELINES

Requirements and deadlines for graduation are outlined on the Graduate Studies website linked [here](#) and summarized below. Students should familiarize themselves with the requirements and procedures as outlined on the website. The website notes "Final responsibility rests with you, the graduate student, to check with your advisor and the Office of Graduate Studies to be sure all requirements are met."

### Apply for graduation

You must apply to graduate during your final semester in the SCCJ doctoral program. Application deadlines for graduation are summarized on the website linked above. Applications are submitted through [MavLINK](#). All candidates who have applied for graduation will receive an email from the



Office of Graduate Studies detailing the deadlines for finishing all degree requirements.

### Complete requirements

Graduation requirements include successful completion of required and elective coursework, certification of comprehensive exam results (Application for Admission to Candidacy Form), the resolution of incomplete and in progress grades, and the submission of a final copy of your dissertation. Students should be aware that formatting guidelines are rigorously enforced. Therefore, students should format and submit the final copy of their dissertations as soon as possible. Formatting guidelines are available [here](#). Coursework and other requirements can be checked through Degree Works accessed through [MavLink](#).

### Purchase and pick-up regalia

Academic regalia is required for degree recipients to participate in the commencement ceremony. Purchase your cap, gown, and hood from the [UNO Bookstore](#). For more information, contact the UNO Bookstore at [402.554.2336](#).

Information about commencement itself is available at the [UNO Commencement Website](#). Students should double-check to make sure their name is on the list of attendees (this is especially important for those who purchase their caps and gowns as the Campus Bookstore generally only forwards names for those renting regalia).

## GRADUATE ASSISTANTSHIPS

Graduate Assistantships are intended to promote the acquisition and development of both teaching and research skills through faculty mentoring and experiential-learning opportunities. Graduate Assistantships include a stipend, tuition remission, and University subsidized health insurance. Students on Graduate Assistantships are financially responsible for the unsubsidized portion of health insurance and for University fees. Graduate assistant (GA) assignments are for 20 hours/week during the academic year and include the week before classes start and the week after classes conclude each semester. Assistantship activities may include research support and classroom support/instruction.

Students who are successfully matriculating through the program and are successfully completing assigned Graduate Assistantship duties will be eligible for four years of funding. A fifth year of funding may be considered in the case of extraordinary circumstances or the demands of funded faculty research projects. Progress and performance will be evaluated each year following the procedures outlined in the section of this handbook titled “Student Portfolios.”

In general, Graduate Assistantship assignments for first- and second-year students will emphasize research activities and instructional support. Later in the program (third or fourth years), Graduate Assistantship duties will commonly transition to the inclusion of the student serving as instructor of record in order to meet Teaching Practicum requirements. A single class accounts for 10 hours/week of the assistantship and research active students may be assigned to both teaching (10 hours/week) and research (10 hours/week). However, students who have demonstrated

exceptional scholarly potential may be continually assigned to Assistantships with an exclusive research focus. Alternatively, GAs wishing to pursue teaching-oriented careers may request 20 hour/week teaching assignments (i.e., two courses per semester).

Graduate Assistantship assignments are made by the Doctoral Program Committee Chair in consultation with the SCCJ Director. Whenever possible, GAs will be assigned to work with faculty who share similar research interests. However, GA assignments must also fulfill departmental instructional needs and externally funded project needs. The Doctoral Program Committee Chair will solicit requests for GA support from the faculty each year before the start of the Fall semester. GA assignments are typically for the academic year, though adjustments may need to be made because of changing faculty needs and the start/end of externally funded projects that require GA support. 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. In compliance with policies articulated by Graduate Studies, RAs "should not be utilized solely for clerical duties."

Requests for GA support and for specific GAs will be prioritized as follows:

- **Externally Funded Projects:** Faculty with externally funded research projects will have first priority in terms of getting GA support in general, but also in requesting specific GAs not otherwise engaged in other funded projects. A PI with funding for one or more 20 hour/week GAs may request a single 20 hour/week GA or two 10 hour/week GAs.
- **Potential for Research and Co-authorship:** Faculty actively engaged in the research enterprise and those with a demonstrated record of including students in the research process and tangible research products (e.g., conference presentations, publications) will have second priority with regard to GA support.
- **Basic Research Support and Teaching Assistance:** Faculty needing basic research support that for work having less likelihood of publication and faculty needing assistance with their teaching assignments are also a priority, but less of a priority than faculty with externally funded projects or faculty with a demonstrated record of including students in tangible research products. Course level and class size will also be considered in teaching assistance requests, with undergraduate courses and larger class sizes having priority.

