



TEMPLE  
UNIVERSITY®

GRADUATE STUDIES IN CRIMINAL JUSTICE  
GRADUATE HANDBOOK

Department of Criminal Justice Graduate Committee



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>INTRODUCTION</b> .....	<b>5</b>
<b>PROGRAM ADMINISTRATION</b> .....	<b>7</b>
STUDENT ADVISING.....	7
<i>Assignment of Faculty Advisor</i> .....	7
<i>Functions of the Faculty Advisor</i> .....	7
<i>Changing Advisors</i> .....	8
<i>Orientation and Informational Meetings</i> .....	8
<i>Criminal Justice Graduate Student Association</i> .....	8
<b>APPLICATION AND ADMISSION</b> .....	<b>10</b>
APPLICATION.....	10
<i>Application Deadlines</i> .....	10
ADMISSION.....	11
<b>ADVANCED STANDING, TRANSFER OF CREDITS AND WAIVER OF CORE REQUIREMENTS</b> .....	<b>13</b>
ADVANCED STANDING.....	13
<i>Procedure</i> .....	13
TRANSFER CREDITS.....	14
WAIVER OF CORE REQUIREMENTS.....	14
<i>Procedure</i> .....	14
<b>FINANCIAL SUPPORT</b> .....	<b>15</b>
TEACHING ASSISTANTSHIPS.....	15
EMPLOYMENT POSITIONS ON FUNDED FACULTY RESEARCH PROJECTS.....	15
<b>MA PROGRAM REQUIREMENTS</b> .....	<b>17</b>
MA COURSE REQUIREMENTS.....	17
<i>M.A. Non-thesis option</i> .....	17
<i>M.A. Thesis option</i> .....	18
<b>PH.D. PROGRAM REQUIREMENTS</b> .....	<b>21</b>
COURSE REQUIREMENTS.....	21
<i>Course Descriptions</i> .....	22
<i>Outside electives</i> .....	22
<b>ADVANCED DOCTORAL PROGRAM PROCEDURES</b> .....	<b>24</b>
RESEARCH PAPER REQUIREMENT.....	24
<i>Evaluation Process</i> .....	25
<i>Evaluation Standards and Outcomes</i> .....	25

EXAMINATIONS AND DISSERTATION PREPARATION .....	25
PRELIMINARY EXAMINATION .....	26
<i>Eligibility</i> .....	26
<i>Notification</i> .....	27
<i>Examination Areas</i> .....	28
DOCTORAL DISSERTATION.....	29
<i>Dissertation Chair</i> .....	29
<i>Dissertation Advisory Committee</i> .....	30
<i>Dissertation Prospectus</i> .....	30
<i>Changing committee members</i> .....	32
<i>Dissertation Requirements</i> .....	33
<b>STANDARDS OF SCHOLARSHIP AND STUDENT PROGRESS .....</b>	<b>37</b>
GENERAL INFORMATION.....	37
<i>Grade Requirements</i> .....	37
<i>Time limits</i> .....	37
<i>Monitoring student progress</i> .....	38
<i>Issues of academic misconduct</i> .....	38
<i>Ethical issues in research</i> .....	38
MAINTAINING GOOD STANDING IN THE PROGRAM.....	39
GRADUATE PROCEDURES FOR THE RESOLUTION OF ACADEMIC GRIEVANCES .....	40
<i>Initiating the Appeal</i> .....	40
<i>Procedures at the Departmental Level</i> .....	40
<i>Procedures at the College Level</i> .....	41
<i>Procedures at the University Level</i> .....	41
<b>FURTHER INFORMATION.....</b>	<b>43</b>
TEACHING .....	43
<i>Teaching Resources</i> .....	43
<i>Building the Teaching Portfolio</i> .....	44
<i>Evaluations of Teaching</i> .....	44
GRADUATE FACULTY .....	44
TRAVEL ALLOWANCES TO PRESENT PAPERS .....	45



# INTRODUCTION

This handbook answers questions often asked about the criminal justice graduate programs at Temple University. Information included in the handbook supplements relevant sections of Temple University's Graduate Bulletin, which is published every year or two by the University's Graduate School and contains specific information about all of the different graduate programs at Temple University. Students should always consult the Temple University Graduate School and Department websites for the most up-to-date policies and procedures relating to graduate programs.

Although the Graduate Committee has made all attempts to include the latest information from the College of Liberal Arts, and the Graduate School at Temple University, the material presented here may not be completely up to date. Please refer directly to College of Liberal Arts and Graduate School web and printed documentation sources, as well as the graduate pages of the department.

<http://www.temple.edu/CLA/Students/>

<http://www.temple.edu/grad/>

<http://www.temple.edu/cj/grad/>

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# PROGRAM ADMINISTRATION

The department's Graduate Committee administers the Criminal Justice Graduate Programs.

## STUDENT ADVISING

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Students entering the Ph.D. or M.A. program are assigned a Faculty Advisor upon admission into the graduate program. Students should regularly consult with their assigned Faculty Advisors for advice on course selection, policies and procedures, and their status in the program.

The Faculty Advisor is the key point of contact whenever a student has questions about the Criminal Justice Graduate Program.

The Faculty Advisor will also keep the Graduate Committee apprised of the student's progress. If, after consulting the Graduate School policies and the CJ Graduate Student Handbook, the Faculty Advisor is unsure of how to handle a specific student inquiry, he or she will contact the Graduate Committee for advice.

## ASSIGNMENT OF FACULTY ADVISOR

Upon admission into the Criminal Justice graduate program, a student is assigned a Faculty Advisor. The student should schedule an appointment with the advisor as soon as the Graduate Committee Chair informs them of the faculty member's name.

A student should try to take courses with their Faculty Advisor. It is also a good idea for a student to take courses with prospective members of her or his advisory committees, as such coursework allows the student to become familiar with the faculty, and it allows faculty to become familiar with the student's work.

## FUNCTIONS OF THE FACULTY ADVISOR

The student must have a Faculty Advisor at all times. The Advisor's major function is to help the student progress toward their goals. The Faculty Advisor gives advice; each student must evaluate and use that advice wisely in terms of its relevance to his/her career objectives. Faculty Advisors will be of invaluable assistance in many ways, but they are particularly charged with the following responsibilities:

1. To advise the student, particularly during registration, about course work and other experiences or activities needed to fulfill professional goals;
2. To assist the student in forming the advisory committees that will help to develop his or her program of study. These include the Doctoral Dissertation Committee. It is the student's responsibility to obtain the consent of the faculty members whom the student wishes to serve on his or her committee;
3. To help assist and prepare the student for written comprehensive examinations, with the help of the two Preliminary Examination Committees (Crime & Deviance, Justice).



4. To keep the Department and the Graduate School informed of the advisee's progress;
5. To consult with the student after the Faculty Advisor completes the yearly review of each graduate student's progress.

### **CHANGING ADVISORS**

A student must have a Faculty Advisor at all times. However, it is possible that as students' interests develop, they may find it desirable to change Faculty Advisors. If a change in Advisor occurs, the student and the new Faculty Advisor should inform the Chair of the Graduate Committee about the change in a brief written communication (with a courtesy copy to the former advisor).

### **ORIENTATION AND INFORMATIONAL MEETINGS**

An orientation luncheon meeting is generally held every fall, during the week immediately prior to the start of the fall semester. The purpose is to welcome new students and to provide an opportunity for students to meet their Faculty Advisors (if they have not already done so), other members of the faculty, and their fellow students. Students are given the most current course information and a calendar of events for the semester.

In addition, the Graduate Committee generally hosts several open or 'brown-bag' lunch meetings for all graduate students during the fall and spring semesters to provide general program updates, and to field questions and solicit student advice about policies, procedures, and other matters of interest to students. The Criminal Justice Graduate Student Association may also invite members of the faculty to attend informational meetings targeted toward specific issues (e.g., preparation for comprehensive exams). The graduate committee representative of the CJ Graduate Student Association is the primary point of formal contact between students and faculty (see below).

### **CRIMINAL JUSTICE GRADUATE STUDENT ASSOCIATION**

The department's graduate students run a Criminal Justice Graduate Student Association. This group plays several important roles in the life of the department, including mentoring incoming students, organizing student events, and advocating on behalf of student issues. Representatives sit in on the meetings of the faculty and of the graduate committee. The Association has a site on Blackboard that can be accessed through TU Portal on the main Temple web page.



