

**DOCTORAL STUDENT HANDBOOK 2023-
2024**

**Doctor of Philosophy
Major in
Criminal Justice**

School of Criminal Justice & Criminology

**Doctoral Program Coordinator:
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Texas State University is a member of the Texas State University System

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Greetings from the Doctoral Program Coordinator

It is my pleasure to welcome you to the School of Criminal Justice & Criminology at Texas State University. The goal of our Ph.D. program is to equip students with top-notch research skills and other skills needed to be successful professionals. Our professors are recognized nationally and world-wide for the scholarships and research they have conducted. It is our goal to pass these skills along to you so you can develop the best strategies for addressing crime in the coming decades. Our Ph.D. program began in 2009. We graduated our first student in 2013, and most recently we graduated our 43rd student. Most of our graduates are in tenure-track positions in universities across the U.S. and in other countries, but some work for agencies, such as the Austin Police Department. I am most proud of the number of former graduate students, who despite heading to opposite ends of the U.S., still work together and co-author publications. Obtaining a Ph.D. degree is a difficult task, and I welcome you as you embark on this new journey.

Shayne Jones, Ph.D.
Professor and Doctoral Program Coordinator

Application Requirements

For information regarding admission application requirements and deadlines, please visit the Graduate College website at <http://www.gradcollege.txstate.edu/programs/cj-phd.html>

If you are an international applicant, please visit the International Office web page for other admission requirements – <http://www.international.txstate.edu/>

Financial Assistance

Assistantships and scholarships are available to qualified applicants. The School of Criminal Justice & Criminology offers Doctoral Instructional Assistantships, Doctoral Teaching Assistantships, and Doctoral Research Assistantships on a competitive basis to full-time students enrolled in the Criminal Justice doctoral program. An offer of financial support will normally be made at the time a student is accepted into the program. The Graduate College provides further information regarding scholarships and fellowships at <http://www.gradcollege.txstate.edu/funding/scholarships>

Educational Goal

The central educational goal of the Ph.D. program in Criminal Justice at Texas State University is to prepare doctoral students to assume leadership roles in academic, public policy, and administrative positions in the context of a rapidly changing criminal justice system. The Ph.D. program produces outstanding researchers who are qualified for academic positions and prepares practitioners to conduct research in criminal justice agencies. The School of Criminal Justice & Criminology has developed a programmatic perspective that is sensitive to the importance of research skills, balanced with theoretically informed policy analysis, so that students can more effectively address the challenges in criminal justice in Texas and across the nation. Students gain expertise to apply statistically advanced research methodologies to conduct empirical studies in crime, law, public policy, and administration of the criminal justice system.

Other Educational Goals and Objectives

Other goals and objectives are to:

- Identify the theoretical perspectives and foundations of current research in the study of crime, law and public policy decision-making undertaken by criminal agencies to assist law enforcement, court personnel, and corrections staff to plan, develop, and implement timely, efficient, and sound responses to crime;
- Apply precise, empirically validated, and tested research methods to investigate, analyze, and improve theory and policy to provide policy makers with the most current research and applicable technology to address emergent public safety growth areas;

- Communicate effectively to educate and inform professional managers and administrators of criminal justice agencies, their service personnel (e.g., police), and the community at-large about the “best practices” for addressing the control of crime at the neighborhood, community, state, and national levels;
- Recognize ethical dilemmas and make ethically sound decisions to ensure that recommended criminal justice policy becomes a useful guide, if not benchmark procedure, for executives and heads of criminal justice agencies as they develop their strategic plans to address crime and public policy at the local, state, and national levels; and
- Apply a broad understanding of the legal and empirical elements of criminal justice administration in leadership positions to encourage current and future working professionals and executives in criminal justice agencies to incorporate more comprehensive training using the “best practices” in leadership and management theory when developing, planning, and implementing policies that affect their own agencies and the surrounding agencies they serve.

Doctoral Faculty

All of the faculty in the School of Criminal Justice and Criminology who are full-time and either tenured or tenure-track are Regular Graduate Faculty and can serve as a chair or member of a dissertation.

All of those who are non-tenured, full-time faculty member in the School of Criminal Justice and Criminology are eligible to serve as a dissertation committee member.

Degree Audit

A degree audit is available to students when they begin the Ph.D. program. Students should periodically review the degree audit with the Doctoral Program Coordinator until graduation. With admission into the doctoral program, it is expected that students will pursue their course work and research activities in an efficient and timely manner. If it is determined that a student is not making adequate progress toward completion of the doctoral degree requirements, consultations will be undertaken between the student, the student’s dissertation chair (when applicable), the Doctoral Program Coordinator, and the Doctoral Executive Council in the School of Criminal Justice & Criminology to develop a remediation plan, which may include revising a student’s program of study or research. Failure to successfully remedy documented deficiencies will result in termination of the student’s enrollment in the doctoral program at the discretion of the Doctoral Executive Council. Students removed from the doctoral program in this manner may appeal to the Dean of the Graduate College for reinstatement.