Beyond the specific considerations outlined above, the Doctoral Program Committee Chair will prioritize matching students with faculty who have allied research interests. This is done in order to facilitate the development of the student both from a scholarly standpoint and with regard to an understanding of the major components of the research enterprise outside of specific scholarly contributions. In support of this development, faculty are expected to serve as mentors to which students are assigned. Mentorship duties may include but are not limited to networking support, guidance with regard to negotiating professional associations and meetings, advising with regard to program matriculation including courses, comprehensive exams, and dissertations. Mentors should also advise students in the development of their curriculum vita in a manner consistent with the student's stated objective at the conclusion of their degree and an honest assessment of the student's capabilities. Finally, mentors should assist students in negotiating the job market.

### Continuous Enrollment Requirements for Graduate Assistants

Except for their last semester, students with a graduate assistantship must be enrolled in at least 6 credits per semester at UNO. Enrollment during the summer is not necessary. A student with a graduate assistantship, who is in their last semester, needs only to be enrolled in 1-3 credits per semester. Permission to enroll in fewer than 6 credit hours for students with a graduate assistantship must be obtained from Graduate Studies. The form to request such an accommodation is available from that Office. If a student is in the last semester of an assistantship, but is not going to graduate at the end of that semester, the student must enroll in at least 6 credits.

### Tuition Remission for Graduate Assistants

Students with a graduate assistantship are entitled to tuition remission for a maximum of 36 credits per year. Doctoral students with a graduate assistantship must obtain approval from the Doctoral Program Committee Chair and School Director in order to be granted tuition remission for coursework 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 credits).

In regard to dissertation credits, students with graduate assistantships requesting tuition remission for more than 20 dissertation credits must obtain approval from the Doctoral Program Committee Chair and the SCCJ Director in advance (with the exception of students who must enroll in at least 6 credits per term to meet Graduate Studies requirements).

Unless coursework or directed reading credit is being taken during the summer in order to complete degree requirements, tuition costs incurred during the summer will not qualify for remission.

## STUDENT PORTFOLIOS

All doctoral students are required to participate in the student portfolio process. For doctoral students on Graduate Assistantships, participation in the portfolio with a demonstration of appropriate matriculation through program requirements and successful completion of assigned Graduate Assistantship duties is required for continued funding.

Portfolios should include:

- A cover letter summarizing major academic (classes, comprehensive exams, dissertation milestones), scholarly (publications, grants, and other research project accomplishments), teaching, and service milestones achieved since the last portfolio process
- A current Curriculum Vitae
- A current Transcript
- A current Course Plan
- A summary of professional development
- Syllabi and teaching evaluations for all classes taught in the prior year

The portfolio may also include:

- Publications
- Professional Presentations
- Reports
- A statement of teaching philosophy
- Other teaching materials (e.g. lesson plans, rubrics)

Portfolios are submitted each Spring semester. Portfolios are typically due at the beginning of April. Students will submit their portfolios through Canvas and all members of the faculty will have access. Portfolios are first evaluated by the Doctoral Program Committee Chair and summarized at a faculty meeting in the Spring Semester. The Doctoral Program Committee Chair will provide each student with a written evaluation of their progress. When there are concerns regarding a students' progress, continued funding will be discussed by the Doctoral Program Committee in consultation with the SCCJ Director.

### General Guidelines for Student Progress

Immediately below are general guidelines regarding what constitutes 'good' progress for a graduate student. This information is intended to provide direction for doctoral students as they progress through the graduate program and for faculty in the evaluation of student progress with regard to continued funding.

In consideration of the guidelines below, bear in mind the 'good' benchmark will vary with a student's desired placement upon graduation. Students interested in placement in academic departments with a heavy focus on research will likely need multiple publications in peer reviewed journals, and placement at top programs will likely require evidence of a focused research agenda with first authorships in top tier journals. Alternatively, evidence of attention to the development of pedagogical skills and teaching experience will have increased importance for those interested in placement at an academic department with an emphasis on teaching.

Satisfactory progress will be assessed using several criteria that include matriculation through program requirements, performance of graduate assistant duties, research activities (e.g., presentations, work on papers, and publications) and teaching activities. In regard to program matriculation, satisfactory progress requires a successful completion of 18 hours of required/elective courses in both the first and second years, a completion of all coursework and comprehensive exams in the third year and the completion of the dissertation in the fourth year. Performance of graduate assistant duties will be evaluated by the faculty member to which the student is assigned for their Graduate Assistantship. Satisfactory progress will be indicated by meeting the expectations associated with graduate student duties.