# APPLICATION AND ADMISSION

## APPLICATION

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Applicants must have a bachelor's degree and a superior record of academic achievement from an accredited institution. A minimum undergraduate GPA of 3.0 is required. Previous work in criminal justice or a cognate discipline is preferred. Cognate disciplines within social sciences include Anthropology, Geography, Law, Urban Studies, Sociology, Psychology, History, Political Science, and Women's Studies. Applications will not be reviewed until all required credentials are received. Graduate School policy 02.23.12 allows departments to require from the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or the Graduate Management Admission Test (GMAT). In our case we accept the GRE only.

Applications must include:

- The Temple University Graduate Application Form
- Transcripts from all graduate and undergraduate study
- GRE scores (Graduate School policy 02.23.12 allows departments to require from the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or the Graduate Management Admission Test (GMAT). In our case we accept the GRE only)
- Letters of recommendation from three persons familiar with the applicant's abilities and scholarly potential
- A biographical statement explaining the applicant's purpose for graduate study
- At least one sample of the applicant's writing
- A non-refundable application fee (at a level determined by the graduate school)
- International students will be required to submit additional materials, such as TOEFL scores. Applicants should consult the Graduate School Admissions-International Applications website: <http://www.temple.edu/grad/admissions/international.htm>

## APPLICATION DEADLINES

The due date for applications for September admission to the Ph.D. or MA program is January 15<sup>th</sup>.

The due date for international students applying for September admission to the Ph.D. or MA program is December 15<sup>th</sup> of the preceding year.

Late applications will usually not be considered.

## ADMISSION

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Successful applicants to the graduate programs will have at least the following credentials:

- GRE scores of at least 500 on the Verbal section and 500 on the Quantitative section.
- An overall undergraduate GPA of at least 3.0 on a 4-point scale, and an average in the major of at least 3.2.
- Applicants to the Ph.D. program who have completed graduate level coursework should have at least a 3.0 average for that coursework.



# ADVANCED STANDING, TRANSFER OF CREDITS AND WAIVER OF CORE REQUIREMENTS

Sometimes students have taken graduate credits or completed degrees at other universities and want those credits to count toward their graduate degree at Temple. There are several ways this can happen.

## ADVANCED STANDING

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You are eligible to apply for advanced standing as long as 1) you did not graduate with your Masters degree more than 5 years prior to matriculation into the CJ graduate program at Temple, and 2) you achieved at least a B grade in each course.

A student who has a **Master's degree from another university** and wants those credits to count toward their Ph.D. degree at Temple University can apply for "Advanced Standing." A Ph.D. program may accept a maximum of 30 elective credits that count toward the 48 required credits. At a minimum, the student who receives Advanced Standing status must still complete the seven required Criminal Justice courses (21 credits). However, the Faculty Advisor may request that the student take additional courses to prepare for the Preliminary Exam and their Dissertation research. Note that students' eligibility to sit for the Preliminary Examination is not based on the satisfaction of course requirements alone. The approval of each examination subcommittee of the graduate committee is based on the assessment of the students' overall preparation, including but not limited to courses taken.

## PROCEDURE

The Advanced Standing form is available from the web site of the graduate school:  
<http://www.temple.edu/grad/forms/index.htm>

Students should fill out the top part of the form and forward the completed form to the departmental student advisor. (Note: an *original* transcript must be included with the application). If the Graduate Committee approves your application, the application then goes to the CLA Dean's office for approval. The Dean of the School/College has final authority to accept or deny the recommendation for advanced standing as long as the number and type of credits accepted do not exceed those allowed by the Graduate School.

Normally, students should expect that if their M.A. is in a cognate discipline, the request for advanced standing would likely be approved, subject to the limitations noted above. Cognate disciplines include Anthropology, Geography, Urban Studies, Sociology, Psychology, History, Political Science, and Women's Studies. Law school graduates (i.e., the J.D. degree) do not receive Advanced Standing.



## TRANSFER CREDITS

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The Dean of a School/College and the Graduate Council or other governance body may accept a limited number of transfer credits taken by a matriculated student outside of Temple University. Graduate coursework taken at an accredited institution prior to matriculation, and graded B or higher, may be accepted toward a Temple University Graduate Degree. A Master's program may accept a maximum of 6 subject hours of transfer credit. A doctoral program may accept as many transfer credits as have been approved by the Dean of the School/College up to the limit established by the Dean of the Graduate School (see *Advanced Standing* above).

## WAIVER OF CORE REQUIREMENTS

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Students wishing to substitute prior graduate courses for courses required as part of the core of either the Criminal Justice M.A. or Ph.D. program must petition the Graduate Committee to do so. The Committee may require the student to pass written and/or oral examinations as a condition of waiver approval. The student should consult with his or her Faculty Advisor before doing so. The student must be a matriculated student in the Temple University Criminal Justice Ph.D. or M.A. program and have successfully completed at least one semester before petitioning to place out of any required classes. No petitions to place out of required classes may be submitted or considered prior to that time. Waivers are not granted for more than two courses, and there is no guarantee that any will be approved.

## PROCEDURE

1. Discuss the issue of waiver of course requirements with your Faculty Advisor.
2. Write a letter to the Chair of the Graduate Committee that identifies the specific Temple courses you believe can be substituted by equivalent courses you took at your previous university. Attach syllabi, copies of written assignments, and exams from the prior courses.
3. The Chair of the Graduate Committee will identify a faculty member in our department who can evaluate the content of the course(s) in question. You will then meet with those individual faculty members as needed to discuss whether an exemption could be made or not. The faculty member then makes a recommendation to the Graduate Committee, who makes the final decision.

*Note:* Although the Graduate School does not specify an exact number of courses that can be exempted, rarely are more than two exempted in this manner. Keep in mind that if you apply for and receive *Advanced Standing*, you will receive up to 30 elective credits toward the 48 required by the Ph.D. program and 6 credits required by the M.A. program. There are still seven required courses for the Ph.D., as indicated in the CJ Student Handbook.

## FINANCIAL SUPPORT

The Department of Criminal Justice ranks among the highest in the University in faculty and student involvement in local and national research activities. The result has been a steady stream of grant-funded employment positions that provide both financial support and the opportunity to develop research skills and graduate thesis/dissertation opportunities. The doctoral program is proud of its track record of support of our doctoral students through a combination of such positions and the other sources of financial support outlined below.

Financial support is available to graduate students through a variety of University and Department teaching and research assistantships, fellowships, and awards. Most assistantships and fellowships carry a stipend plus tuition waiver and health insurance.

Note that no funding decisions can be made until after an applicant is officially admitted to the Ph.D. program. Applicants should also consult the Graduate School web pages for information on application deadlines and funding opportunities available university-wide, at <http://www.temple.edu/grad/finances>.

Matriculated students should notify the Graduate Program Chair by February 1 if they wish to be considered for assistance during the following academic year.

## TEACHING ASSISTANTSHIPS

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Depending upon available resources, a Teaching Assistantship (TA) may be awarded either to incoming or matriculated students. If a Teaching Assistantship is awarded to an incoming student during the first year, the Department aims to provide the student with a second consecutive year of funding from either a Teaching Assistantship position or an alternative source, depending upon academic standing and available resources.

The Department Chair, based on consultation with the Graduate Committee, recommends students to the College of Liberal Arts for Teaching Assistantship awards. Award decisions are generally made in the spring semester as soon as the department receives notice from the College of its assistantship resources for the coming year.

All graduate students are strongly encouraged to enroll in the teaching-skills courses occasionally offered by the department, as well as to avail themselves of the programs and services at Temple's Teaching and Learning Center (see page 43).

## EMPLOYMENT POSITIONS ON FUNDED FACULTY RESEARCH PROJECTS

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Additional financial support is often provided by employment and training opportunities on externally-funded faculty research projects. Positions on funded research projects may include full or partial tuition coverage in addition to salary for up to 20 hours per week during the semester, with the possibility of full-time employment during semester breaks and summer months. The timing and availability of such opportunities depend on the status of faculty research projects and external grants.

Students should feel free to directly contact faculty who: (a) have similar research interests, or (b) are overseeing current research projects. Faculty profiles on the department web page include current research activities and interests, available at <http://www.temple.edu/cj/>

Interested students with appropriate research experience and/or skills may send a letter to the Chair of the Graduate Committee Chair, who will direct it to faculty who may have open research positions. Please note, however, that individual faculty members who have received research grant awards make their own hiring decisions. Neither the Graduate Committee Chair nor the Graduate Committee makes research assistant hiring decisions.

# MA PROGRAM REQUIREMENTS

For those interested in earning a master’s degree, we offer a 30-credit (10 courses) program. It is usually possible to complete the program in two years. Students have the option of completing a master's thesis. The MA meets the needs both of those who are working full- or part-time in criminal justice or in a related service agency, as well as those full-time students who are continuing their education and looking forward to completing a doctoral program, either at Temple University or elsewhere. Many who complete the master’s program begin or rejoin professional careers in management, administration, or specialist positions in a wide array of governmental and private criminal and juvenile justice and related agencies.

## MA COURSE REQUIREMENTS

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### M.A. NON-THESIS OPTION

The 30 credit hours required to complete the M.A. program – under the non-thesis option – consist of 3 core courses (9 credits) and 7 electives (21 credits), of which at least two electives (6 credits) must be in the Department of Criminal Justice.

<b>MA core requirements (5)</b>	<b>9 credit hours</b>
8101 Decision-making in Criminal Justice	
8102 Research Methods in Criminal Justice	
8106 Theories of Crime and Deviance	
<b>MA electives (7) (minimum 2 from Criminal Justice)</b>	<b>21 credit hours</b>
<b>TOTAL</b>	<b>30 credit hours</b>

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### **M.A. THESIS OPTION**

Under the thesis option, students are required to take 3 core courses (9 credits) and 5 electives (15 credits), of which at least two electives (6 credits) must be in the Department of Criminal Justice, plus the M.A. thesis (6 credits).

MA core requirements (5)	9 credit hours
8101 Decision-making in Criminal Justice	
8102 Research Methods in Criminal Justice	
8106 Theories of Crime and Deviance	
MA electives (7) (minimum 2 from Criminal Justice)	15 credit hours
MA thesis (9996 Thesis research)	6 credit hours
<b>TOTAL</b>	<b>30 credit hours</b>

*Note: MA Students working full time on a thesis may be counted as full time students if they are registered for at least three credits of CJ 9996 Thesis Research. Students may be classified as full time students in this way for no more than one year.*

The M.A. thesis is completed under the guidance of a thesis committee chaired by the principal advisor, and including two additional members of the department. The thesis is prepared according to the guidelines of the Temple University Graduate School, at <http://www.temple.edu/dissertationhandbook/>

A student wishing to complete a Master's thesis typically begins the process three semesters prior to expected completion of the thesis. He/she should approach the faculty member intended to chair the thesis committee. Under the supervision of the faculty member the student develops a master's thesis proposal. The Master's thesis proposal may be relatively brief, but it should clearly state the problem to be addressed, the data sources to be used, and an outline of the proposed analysis plan.

Typically, in the first semester after a proposal has been submitted, the student completes the research described in the proposal under the supervision of the committee chair. The student usually researches the topic of interest, writes the literature review, and plans the analysis (if needed). In the next and final semester the student writes and revises the thesis as directed by the committee chair, and other members of the committee. In the last two semesters of the thesis process, the student typically registers for three Master's thesis credits for each semester (CJ 9996). No more than a total of six credit hours may be taken.

Once the faculty member is satisfied with the proposal, it may be transmitted directly to the Chair of the Graduate Committee, with copies to all current members of the



Graduate Committee and the student's file. The Chair of the Graduate Committee, with input from the Graduate Committee, will negotiate with the faculty member directing the thesis about any concerns. These will be resolved before a final thesis is submitted to the Graduate School.

The thesis requirement is considered complete when approved by all three readers, signed by the committee chair, and accepted by and deposited with the Graduate School (two copies), with additional copies for the department library and each committee member. Guidelines for thesis formats are available from the Graduate School.

Although the student is not required to orally defend either the proposal or the thesis, in past years students completing the MA thesis have presented the results at professional conferences, or at "brown bag" luncheons in the department.

### **PART-TIME STUDENTS**

Some master's students may attend on a part-time basis. If students attend part-time, however, they are entirely responsible for adjusting their personal and work schedules to attend graduate classes at the times they are offered. All students (M.A. and Ph.D.) must maintain continuous enrollment throughout their graduate studies.



# PH.D. PROGRAM REQUIREMENTS

While our Doctoral program allows students maximum flexibility in designing their graduate program, it also seeks to provide breadth of coverage and comprehensive background and training. The Ph.D. program is designed to produce criminal justice scholars who will provide the future leadership for the field in academia, private and governmental research agencies, and policy level positions in criminal justice and related organizations.

## COURSE REQUIREMENTS

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Ph.D. core requirements (7)	21 credit hours
8101 Decision-making in Criminal Justice	
8102 Research Methods in Criminal Justice	
8104 Law and Social Order	
8105 Fundamental Statistical Issues in Analysis	
8106 Theories of Crime and Deviance	
8302 Advanced Methodological Issues in CJ Research	
8305 Advanced Statistical Issues in CJ Data	
Ph.D. electives (within or outside the department) (9)	27 credit hours
ADDITIONAL REQUIREMENTS (see Advanced Doctoral Program Procedures below):	
Research Paper Requirement	
Preliminary Examination	
Dissertation Prospectus	
Doctoral Dissertation	

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The 48 credit hours (16 courses) of doctoral coursework are divided into 21 required credits (7 courses) and 27 elective credits (9 courses). In selecting elective courses, students should consult with their Faculty Advisors about their preparation for the Preliminary Examination and their Dissertation research. Students may be directed by their advisors to supplement their criminal justice coursework by taking graduate courses offered in other disciplines.

Students entering the Ph.D. program with an M.A. degree from another university may apply for “Advanced Standing” as described below. All Ph.D. students must complete the Advanced Doctoral Program Procedures (see below).

Ph.D. students who have completed a Master's degree in Criminal Justice from Temple University will receive credit for the graduate courses they previously completed. These students must complete an additional 18 credit hours beyond the M.A. requirements (30 credit hours) for a total of 48 credits hours. The additional courses that are required include two Ph.D. core courses (CJ 8104 and CJ 8105) plus two elective courses (6 credit hours, excluding independent studies).

### **COURSE DESCRIPTIONS**

Required courses are described below. For a complete listing of Criminal Justice courses, go to: [http://www.temple.edu/gradcourses/cla/gsc\\_d02405.htm](http://www.temple.edu/gradcourses/cla/gsc_d02405.htm).

### **OUTSIDE ELECTIVES**

Most commonly (but not exclusively), electives chosen from outside the department come from elsewhere in the College of Liberal Arts. Please follow the guidelines below for selecting electives outside of the College of Liberal Arts.

Students should consult with their Faculty Advisor about the possible selection of outside electives that may help them progress toward their academic and career goals. Students should inspect the Graduate Bulletin and the online course schedule for a general list of courses being offered each semester. In addition, each department may occasionally offer additional courses under "Special Topics" or other general headings. Students should consult with the Graduate Chair of each respective graduate program to obtain information concerning when and what specific courses will be offered in any particular semester, as well as the name of the professor assigned to teach the course. Information on all graduate courses is available at <http://www.temple.edu/gradcourses/>.



# ADVANCED DOCTORAL PROGRAM PROCEDURES

Once a student nears completion of their PhD coursework, there are a number of advanced doctoral program procedures. There is one requirement that can be completed prior to completion of the coursework, and that is the research paper requirement.

## **RESEARCH PAPER REQUIREMENT**

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All doctoral students are required to write a criminal justice research paper under the supervision of a member of the Criminal Justice Graduate Faculty. This requirement was implemented in the Fall of 2005. The paper should be of sufficient quality to meet publication standards of peer-reviewed journals in Criminal Justice and Criminology. Publication, however, is not a necessary requirement. It is the responsibility of students to find a faculty member who is willing to work with them on this paper. Students should begin work on this as early as possible (in the first year of graduate studies) and full-time students are expected to submit the paper for consideration no later than the fifth semester of study (Fall of the third year). If the paper has not been submitted by the end of the student's fifth semester of study (Fall of the third year), the student should notify the Graduate Chair, in writing, of the topic of the paper and the name of the faculty advisor, as well as the expected date of submission.

This requirement was instituted for a number of reasons. One is to encourage graduate students to develop mentoring relationships with faculty members. Another reason is to give students an opportunity to conduct independent research prior to the dissertation, which will stand them in good stead when they reach the dissertation stage, and beyond. In today's academic marketplace, evidence of research potential and research accomplishments are essential for successful job placement. The Graduate Committee believes that requiring students to produce a publishable quality paper will enhance students' professional development by providing a supervised but independent research experience, and by resulting in a product suitable for presentation at professional conferences, and for submitting to professional journals.

Various formats are possible. The paper may be a revised version of a paper originally developed in a Criminal Justice graduate course; it may be a comprehensive literature review; it may consist of original research or secondary data analysis; it may be a detailed conceptual or theoretical paper that lays a foundation for subsequent work on the doctoral dissertation. The paper must be the sole and independent work of the student (i.e. papers co-authored with faculty, or with other students may not be submitted for fulfillment of this requirement unless there are exceptional extenuating circumstances). When the student's Faculty Supervisor feels that the paper meets acceptable standards, they will write a letter of approval to the Graduate Committee, who will then review and make a decision whether the paper meets acceptable

standards. The Graduate Committee may accept the paper as is, or they may recommend further revisions as needed to fulfill this requirement.