In regard to research activities, students in their first year in the program should look for opportunities to partner with faculty on research projects that will help students develop the skills necessary to author publications in peer reviewed journals, as well as provide students with opportunities to contribute to manuscripts as an author. In their second year, students should continue to develop the skills necessary to author publications for peer reviewed journals and

participate in the writing of manuscripts for peer reviewed journals. Students interested in placement in departments with a research focus should have an article or articles submitted for review in their second year. In the third- and fourth-years success with regards to research will be largely defined by manuscripts accepted for publication. Students interested in placement in departments with a research focus should also look for an increased share of authorship as first or second author and publications in top tier criminology and criminal justice journals. Presentations at professional association conferences including the American Society of Criminology and the Academy of Criminal Justice Sciences are also important indicators of research activity. For satisfactory progress, students should author and deliver a conference presentation in their second, third and fourth years in the program. Presentations are commonly grounded in the research projects supporting the peer reviewed publications on which that the student is working.

When students teach (usually in the third and fourth years), satisfactory progress will be indicated by average or better scores on teaching evaluations. Students interested in pursuing appointments in departments with a teaching focus should serve as instructor of record for more than two classes with experience teaching both online and in person. Students interested in teaching focused appointments should also pursue multiple professional development opportunities focused on the development of pedagogy (see below).

Students are also expected to develop good working relationships with colleagues and faculty and to be active participants in departmental activities. Students should demonstrate a proactive approach to professional development, seeking out and engaging in meaningful professional development activities. Professional development can encompass a broad variety of activities including attending presentations, workshops, and webinars. Topics for these activities can include, but are not limited to substantive knowledge, research and statistical techniques, and pedagogy including the development of course materials and classroom management.

## TUITION, RESIDENCY AND FINANCIAL AID

### Residency Status

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

### Tuition

Students who are not on a Graduate Assistantship are solely responsible for all tuition and fees incurred. This is the case for students never awarded a Graduate Assistantship and for students who were awarded a Graduate Assistantship but who no longer have one. For the academic year 2021-2022, the resident tuition rate is \$341.00 per credit hour, and the non-resident rate is \$820.00 per credit hour.

As outline above, Graduate Assistantships are not required to pay tuition. Instead, the SCCJ is assessed the resident rate of tuition for all graduate assistants, and the Graduate College assumes responsibility for the differential for the out-of- state students.

### Financial Aid

Students can apply for financial aid prior to admission to the SCCJ Doctoral Program, but must be admitted to the program to be offered financial aid. Graduate students who receive financial aid for the academic year are not typically required to enroll in summer credit hours to defer loan payments; instead, the summer is bridged between academic years. If a graduate student chooses to apply for additional financial aid during the summer months (beyond that which they might have for the academic year), the student will need to be enrolled in four credit hours over the summer. For additional information, contact the UNO [Office of Financial Support and Scholarships](#).

## GRADE APPEAL POLICY AND PROCEDURES

The Grade Appeal Policy was passed by the SCCJ faculty in February 2013. It is intended to articulate and protect both the rights of students to fair and impartial evaluations of their academic performance and the rights and responsibilities of faculty who provide such evaluations. A course grade assigned consistent with university policy may only be changed by the instructor. University administrators may direct a grade to be changed only when it may 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; such an action would lack a basis for a reasonable, informed, and honest person to arrive at the same conclusion.

### Grade Appeal Procedures

The SCCJ encourages instructors and students to work together to informally resolve disagreements regarding course grades. Prior to the pursuit of a formal grade appeal, the student should arrange a meeting with the instructor to discuss the contested grade. The SCCJ recognizes, however, that informal resolution is not always possible nor is it always the best course of action.

If the matter cannot be resolved with the instructor, the student has six weeks from the date the grade was given to submit a written appeal to the Doctoral Program Chair. The student will also be required to provide a copy of their written appeal to the instructor of the course in question. To expedite the process, electronically submitted appeals are encouraged. The written appeal should contain the student's complete argument for why s/he is contesting the grade. In doing so, the student should do more than merely state that the grade was assigned arbitrarily or capriciously; the student should provide supporting evidence for his/her argument. The Doctoral Program Chair will forward the appeal to an ad hoc committee comprised of three randomly selected tenured faculty members from the SCCJ. The Doctoral Program Chair will inform both the affected student and course instructor of the composition of the assembled ad hoc committee.