### **EVALUATION PROCESS**

Once submitted, the paper will have already been favorably evaluated by the faculty advisor. Each paper will be read by two additional members of the Criminal Justice Graduate Faculty. The student should nominate at least two other faculty members as potential readers, but the final decision on the identity of the two additional readers shall be made by the Graduate Committee.

The independent readers shall have a three week period in which to review the paper and transmit comments to the faculty advisor and the Graduate Committee. The Graduate Chair, in consultation with Graduate Committee members, will make a determination as to whether the paper fulfills the requirement upon receipt of the readers' evaluations. The Graduate Chair should convey a decision on the paper to the student no more than ten business days after all readers' evaluations are received. A summary of written comments provided by the readers shall also be given to the student and the faculty advisor to assist the student in further developing the paper for publication.

### **EVALUATION STANDARDS AND OUTCOMES**

In order to standardize evaluation of these papers (to the extent possible), a rubric will be used in evaluating papers and generating feedback for the student. These evaluations shall be used by members of the Graduate Committee to make a decision that the paper is publishable, publishable with revisions, or not of publishable quality. These rubrics shall be treated as internal documents for use by the Graduate Faculty; comments will be transmitted to the student in a summary form. However, on request a blank rubric is available to students so they might be able to gauge the criteria for the paper.

If a student's paper is deemed to require revisions (publishable with revisions *or* not of publishable quality) these revisions must be completed no later than the end of the semester in which the paper was submitted. In the event of a decision that the paper is *not* of publishable quality, the student shall revise the paper and resubmit to the faculty advisor. The same two independent readers should read and evaluate the revision. If this is not possible, due to personnel changes, faculty leave, etc., the Graduate Committee will select replacement(s) as needed.

### **EXAMINATIONS AND DISSERTATION PREPARATION**

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After coursework and the research paper, the advanced doctoral student will interact with three major committees: the *Preliminary Examination Committee*, the *Dissertation Advisory Committee*, and the *Dissertation Examining Committee*.

1. The *Preliminary Examination Committee* (also known as the "Comprehensive Exam Committee") shall prepare and grade the Preliminary Exams. The Preliminary Exam Committee is divided into two parts (subcommittees) reflecting the two exam sections:

the Justice Subcommittee and the Crime & Deviance Subcommittee. Each subcommittee consists of three faculty members and is chaired by one subcommittee coordinator.

2. The student's *Dissertation Advisory Committee* supervises the preparation and defense of the dissertation prospectus, the conduct of the dissertation, the writing of the final dissertation, and the preparation for the dissertation defense.
3. For the dissertation defense, an additional member is added from outside the department, and the committee is called the *Dissertation Examining Committee*. All members of this third committee pass judgment on the completed dissertation and its defense.

After completion of required coursework (above), four advanced steps round out the requirements for the Ph.D. degree in Criminal Justice: (1) the Research Paper Requirement (already discussed), (2) the Preliminary Examination, (3) the Dissertation Prospectus, and (4) the Doctoral Dissertation.

## **PRELIMINARY EXAMINATION**

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Our program views criminal justice as a multidisciplinary field focusing on both explanations of crime and responses to crime as a social problem. The purpose of preliminary examinations is to evaluate students' ability to analyze and discuss topics central to the study of Criminal Justice. Students are asked to draw broadly upon their studies to write critical essays demonstrating their mastery of the available knowledge and literature in the field, and display an ability to critically analyze and support arguments from a broad body of knowledge. Course work will have helped students prepare in specific content areas, but in studying for the exam, the student should draw upon diverse materials relevant to their field (e.g., course work, research experience, readings recommended by the Faculty Advisor and the two Examination Committees). With the advice of the Faculty Advisor, the Criminal Justice Department encourages students to incorporate non-departmental courses into their preparation for exams. Such courses build on and enhance the Department's multidisciplinary emphasis.

A student may take the doctoral preliminary examination, in whole or in part, no more than twice (Graduate School policy 02.27.11.02), and a student who fails all or part of the preliminary examination twice will be dismissed (Graduate School policy 02.27.11.03). Unless there are extenuating circumstances, any student that fails any part of the doctoral preliminary examination is required to retake the examination at the next available time it is offered. If a student feels that there are extenuating circumstances, these circumstances must be conveyed to the Graduate Chair at least six weeks prior to the second attempt at the examination; however the decision to accept the circumstances and delay the examination rests entirely with the Graduate Chair after conferring with the Graduate Committee.

## **ELIGIBILITY**

To be prepared to sit for the preliminary examination, students will normally have completed all required courses and electives, as well as outside readings and other work

recommended by the Faculty Advisor and the chairpersons of the two Examination Committees.

Under special circumstances, a student who has substantially completed coursework related to the preliminary examination may request to sit for the exam in advance of completing all graduate coursework. Special circumstances may include such factors as scheduling conflicts, availability of courses, or advanced student expertise in the exam areas. Eligibility shall be determined by the examination subcommittees in each area (Justice and Crime & Deviance) based on assessment of the student's overall preparation, including but not limited to courses taken. In addition to the regular materials to be submitted by the student (see #2 and #3 below), a request to take the preliminary examination early should be accompanied by a letter from the Faculty Advisor outlining the student's preparation for each area and the reason for the request to take the exam early.

Doctoral students must be registered for CJ 9994 (Preliminary exam preparation) in the semester during which they take the Preliminary Examination. This requirement holds irrespective of any other course work that the student is taking. In addition, doctoral students must be registered for CJ 9994 during any regular (fall or spring) semester that intervenes between the end of their course work and the semester when they take the Preliminary Examination. Policies are available at <http://www.temple.edu/grad/policies/gradpolicies.htm>

### **NOTIFICATION**

Prior to, or at the beginning of, the last semester of course work, students should consult with their Faculty Advisor to discuss their current preparedness and plans for studying for the preliminary exam. The Faculty Advisor may recommend additional courses and/or readings or review useful steps of exam preparation before the student is deemed ready to take exams.

Students must notify the Graduate Committee in writing of their intention to take the Preliminary Examination and submit the Preliminary Examination Report form at least ninety days prior to the scheduled exam. Students should complete the top portion of the form and submit to the Criminal Justice Advisor, Stephanie Hardy. The form is available from the Graduate School website at <http://www.temple.edu/grad/forms>

When students notify the Graduate Committee of their intent to sit for the Preliminary Examination, they will also write a one-page description for each examination area (Crime & Deviance and Justice) indicating how their graduate work to date has prepared them for this event. These brief statements may reference course work (inside and outside of the Department, readings, and research). These summaries will assist the Examination subcommittees in assessing any specific or special emphases students may have had in their graduate study. This one page description should be submitted to the Graduate Committee Chair and to both (Justice and Crime & Deviance) subcommittee coordinators.

The student should schedule separate appointments with the coordinators of the two subcommittees (Justice and Crime & Deviance). Each subcommittee chair, with consultation from the other subcommittee members, will then evaluate the student's preparation for taking the exam in the respective areas. If an area subcommittee concludes that the student is not adequately prepared for the exam, the subcommittee coordinator will advise the student of this and work with the student and the Faculty Advisor to develop a plan of remediation to prepare for a future examination.

The exams will be offered three times a year during the last week or two of January, May and September. The deadlines for written notification (as per # 3) will be: 1) the end of June for the September exam, 2) the end of October for the January exam, and 3) the end of February for the May exam.

## **EXAMINATION AREAS**

The preliminary examination is divided into two exam sections representing two broad areas of study: 1) Crime & Deviance and 2) Justice. These are the areas of study around which the graduate curriculum is organized.

### **CRIME & DEVIANCE**

The preliminary examination in the area of Crime & Deviance will require the student to demonstrate familiarity with a wide range of perspectives explaining criminal and deviant behavior. The student should be aware of significant debates or disagreements that have shaped the development of criminology over time. Students are expected to be familiar with the theoretical perspectives, tools, and empirical research associated with the various perspectives explaining crime. Students should be familiar with theories, perspectives, and empirical research that analyze and explain criminal behavior and victimization using different levels of analysis (e.g., individual, group, organizational and institutional, community, social structural, and cultural) as well as perspectives that attempt to integrate multiple levels of analysis and multiple disciplines.

### **JUSTICE**

The preliminary examination in the area of Justice focuses broadly on the formal and informal mechanisms responding to crime as a multidisciplinary problem. At its most basic, this field includes familiarity with the legal system, principles and concepts of law and justice, justice decision making and its consequences as well as justice processes, organizations and institutions. Thus, students should be familiar with basic law enforcement, judicial, prosecutorial, legal, correctional literatures, and crime prevention literatures. Examination of justice reforms, alternative approaches to adjudication and confinement, and related non-criminal justice mechanisms (e.g., civil and regulatory approaches) are recommended in preparation for this exam. Further, preparation should draw on relevant course work inside and outside of the Department, spanning relevant social science, legal, and critical literatures.

## **PRELIMINARY EXAMINATION SUBCOMMITTEES**

1. A three-faculty exam subcommittee supervises each section (Crime & Deviance, Justice). Both exam subcommittees will provide guidance for preparing for the exam, including suggested reading lists. These lists of suggested reading are intended to be representative of each area rather than exhaustive, and students should consult with each section committee chair as well as other subcommittee members for guidance in preparing for the exams.
2. The two examination subcommittees are responsible for preparing, administering and grading each part of the preliminary examination.
3. The Preliminary Examination Subcommittee for each area will consist of three graduate faculty appointed by the Chair of the Criminal Justice Department in consultation with the Graduate Committee.
4. Service on the two committees will rotate among graduate faculty as assigned by the Department Chair in consultation with the Graduate Committee.
5. Each Section Subcommittee will make available examples of questions from earlier exams to students in advance of the exam upon request.

### **EXAMINATION PROCEDURES**

1. The overall Preliminary Examination consists of two section exams: one in the Crime & Deviance area and one in the Justice area.
2. Each exam section (Crime & Deviance, Justice) will require the student to answer three questions within a four-hour testing period. Each section of the Preliminary Examination will be closed book. Students must take both sections of the Preliminary Examination during the same week. Typically, the subcommittee coordinators will schedule the two exam parts with at least one day between them.
3. The Chair of each examination Subcommittee will then distribute copies of the completed exams to other subcommittee members to grade. The grades for each section will be Fail, Low Pass, Pass, or High Pass.
4. Each subcommittee member will grade each student's exam separately and then meet to discuss the strengths and weaknesses of each essay, the grade for each essay, and the grade for the overall section of the exam. Each subcommittee coordinator will convey a brief summary of the reactions of the readers along with the grades for each essay and exam section to the Graduate Committee Chair, who will, in turn, communicate the final results to the student in writing.

## **DOCTORAL DISSERTATION**

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### **DISSERTATION CHAIR**

If they have not already done so, doctoral students should select a Dissertation Chair to help plan and prepare for the dissertation. The selection of the dissertation chair should be made formal by letter to the Chair of the Graduate Committee after consultation with the faculty person who has agreed to serve in that role.

The Dissertation Chair will help form the Dissertation Advisory Committee, oversee all aspects of the student's preparation of the dissertation prospectus, coordinate the defense of the prospectus in collaboration with other Dissertation Advisory Committee members, oversee any requisite revisions after the prospectus defense, supervise all aspects of the dissertation research, and, in collaboration with other dissertation committee members, help the candidate prepare for the final dissertation defense.

### **DISSERTATION ADVISORY COMMITTEE**

As early as possible, but no later than the successful completion of the preliminary examination, a doctoral student who has identified an area in which he or she proposes to complete a dissertation will form a Dissertation Advisory Committee. A faculty member from within the Department of Criminal Justice must chair the Dissertation Advisory Committee. It must include at least three graduate faculty; usually all three will come from within the Department. Outside members may be included with permission from the Graduate Committee Chair. The members of this committee advise the student in the preparation of the prospectus, the defense of the prospectus, the conduct of the dissertation work, the writing of the dissertation, and the preparation of the dissertation defense.

The Dissertation Advisory Committee shall meet at least once a year to review the student's progress. A written record of this meeting, including findings and recommendations of the Committee, must be placed in the student's file and a copy must be given to the student. It is hoped that consultation between the student and the relevant faculty members will be ongoing during the prospectus and dissertation process.

### **DISSERTATION PROSPECTUS**

Doctoral students will work with their Dissertation Advisory Committee to draft a Dissertation Prospectus. The prospectus will set out the student's proposal for the dissertation research topic and the methodology to be employed. It will provide a detailed and comprehensive review of the relevant theoretical, policy, and empirical literature. Typically, a prospectus will take at least a semester to complete. All submitted prospectuses should be typed, double-spaced, according to a manual of style (Chicago, MLA, APA) with all pages fully paginated. See the policies available at the Graduate School website: <http://www.temple.edu/dissertationhandbook/>

The Prospectus includes the following:

- Title page
- An abstract of no more than 250 words;
- List of tables;
- List of figures;
- Table of contents;

- A detailed literature review describing the problem, the empirical work in the area, and the implications of the problem for theory, policy, and practice;
- A clear statement of the problem or questions to be addressed;
- A detailed description of the data to be gathered, and how it is to be obtained. Typically, students engaged in primary data collection provide more depth in this area than do students planning secondary analysis of existing data sets [see below]
- A detailed analysis plan. In the case of dissertations using secondary data analysis, the analysis plan is typically more detailed and rigorous because the properties of the data are known beforehand. Ideally, the analysis plan includes not only the analyses to be run but also mock-ups of the tables that will be "filled in" once the analyses are completed;
- A timeline for completion of the project;
- A complete list of references.

Once the Chair of the Dissertation Advisory Committee is satisfied with the proposal, it will be submitted to all members of the Dissertation Advisory Committee for review. Once revisions have been made as needed, and all members of the committee have approved the prospectus, the student will deliver two copies to the Graduate Secretary, who will make the prospectus available for review in the Criminal Justice Office. An electronic copy will also be sent to the Graduate chair for dissemination to the faculty electronically. The student is responsible for submitting the approved prospectus to the Graduate Secretary (or Graduate Chair in the absence of a graduate secretary) at least three weeks prior to the scheduled date of the prospectus defense. The Graduate Secretary will notify all faculty and graduate students that the prospectus is available for review at least three weeks prior to the scheduled date of the prospectus defense. This step will be taken only after the Dissertation Advisory Committee has met to decide whether to approve the prospectus for the defense stage, and has communicated this decision in writing to the Graduate Committee Chair.

#### **REGISTRATION FOR PROPOSAL PREPARATION**

A student who has passed the preliminary examinations but has not filed an approved dissertation proposal with the Graduate School by the last day to Drop/Add in the semester must register (each Fall and Spring) for course number 9998 Pre-Dissertation Research.

#### **DEFENSE OF THE PROSPECTUS**

The student will make an oral defense of the proposal at a meeting scheduled for that purpose by the Chair of the Dissertation Advisory Committee, in consultation with the Department Chair and the Chair of the Graduate Committee. At least three weeks written notice of the defense date shall be given to all faculty and graduate students in the Criminal Justice Department.

Immediately following the defense, the Dissertation Advisory Committee and Graduate Faculty in attendance shall meet to discuss any concerns and suggest revisions to be made prior to final approval of the prospectus by the Dissertation Advisory Committee. A specific statement of required revisions shall be prepared by the Chair of the Dissertation Advisory Committee and submitted as a memo to the Chair of the Graduate Committee, members of the Dissertation Advisory Committee, and the student. If either the student or members of the Dissertation Advisory Committee contest any proposed changes, they may submit a written petition and appear before the Graduate Committee to state their reasons. The majority decision of the Graduate Committee shall be the final ruling.

Once all changes have been agreed upon and completed, the student shall submit a memo to the Chair of the Dissertation Advisory Committee and the Chair of the Graduate Committee outlining how the changes have been made. Copies of the memo and the revised prospectus shall be placed in the student's file and forwarded to the Graduate School.

When all members of the Dissertation Advisory Committee have signed the proposal, the proposal represents an agreement between the student and the Committee that the theoretical and methodological approach being taken will be considered acceptable if the work is conducted appropriately and within the timeline proposed.

#### **TIME LIMIT TO FILE APPROVED PROPOSAL**

Within 30 days of all members of the Dissertation Advisory Committee signing the proposal, it must be filed with the student's department and with the Graduate School. The proposal must include the official Dissertation Proposal Transmittal Form that includes the signatures of the Dissertation Advisory Committee members and the date approved. The form is available from the web site of the graduate school.

#### **ELEVATION TO CANDIDACY**

A doctoral student is elevated to candidacy on completion of all coursework and examination requirements (including foreign language or other proficiency examinations) for the degree upon filing an approved dissertation proposal with the Graduate School. Since the Criminal Justice Department requires a prospectus defense, the student is not advanced to doctoral candidacy until the dissertation prospectus has been successfully defended, approved, and filed with the Graduate School.