After receipt of the appeal, the faculty member then has 15 days to provide a written response to the Doctoral Program Chair, the student, and the ad hoc committee. The response will address the



student's argument that the course grade was assigned in an arbitrary or capricious manner and may be submitted via email. Faculty may request an extension in the case of extraordinary circumstances. Once the ad hoc committee and Program Chair have both the student's written appeal and the instructor's written response to the appeal, consideration will be given to the merit of the appeal. The ad hoc committee will have 10 business days to consider both sides and will notify both parties via email about the committee's decision and the basis for their decision.

If there is merit to the appeal, the ad hoc committee will recommend that the instructor reconsider the grade issued. The instructor will have 10 business days to do so. The instructor will then communicate his/her decision via email to the student, the ad hoc committee, and the Program Chair. If the student is not satisfied with the instructor's decision regarding the reconsideration, s/he may then appeal to the Dean of Graduate Studies for further review of procedures. If the student decides to submit an appeal to the Dean of Graduate Studies, the student must notify the Doctoral Program Chair who will then notify the Director of the SCCJ. The SCCJ Director will then verify that SCCJ policies and procedures were followed. The SCCJ Director will then forward the materials amassed on to Graduate Studies, along with a letter outlining the appeal and the decisions reached within the SCCJ. The student and faculty member will receive a copy of that letter for their files.

The SCCJ faculty recommends that this appeal be submitted in a timely manner (e.g., within a week) for the Graduate Studies Committee to give it full consideration prior to a semester's end. The student should also be advised that the Committee meets only during the Spring and Fall semesters; appeals received at the end of a semester may not, therefore, be resolved until the following semester.

If the affected student or faculty is dissatisfied with the process at any time, the UNO Office of Ombudsperson may be called upon for assistance. Information about the office and its function may be found at <http://www.unomaha.edu/ombuds.php#>. To be clear, "Requests for the service of the Ombudsperson usually occur when the normal bureaucratic process has failed to function properly and, therefore, causes undue hardship to one or more members of the UNO community."

#### ACADEMIC PROBATION, DISMISSAL/REINSTATEMENT, LEAVE OF ABSENCE

SCCJ Doctoral Program policies for dismissal and reinstatement are in part governed by registration and academic policies held by the Office of Graduate Studies for the Graduate College at UNO. All such policies can be found [here](#). Policies specific to dismissal and reinstatement can be found [here](#).

Students must be aware of the Quality of Work Standards of the Graduate College, as well as the additional criteria for satisfactory performance in their respective graduate programs. It is the student's responsibility to know when their previous coursework has failed to meet specified standards. Students who are attending classes are still subject to dismissal if the School of Criminology and Criminal Justice recommends an action based on its review of a student's previous performance.

#### Probation and Dismissal

Graduate Studies policy states that receiving a grade of C- on a student's plan of study for the

doctoral degree will result in a student's automatic dismissal. A grade of U or Fail in any graduate course taken by a doctoral student shall be treated the same as a grade of C- or below and shall result in an automatic dismissal from the Graduate Studies College. Grades which result in automatic dismissal from a program (e.g., grade of C- or below, U, "Fail") may not be applied towards a graduate plan of study should the student successfully petition for re-instatement (see below).

When a student receives a grade of C+ or below in any course taken in the student's major field of study or in any course included in the student's plan of study for the doctoral degree, the Doctoral Program Chair to decide on whether to dismiss the student from the program or place the student on academic probation. If placed on academic probation, the student must retake and pass the class with a grade of B- or better the next time that the class is offered. If there is an instance where the student cannot take 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. The student will be taken off academic probation when they pass the class with a grade of B- or higher. Courses that are not retaken and passed with a grade of B- or higher will not be applied to the Plan of Study. In the SCCJ, doctoral students must receive a B- or better in all graduate courses taken to have those hours applied to their plan of study. If a student receives a second grade of C+ or below they will be dismissed from the SCCJ Doctoral Program.

Academic policy maintained by Office of Graduate Studies for the Graduate College at UNO notes that Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. In this regard the SCCJ may, under some circumstances, recommend dismissal of a student from a graduate program even though work-quality standards have been maintained. Grounds for dismissal could include but are not limited to: 1) failure to be accepted by an appropriate dissertation adviser within stipulated time limitations; 2) failure to make timely progress toward the degree; and 3) failure to perform in coursework, qualifying examinations, or research at an acceptable level in the Program.