#### **CHANGING COMMITTEE MEMBERS**

The Department of Criminal Justice recognizes that a positive working relationship between the student, the Dissertation Chair and the Dissertation Advisory Committee is essential if the student is to make satisfactory progress. There may be occasions when it becomes necessary to change the membership of a committee.

If a student wishes to change the membership of an existing Dissertation Advisory Committee member or an existing member is unable to serve (for reasons of health, change of employment or a variety of other reasons), then the student should identify a

suitable replacement in consultation with the committee chair. If the desired new faculty member agrees to serve on the committee, then the Dissertation Chair will communicate the decision to the Chair of the Graduate Committee by letter or e-mail. If it becomes necessary to replace the Dissertation Chair, then the student should again identify a willing replacement and discuss the matter with the relevant faculty members. The outgoing Dissertation Chair and the student should communicate the change by letter to the Chair of the Graduate Committee.

In event of disagreements about the composition of a Dissertation Advisory Committee that cannot be resolved at the level of the committee itself, the committee members, chair and student will consult with the Graduate Chair, who will then propose an appropriate arrangement.

If a change is made in the composition of the committee, the change must be approved by the Chair of the initial committee and the Dean of the College. The change must be noted on the Request for Change in Dissertation Committee Form and filed with the Graduate School prior to posting the final defense (Graduate School policy 02.28.11.04).

## **DISSERTATION REQUIREMENTS**

### **REGISTRATION FOR DISSERTATION RESEARCH**

A doctoral candidate must register each Fall and Spring semester, and in the term in which the oral examination (dissertation defense) is held, for a minimum of two semester hours of CJ 9999 - Dissertation Research, after elevation to candidacy. CJ 9999 credits will be recorded on the transcript until the student has defended the dissertation, at which time a grade will be entered. Students working full time on a doctoral dissertation will be considered to be full-time students by registering for at least one credit of CJ 9999 each semester. Students may be classified as full-time students in this way for no more than three years. According to Graduate School Policy:

02.25.13 - Limitations on Full-Time Status

02.25.13.01 - A student may be classified as full-time for up to 2 semesters while completing a Master's Thesis or Project; and for up to 6 semesters while completing a Doctoral Dissertation.

For further Information, see Graduate School Policies available at:  
<http://www.temple.edu/grad/policies/gradpolicies.htm>

### **FORMAT OF THE DISSERTATION**

Before assembling the dissertation, students should consult the Dissertation and Thesis Handbook available from the Graduate School:  
<http://www.temple.edu/dissertationhandbook/>

The dissertation is expected to demonstrate that the candidate can conduct and report on scholarly research with a high level of professional competence. The dissertation



should demonstrate a distinctive contribution to the advancement of knowledge about crime and justice. The dissertation may have only one author. It may contain previously published work by the author provided that it:

- Represents research conducted by the candidate while a Temple doctoral student,
- Has not been used to meet the requirements for another degree,
- Is not co-authored,
- Is logically connected with and integrated into the dissertation, and
- Does not violate any copyright or contractual agreement.

The dissertation must clearly answer the "so-what?" question, by explicitly addressing the contributions made and/or implications in the advancement of theory, policy, and practice.

Dissertations relying exclusively upon secondary analysis of data have the special burden of demonstrating how the use of the data (analysis, methodology) will make notable contributions to the field and literature above the uses to which the data set has already been applied. Typically, with secondary data analyses, data sources permit more fine-grained analyses and thus more clearly specified theoretical contributions. We anticipate that some dissertations may combine both secondary and primary data analyses.

#### **DISSERTATION EXAMINING COMMITTEE**

Subsequent to the Dissertation Advisory Committee's approval of a complete dissertation, and at least two weeks prior to the planned date for defending the dissertation, one outside examiner will augment the Dissertation Advisory Committee, forming the Dissertation Examining Committee. The Dissertation Examination Committee must include the Chair and all members of the Doctoral Advisory Committee, plus one outside examiner not previously involved with the dissertation writing or the Dissertation Advisory Committee.

This is the committee that passes judgment on the completed dissertation and its defense. The outside examiner may be Graduate Faculty from another department at Temple, or the outside examiner may be a faculty member at another university or an expert in a non-university setting such as a state or national agency. The outside examiner may not be a faculty member in the candidate's degree program. The examiner must be doctorally prepared, and, if he or she is from outside Temple University, must be approved by the Dean of the Graduate School at least 4 weeks prior to the Oral Defense. Typically, the Chair of the Dissertation Advisory Committee will discuss possible choices for an outside person with the student and with other colleagues on the committee before making the selection.

If the outside examiner is not a member of the Temple Graduate Faculty, the Chair of the Dissertation Advisory Committee must request approval by submitting the request

form and a current curriculum vitae to the Dean of the Graduate School at least 4 weeks in advance of the scheduled defense. Approval must be received prior to posting the Oral Defense.

### **DISSERTATION DEFENSE**

The defense shall be open to the academic community. When the student is ready to defend the dissertation, usually after all draft chapters have been reviewed and approved by the members of the Dissertation Advisory Committee, the time and date for the oral defense must be publicly announced in writing at least 10 days in advance. Copies of the announcement must be sent to all graduate faculty members in the Department of Criminal Justice.

The candidate must submit the official, signed notice of the Oral Defense to the Graduate School ten or more working days before the scheduled defense. A defense cannot be held without written confirmation of approval and receipt of the defense paperwork from the Graduate School. The form is available from the web site of the graduate school.

### **EVALUATION OF THE DISSERTATION DEFENSE**

An Examining Committee evaluates both the dissertation and a candidate's performance in the oral examination to determine whether or not the candidate passes. Only officially recognized members of a Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.

### **REVISIONS FOLLOWING THE DEFENSE**

Doctoral candidates who pass the oral defense may be required to make revisions to the dissertation as a condition of completing the degree. The Chair of the Doctoral Advisory Committee is typically responsible to review and approve revisions, although any member of the Examining Committee may require the candidate to submit a final draft for approval. The final revised dissertation must be submitted to the Graduate School within 30 calendar days of the oral defense or the defense is nullified and another oral defense must be scheduled.

After the dissertation defense, the Dissertation Examining Committee will meet with graduate faculty in attendance to discuss any potential concerns about the dissertation. After meeting with other Dissertation Examining Committee members, the Chair of the Doctoral Advisory Committee will inform the student of the decision of the Examining Committee. The Chair of the Doctoral Advisory Committee will discuss with the student any significant concerns and revisions required. The Chair of the Doctoral Advisory Committee will send a memo outlining changes to be made to the student and to the Graduate Committee Chair. Once the changes outlined in such a memo have been addressed in the revised dissertation, it will be approved by the Doctoral Advisory Committee and submitted in duplicate to the Graduate School. The Criminal Justice Student Advisor can assist with the preparation and transmittal of the appropriate forms to the Graduate School. These include:



- Certification of Acceptability of Dissertation/Thesis
- Final Examination Report
- Application for Graduation for Doctoral Degrees

#### **MAJOR REVISIONS**

If an Examining Committee requires substantial revisions that cannot be made within 30 calendar days, the Committee must suspend the defense until a majority agrees that the dissertation is sufficiently revised to be defensible. A candidate must repost the oral defense with the Graduate School. The Chair of the Dissertation Advisory Committee is responsible for notifying the Graduate School that a defense was suspended.

#### **FINAL AUTHORITY OVER DOCTORAL DISSERTATION**

The Dean of the Graduate School and the Graduate Board retain the authority to review and approve all doctoral dissertations prior to awarding the degree.

# STANDARDS OF SCHOLARSHIP AND STUDENT PROGRESS

## GENERAL INFORMATION

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### GRADE REQUIREMENTS

At the time of graduation students must have a GPA of at least 3.0 and must have no incompletes [I's] on their transcripts. Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are used to calculate the graduate grade point average (GPA). No grade below a C- can be used to fulfill any graduate requirement. A student who receives more than two grades below B- or more than one grade of F will be dismissed for failure to maintain satisfactory grades (graduate school policy 02.24.11.02).

A student may, with the permission of the advisor and graduate program director, retake a course once in order to improve the grade. The higher grade will be used instead of the lower grade to calculate the graduate grade point average (GPA). The semester hours for the course will be counted only once toward graduation requirements.

An 'R' (Registered) grade indicates registration for the preliminary/ comprehensive exam or a thesis, dissertation, or final project that is still in progress—and its use is restricted to this purpose. Therefore, the only courses that can receive an 'R' grade are:

- 9993 — Master's Comprehensive Examination
- 9994 — Doctoral Preliminary/Candidacy Examination
- 9995 — Thesis/Project or Master of Fine Arts Credits
- 9996 — Master's Thesis Credits
- 9998 — Dissertation Proposal/Candidacy
- 9999 — Dissertation Credits

Courses numbered 9993 through 9999 cannot be graded 'I'.

Students are responsible for knowing Temple Graduate School policies regarding grades and academic standing. The policies are available from the web site of the graduate school.

### TIME LIMITS

The period for completing a graduate degree program begins with the semester of matriculation and ends with the semester in which the degree is earned. Doctoral students are expected to complete degree requirements within 7 years and M.A. students within 3 years. Requests for extension of time must be submitted in writing, and must include a detailed, realistic plan for completing the degree program within the period of time requested. The Department, the College, and the Graduate School must

approve requests for extension of time, depending on how many semesters have passed since matriculation.

Requests for extensions of time from doctoral students who have been at candidacy for five or more years cannot not be considered at either the college or the Graduate School level until the student has retaken and passed the Qualifying Examinations.

Students are responsible for knowing Temple Graduate School policies regarding time limits. The policies are available from the web site of the graduate school.

### **MONITORING STUDENT PROGRESS**

The Department will take all reasonable steps to assure that students maintain reasonable academic progress throughout their involvement in the MA or Ph.D. program. Faculty Advisors and Dissertation Advisory Committee Chairs will meet periodically with students to review and document progress. Ultimately, however, it is the student's responsibility to monitor her/his own progress and compliance with the policies and requirements set out in the Temple Graduate Policies and in this Handbook. If at any stage in the student's program of study it appears that he/she is failing to maintain reasonable progress or is receiving grades that put the student in jeopardy of dismissal, the student should notify her or his Faculty Advisor immediately and at the earliest possible time should meet with the Advisor to discuss the situation and any possible remedies.

Each year, the Graduate Committee aim to request a progress report from each student as well as the student's Faculty Advisor. Once the Graduate Committee completes reviews of both student and faculty reports, the Graduate Committee will notify students and their advisors of the results of this assessment.

### **ISSUES OF ACADEMIC MISCONDUCT**

Both the University and the College of Liberal Arts have guidelines for avoiding academic misconduct. Students are expected to be fully cognizant of these guidelines and to follow them at all times. The guidelines are available from the web site of the graduate school.

### **ETHICAL ISSUES IN RESEARCH**

Various professional associations, including the American Anthropological Association, The American Sociological Association, and the American Psychological Association, have guidelines for ethical research. Students looking for a quick overview of the issues and guidelines might wish to consult Chapter 4, "Ethical Issues in Criminal Justice Research", in R. B. Taylor (1994) *Research Methods in Criminal Justice* (New York: McGraw Hill) .

Students are expected to be fully familiar with all aspects of the ethics of all types of criminal justice research. Some variety of human subjects review is required for all research involving primary data collection with human research participants. Please review Temple University Institutional review Board requirements available at: <http://www.research.temple.edu/irb>



Ethics on the web, see:

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APA general ethical information <http://www.apa.org/ethics/ethics.html>

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APA ethical guidelines <http://www.apa.org/ethics/code.html>

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ASA ethical conduct guidelines <http://www.asanet.org/ecoderev.htm>

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ACJS Code of Ethics [http://www.acjs.org/pubs/167\\_671\\_2922.cfm](http://www.acjs.org/pubs/167_671_2922.cfm)

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## **MAINTAINING GOOD STANDING IN THE PROGRAM**

Being enrolled in the graduate program is not sufficient: the faculty require that students continue a process of academic progress throughout their studies. While it is impossible to stipulate specific criteria for individual areas of study and the individual situations of students, there is a general expectation that on completion of the coursework, students will pass their preliminary examinations within 6-9 months, successfully defend their prospectus within about a year of the exams, and defend their dissertation within a year of a successful prospectus defense.

These guidelines do not replace or supercede Graduate School policy 02.24.11.05 that states to remain in Academic Good Standing in the University, a non-matriculated or matriculated graduate student must achieve a semester GPA of at least 3.0 for each semester and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University.

The graduate faculty review individual student progress on an ongoing basis. If the graduate committee feel that a student is failing to maintain satisfactory progress through the program in a timely manner, they may at their discretion write to the student and express their concerns. If there is further lack of progress then the student may be requested to attend a meeting with the graduate committee and provide evidence of making progress towards their degree. This in-person meeting is not a graduate school or college requirement but is a conciliatory and discretionary gesture by the committee to provide a failing student with an opportunity to articulate why he or she should be permitted to remain in a program that they have not made progress in for some time.

The outcome of the meeting will either be a recommendation from the graduate committee that the graduate chair drop the student from the graduate program at that time, or a temporary stay of that action conditional on the student making progress through the remaining stages of their study on a timeline dictated by the graduate committee.

The graduate committee has the discretion to drop students from the program or to deny any requests for time extensions without recourse to this in-person meeting, and



the inclusion of this text in the handbook is not an indication that this process will be adhered to in every case where student progress is not satisfactory.

## **GRADUATE PROCEDURES FOR THE RESOLUTION OF ACADEMIC GRIEVANCES**

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Students may appeal any academic matter in which they feel they have been treated unfairly, after having first attempted to resolve the issue through communication with the instructor or Graduate Chair. A student may rescind the grievance at any point, thus halting the process. All appeals are in accordance with the general principles set forth in the Graduate School policies. Failing agreement, the student may initiate a formal appeal.

### **INITIATING THE APPEAL**

A student must first initiate the grievance procedure at the departmental level. This must be done no later than the semester following the disputed evaluation or other disputed decision (e.g. termination from program). It is the responsibility of the graduate student to follow the department's established procedure for academic grievances.

A student initiating an appeal or grievance should first formally notify the Graduate Program Appeals Officer, who will then be responsible for carrying out the review according to departmental procedures. The Graduate Program Appeals Officer is a member of the Graduate Committee who has been assigned this role by the Graduate Chair. It is the duty of the Graduate Program Appeals Officer to keep accurate records of proceedings and to act as intermediary. These documents are to be kept confidential by all persons involved in the case.

If the Graduate Program Appeals Officer is a party to the dispute, the student should notify the Department Chair, who will then designate another member of the faculty as the person responsible for carrying out the review.

### **PROCEDURES AT THE DEPARTMENTAL LEVEL**

The student should prepare a written statement of grievance, including supporting particulars and remedies sought. The Graduate Program Appeals Officer will forward this document to the faculty member and present a copy to the Department Chair.

The Graduate Program Appeals Officer should attempt to ascertain the facts of the case, gather documents relating to the case and, within two weeks, meet with the parties involved at the department level. The Graduate Program Appeals Officer will seek to resolve the grievance through mediation. All parties will receive copies of the mediation results statement within one week of having met with the involved parties.

If the grievance is not resolved to the student's satisfaction, the student may appeal to the Department Chair. The Department Chair will then form a Grievance Committee, and the Committee will select its own Chair. The Committee Chair will be responsible for keeping accurate records of proceedings and to communicate with the involved parties.

Members of the Grievance Committee will read all documentation related to the grievance and, within two weeks of receiving the grievance documents, meet with each party to the grievance. The student may ask other students to speak to the committee on his or her behalf. The Grievance Committee will meet to discuss the case and will then seek to resolve the grievance. Within one week of having completed its collection of information, the Grievance Committee will provide a written statement of resolution to all parties. Copies of this resolution document will be provided to the Graduate Program Appeals Officer, the Graduate Chair and the Department Chair.

In the event the student is dissatisfied with the results of the Department deliberation and wishes to continue the appeal, the student may appeal to the CLA Associate Dean for Graduate Affairs.

### **PROCEDURES AT THE COLLEGE LEVEL**

If the student is not satisfied with the outcome within the Department and wishes to appeal further, he or she must appeal within ten days of notification to the College of Liberal Arts (CLA) Associate Dean for Graduate Affairs. The Associate Dean may refer the student to the CLA Graduate Ombudsperson, who shall be one of the two students serving on the CLA Graduate Committee (the Ombudsperson must not be in the appealing student's home department). In that case, the CLA Ombudsperson should attempt to ascertain the facts of the case, gather documents relating to the case, and reach a solution, meeting with the parties involved at the department level. The CLA Ombudsperson will report to Associate Dean and to the CLA Graduate Committee within twenty-one days of assignment to the case.