Students that are dismissed from the SCCJ doctoral program are placed on 'stop enrollment' (i.e. will not be allowed to enroll for any further classes).

### Reinstatement

Students who have been dismissed from the SCCJ doctoral program may request reinstatement after the academic term following the term in which their performance resulted in their dismissal. The process for petitions for reinstatement and for evaluating these petitions are articulated by the SCCJ Doctoral Program Committee.

To petition for reinstatement, a student must provide the Doctoral Program Chair with a written request for reinstatement. The written request must include: (1) an explanation for the previous poor academic performance, (2) a discussion of what changes have been made in students' lives to ensure satisfactory academic performance in the future, and (3) a plan for course selection and study habits that will ensure academic success in the future. The request for reinstatement will then be considered and voted upon by the Doctoral Program Committee. In the event a petition fails to gain the approval of the Doctoral Program Committee, the Doctoral Program Chair will then recommend that the Dean

for Graduate Studies dismiss the student. If the petition is successful, the Doctoral Program Chair will then recommend that the Dean for Graduate Studies place the student on probation with conditions for reinstatement. The Doctoral Program Chair will then communicate the Doctoral Program Committee's decision to the petitioner. Students should contact the Dean of Graduate Studies with any questions or concerns regarding the fairness of this process.

Students provisionally re-admitted to the SCCJ doctoral program will be dismissed if they receive a grade of C+ or below in any course during subsequent study. Provisionally admitted students will have to re-take all prior classes in which they received a grade of C+ or below at the first offering of the course. If a course will not be offered in a timely fashion, the student's Supervisory Committee must meet with the student and review a new "Plan of Study" that provides a suitable substitute course. Courses that are not retaken and passed with a grade of B- or higher will not be applied to the Plan of Study.

### Leave of Absence

Doctoral students forced to interrupt their studies may request a leave of absence from the University for up to one year. In consultation with their department/school and their Doctoral Program Chair, students should define the program modifications the leave of absence requires. Requests should indicate a reason for leaving and the expected date of return to the University. If approval is granted, the time limits on the granting of the doctoral degree will be frozen for the time specified (up to one year). Students should file a request with their chair who will forward it to the Dean for Graduate Studies. Approval of the Dean for Graduate Studies is required prior to taking the leave of absence.

## PROGRAM OVERVIEW AND MILESTONES

FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
18 hours of required and elective classes	18 hours of required and elective classes	<ul style="list-style-type: none"> <li>• 6 hours of required/elective classes</li> <li>• 6 hours of dissertation credits</li> </ul>	14 hours of dissertation credits
		Comprehensive Exams	
		Begin Dissertation	Dissertation
Portfolio (2 <sup>nd</sup> Semester)	Portfolio (2 <sup>nd</sup> Semester)	Portfolio (2 <sup>nd</sup> Semester)	Portfolio (2 <sup>nd</sup> Semester)
Doctoral Program Committee and Course Plan Form (2 <sup>nd</sup> Semester)		<ul style="list-style-type: none"> <li>• Application for Admission to Candidacy Form</li> <li>• Appointment of Dissertation Committee Form</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of the Dissertation Prospectus (SCCJ form)</li> <li>• Application for Final Oral Examination or Waiver Form</li> <li>• Report on Degree Completion</li> </ul>
			Application for Graduation