The CLA Graduate Committee will decide whether to conduct a further review of the case, with the option of calling in parties to the dispute. The Associate Dean will, in that case, solicit documents pertinent to the case (at a minimum, the original grievance to the department, documentation used by the department in deciding the appeal, the department's written notification to the student of the department's decision, and all reports relevant to the case). These documents will be provided to the members of the CLA Graduate Committee's Subcommittee on Appeals and Grievances, which shall consist of at least three members of the CLA Graduate Committee. The Associate Dean for Graduate Affairs, or his or her designee, will be present at meetings. The Subcommittee will decide within twenty one days of its decision to review a case whether to uphold the department's decision. The Associate Dean will notify the student, the department chair, and the CLA Dean of the Subcommittee's decision.

### **PROCEDURES AT THE UNIVERSITY LEVEL**

In cases of academic dismissal, if the student is not satisfied with the outcome, he or she must (within ten days) forward the appeal in writing to the Dean of the Graduate School. Petitions may be forwarded without departmental approval. Accumulated records shall be forwarded by the Associate Dean of CLA, together with an explanation of the CLA recommendation. The Dean of the Graduate School will make a decision regarding the grievance, which decision shall be final and binding on all parties.

Note that any member of the CLA Graduate Committee who is also a member of the department from which the grievance arises shall withdraw from consideration of the grievance.

The Graduate Committee of the College of Liberal Arts will only consider appeals during the Fall and Spring semesters of the academic year. The calendar will be suspended from Graduation Day in Spring to the first day of Fall semester, AND from last day of Fall semester to first day of Spring, with the intervening dates not counting as part of the time limit on appeals.

All documents in the grievance or appeals process shall be treated confidentially. All records shall be cumulative and shall be forwarded to the next higher level of appeal.

Records of all conversations and transactions should be kept by the Department, the Student Ombudspersons, and the relevant Committees.

The Associate Dean for Graduate Affairs in CLA, with the advice of the CLA Graduate Committee, is the final authority on academic grievances and appeals, except in cases of academic dismissal, where the student may appeal the CLA decision to the Dean of the Graduate School.

# FURTHER INFORMATION

## TEACHING

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College teaching has received intense scrutiny in recent years as the public has looked more closely at what is produced in the college classroom. For example, colleges across the country are scrambling to define their competencies. On a course-by-course basis, what do students know at the end of the term that they did not know at the beginning, and how can they apply that new knowledge? Fortunately, this has also been a time of learning about teaching. We now have some excellent empirical work on how to teach effectively, the mechanics of good teaching, good assignments, and good courses.

Graduate students are likely to spend much of their post-graduate career teaching. In the department, faculty members strive to help students become more effective teachers. We do that by working with students as they develop their courses, pointing them to resources, sharing our own resources, and talking about teaching.

## TEACHING RESOURCES

### IN THE COLLEGE

The Teaching and Learning Center (TLC) at Temple University offers a variety of programs and services to the instructional community at Temple University. Their offices are located at on the first floor of the TECH Center building (faculty wing), at 12<sup>th</sup> and Montgomery, across from Paley Library.

They assist graduate Teaching Assistants, graduate student instructors, part-time faculty, and full-time faculty in several ways. In addition to the mandatory Teaching Assistant training/orientation conference held at the beginning of each academic year, TLC runs a regular series of brown-bag seminars to talk about teaching: the "how to's," the challenges and rewards of teaching Temple's diverse student body, using technology in teaching, and related topics. See their main web page for a schedule at <http://www.temple.edu/tlc/>.

### JOURNALS

Students who teach are urged to regularly consult two journals: the *Journal of Criminal Justice Education* and *Teaching Sociology*. Both these journals contain a wealth of information about how to teach effectively. They are particularly helpful for introductory courses in criminal justice and courses viewed by the undergraduates as particularly demanding, like research methods and statistics.

### THE WEB

Teaching with Internet resources has become increasingly popular, even in non-distance learning situations. Increasingly, it is important that students be able to evaluate web resources. One particularly helpful article is Hammett, P. (1999). Teaching tools for evaluating World Wide Web resources. *Teaching Sociology* 27: 31-37.

### **TRAINING WITHIN THE DEPARTMENT**

Graduate students who are new primary instructors are encouraged to participate in a one-semester course on the mechanics and goals of teaching. In addition, the department maintains a list of course syllabi, available in Stephanie Hardy's office and online on the department's web site in the section available to undergraduate students. Students are encouraged to review materials and consult with full-time faculty who are instructors for courses they are slated to teach.

### **BUILDING THE TEACHING PORTFOLIO**

As important to the graduate student's profile as the curriculum vitae is the teaching portfolio. Beginning instructors are strongly encouraged to work closely with a faculty member in the department, preferably their Faculty Advisor, to start building their teaching portfolio as soon as they start teaching. They should contact the Graduate Committee Chair for examples.

Typically a teaching portfolio will include:

- A statement of the instructor's overall teaching "philosophy"
- A complete list of all courses where the student served as a primary instructor, with course names, course numbers, semester, and enrollment
- Detailed evaluation data summarized across those different courses
- Open-ended evaluation comments from students, either in total or on a sample basis
- Syllabi
- Class assignments
- Examples of outstanding student papers
- Examples of in-class exercises
- Course evaluations, including mid-term evaluations if those are completed

### **EVALUATIONS OF TEACHING**

All undergraduates in criminal justice courses are requested to complete end-of-semester evaluations. These evaluations are required university wide. The evaluations include university-wide questions, department-specific questions, and open-ended student comments.

### **GRADUATE FACULTY**

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Student/faculty relationships at both the M.A. and Ph.D. level are among the most valuable and rewarding aspects of graduate educational programs. Indeed, in addition to traditional teacher-student relationships, success of the graduate enterprise depends heavily upon the collaborative environment that exists between faculty, and students and, often as importantly, among students themselves. Initially, faculty are available as advisors and mentors, on an informal basis as well as in the formal ways of serving as

designated advisors, thesis and dissertation chairs, and so on. In many ways, however, graduate students and faculty interact as peers, whether it is around common academic or practical interests and experiences, such as shared teaching and/or research activities, or in producing jointly published conference papers or journal publications.

Graduate students entering the program, and those considering applying, are encouraged to learn about faculty research and teaching interests. Faculty research profiles appear on the department web page, and this is a good place to start learning about faculty expertise. The most successful graduate students take it upon themselves to learn about faculty expertise and research, and to initiate discussions with those faculty members with whom they hope to collaborate.

Don't forget to visit the Graduate area of the Criminal Justice Department web site for regularly updated information on our graduate program, faculty, and students.

## **TRAVEL ALLOWANCES TO PRESENT PAPERS**

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Students are encouraged to prepare papers for presentation at national-level professional conferences in the discipline. The two main annual conferences attended by the largest number of criminal justice faculty are the American Society of Criminology (ASC) and the Academy of Criminal Justice Sciences (ACJS). Other conferences relevant to the discipline may also be considered appropriate for funding support (e.g., the Law and Society Association, the American Psychological Association (APA), and the American Sociological Association (ASA), and a number of others).

Support for student conference travel expenses are dependent on the department budget and may vary from year to year. Funding decisions to defray travel expenses are made by the Department Chair in consultation with the Graduate Committee. Students seeking such support should complete the following steps:

- Submit a letter to the Graduate Committee stating that he or she seeks funding support, and identifying the faculty member with whom he or she is working on the presentation. Students must consult with the named faculty member when preparing both the abstract and paper.
- Attach a letter of support from the consulting faculty member. The letter should confirm that the relevant faculty member has reviewed said paper and either endorsed it, or recommended changes that the student has subsequently incorporated. The Graduate Committee may return papers that have not been reviewed by the appropriate faculty member and/or revised as needed.
- Submit a copy of the paper abstract to the Graduate Committee, by the conference submission deadline.
  - For ASC, applicants must submit a copy of the full paper to be presented to the Graduate Committee before the end of the third week of the fall semester.

- For ACJS, applicants must submit a copy of the full paper to be presented to the Graduate Committee before the end of the third week of the spring semester.
  - For other conferences, applicants must submit to the Graduate Committee, by the conference submission deadline, the presentation abstract submitted to the conference.
- Students should plan on presenting **only one** paper per conference, although they may appear as co-author on more than one.
- Students receiving departmental travel support may be required to participate in a 'dry run' presentation at the department prior to the conference.
- The Department Chair will attempt to notify applicants as soon as possible regarding a funding decision. Given the uncertainty in travel budgets, this decision may not be reached until just a few weeks before the conference.
- Students who submit a paper abstract that has been officially accepted for presentation at a conference have the responsibility of presenting that full paper at the conference, regardless of whether or not the department can support their travel expenses.