## UNO SCCJ REPORTING REQUIREMENTS

FORM	DATE	PROCESS
<a href="#">Doctoral Program Committee and Course Plan</a> <sup>1</sup>	Second Semester of PhD program	<ul style="list-style-type: none"> <li>Developed by Student in consultation with Faculty Advisor</li> <li>Student routes to Doctoral Program Chair (DPC) for signature</li> <li>Student submits to <a href="mailto:gradschool@unomaha.edu">gradschool@unomaha.edu</a> (cc DPC)</li> </ul>
<a href="#">Change in Plan of Study</a>	When Changes to the Plan of Study/Course Plan are made <sup>2</sup>	<ul style="list-style-type: none"> <li>Completed by Student</li> <li>Student routes to Faculty Advisor and DPC for signatures</li> <li>Student submits to <a href="mailto:gradschool@unomaha.edu">gradschool@unomaha.edu</a> (cc DPC)</li> </ul>
<a href="#">Application for Admission to Candidacy</a>	ASAP after the completion of Comprehensive Exams and at least 7 months prior to oral defense of dissertation	<ul style="list-style-type: none"> <li>Student completes form through Candidates Signature block and forwards to DPC</li> <li>DPC routes for Comprehensive Exam Committee Signatures</li> <li>DPC signs and submits to Graduate Studies (notifies student)</li> </ul>
<a href="#">Appointment of Dissertation Committee</a>	After the identification of a Dissertation Committee	<ul style="list-style-type: none"> <li>Student completes form, circulates for signatures, submits to <a href="mailto:gradschool@unomaha.edu">gradschool@unomaha.edu</a> (cc DPC)</li> </ul>
<a href="#">Approval of the Dissertation Prospectus</a> (SCCJ form)	At the Defense of the Dissertation Prospectus <sup>3</sup>	<ul style="list-style-type: none"> <li>Student completes top half of form and brings to Prospectus Defense</li> <li>Dissertation Chair signs and Submits to DPC</li> </ul>
<a href="#">Application for Final Oral Examination or Waiver</a>	At least 3 weeks prior to the Dissertation Defense date/deadline	<ul style="list-style-type: none"> <li>Student completes the first, second, and fourth section of the form, and the date, time, and location of the defense, then circulates for signatures</li> <li>Form submitted to <a href="mailto:gradschool@unomaha.edu">gradschool@unomaha.edu</a> (student or Chair; cc DPC)</li> </ul>
<a href="#">Report on Completion of Degree</a>	At the Dissertation Defense <sup>3</sup>	<ul style="list-style-type: none"> <li>Student completes top half of form and brings to Dissertation Defense</li> <li>Form submitted to <a href="mailto:gradschool@unomaha.edu">gradschool@unomaha.edu</a> (cc DPC)</li> </ul>

<sup>1</sup> The Doctoral Program Committee is comprised of the Doctoral Program Chair and the faculty member that you are assigned to in the semester that you complete the form.

<sup>2</sup> The Course Plan must be updated to reflect differences between courses taken and those outlined in the Doctoral Program Committee and Course Plan form.

<sup>3</sup> Both the Defense of Dissertation Prospectus form and the Report on Completion of Degree Form can be completed at the respective defense dates or when changes are made if the Committee specifies that a review of changes is necessary.

Attribute	Description	Poor (0-1)	Adequate (2-3)	Good (4-5)
Pointed Answer	The student provides a response that is focused on the probative questions asked and answered all portions.	Off topic answers or only tangentially related  Does not respond to question <i>in its entirety</i>  An answer that lacks a position/argument.	Answer addresses the probative questions directly and, in all portions, but lacks refinement and clarity at times.	Answer addresses the probative questions directly and clearly, in all portions.  Nuances and refinement
Depth and Breadth of Knowledge	<i>Depth</i> of knowledge refers to mastery of topical area, while <i>breadth</i> refers to ability to connect and critically position the answer in its larger context (i.e., system or research methodology).	Answer lacks depth and demonstrates an undergraduate level of topical knowledge (e.g., no sophistication, no nuance, overgeneralizations & sweeping statements)  Answer lacks breadth and is not connected to context, and devoid of critical thinking regarding implications.	Answer demonstrates some breadth and depth of knowledge, but one of these facets is weaker and open to criticism.  Student provides a reasonable response but critical thinking skills are not fully demonstrated	Answer demonstrates advanced and nuanced knowledge of the topical area  Clearly represents the connections of the answer to its larger context and discusses implications
Accuracy of Argument	The answer provided is substantively and factually accurate.	Seriously flawed (i.e., substantive misstatement of fact or demonstrates lack of understanding of fundamental concept)  Repetition of incorrect statements to the point where the tenets of the students' argument are invalidated.	Most tenets of the answers provided are correct and accurately represent the content of graduate coursework.  Some aspects are not well represented, without invalidating the whole answer.	The substance and facts of the answer is rigorous and accurate.
Sources	The answer establishes the relevance of the sources included in the written answer by discussing them in depth and critically.	Supporting citations often factually incorrect  Supporting citations are absent  Citations are irrelevant to the argument.	Most sources are acceptable.  The supporting citations are factually correct and mostly related to the argument.	Answer is based on a factually correct and advanced understanding of the sources used.  Sources are evaluated critically and contribute to the development of a cogent answer to the questions.
Total		<b>Fail</b> 0 – 7 summative score, or two categories with a 0.	<b>Pass</b> 8 – 15, no two categories with a score of 0.	<b>High Pass</b> 16 – 20
<b>Comments:</b>				