Criminal Justice & Criminology Doctoral Courses

CJ 7301 Instructional Assistant Supervision

This course prepares doctoral students employed as research or teaching assistants to perform effectively in diverse instructional settings. The course provides for regular and planned opportunities for continuing evaluation of students. This course does not earn graduate degree credit.

CJ 7309 Proseminar

This course introduces students to information that is useful to their success as Ph.D. students and after graduation. Topics include the criminal justice discipline, teaching, publishing, grants and fellowships, writing dissertations, and post-doctoral employment. Emphasis is placed on identifying and coordinating opportunities for research and scholarship among faculty and students. Must have completed 12 hours of doctoral credit in criminal justice to enroll in this course.

CJ 7310 Philosophy of Law, Justice, and Social Control

A current, thorough, and comprehensive review of the criminal justice system focused on how the system functions, and its current needs and future trends. Students submit extensive critiques and participate in panel discussions.

CJ 7311 Advanced Criminological Theory

An overview of the major criminological paradigms is presented focusing on the causes of crime and deviant behavior. The course includes a discussion of criminological theories from a philosophy of science perspective focusing on such issues as theory construction, theoretical integration, and the formal evaluation of theory and policy.

CJ 7313 Race and Ethnicity in Crime and Criminal Justice

An exploration of how issues related to racial and ethnic minorities and criminal behaviors impact criminal justice reactions. Topics include racial disparities related to law enforcement and sentencing, and policy implications related to policing, probation, pre-sentencing and post-release issues.

CJ 7314 Policing

This course examines current problems in American policing and the role of research in their examination and solution. Official crime and victimization statistics and measures of police performance are explained, with a focus on their collection, development, limitations, and utility. Methods and issues in policing are explored.

CJ 7315 Corrections

This course examines the history, forms, and functions of correctional institutions, their programs and policies, as well as theories of punishment. Topics include the structure and functions of prisons and jails, community corrections, intermediate sanctions, reentry, supermax prisons, and the death penalty.

CJ 7320 Quantitative Research Methods

A course that demonstrates the practical aspects of conducting criminal justice research that uses quantitative methodologies and design. Topics include the philosophy of science; research ethics; methodological designs in establishing causation; non-experimental/descriptive research; sampling techniques; secondary data sources and data gathering techniques.

CJ 7321 Linear Regression for Criminal Justice Research

Instruction on the use of advanced linear modeling techniques in criminal justice research is addressed. After completing this course, students should be able to evaluate quantitative research articles in the major criminal justice journals and be prepared to complete a major quantitative research project of their own.

CJ 7322 Advanced Research for Planning and Evaluation

An introduction to evaluation and research design methodologies, assessment techniques including modeling and case studies, agency management issues, and on-going policy implications. Course gives students an understanding of the principles and techniques commonly used to evaluate the effectiveness and efficiency of criminal justice interventions.

CJ 7323 Applied Statistics and Quantitative Data Analysis

This is a course in statistics and data analysis for the purposes of original quantitative research. Topics include descriptive statistics, statistical inference for single and multivariate analysis, and principles underlying the techniques. This course makes extensive use of statistics software and data preparation techniques.

CJ 7330 Qualitative Research Methods

A discussion of the methods and techniques used for achieving interpretable qualitative results in social research. Topics covered include ethnography, focus groups, in-depth interviewing and case studies. Students will be trained in inductive reasoning and coordinating qualitative with quantitative methods.

CJ 7331 Law and Behavioral Science

A review of the issues addressed in the application of the behavioral sciences to the criminal law system. Topics include criminal sanctions and diminished responsibility, civil commitment, victimology, psychology in the courtroom, the role of media, drugs, and alcohol in violence, and how the justice system reacts to violent offenders.

CJ 7336 Survey Research Methods for Criminal Justice

This course addresses the procedures and techniques used to create social surveys including question formulation, metrics, and question scaling. Students learn how to prepare face-to-face, telephone, and mail surveys, and are trained in sampling procedures related to survey administration.

CJ 7350A Forecasting, Trend Analysis, and Data Interpretation

A review of quantitative approaches to public policy analysis, the diverse conceptions of the goals and objectives that should be served by policy, and the appropriate role of the policy analyst. Policy consequences are traced to indirect and subtle incentives and disincentives.

CJ 7350B Academic Scholarship and Communication

A course on conducting academic research, interpreting results and how to prepare manuscripts for publication in refereed journals. Included is a survey of the audiences, topical focus, and submission requirements of the major criminal justice, criminology, and law publications, along with specialized knowledge on achieving success in the scholarship environment.

CJ 7350C Qualitative Data Collection, Coding and Analysis

This course takes a structured approach to understanding and implementing the various information collection methods used in qualitative research, including formatting the information for coding, coding schemes, and information interpretation.

CJ 7350E Discrete Multivariate Models

This course focuses on regression models for discrete outcome variables, sometimes called limited or categorical dependent variables. Topics include maximum likelihood estimation, binary and multinomial logistic models, and negative binomial models. Prerequisite: CJ 7321 with a grade of "B" or better or instructor approval.

CJ 7350F Environmental Criminology

Crime distributes unevenly in space/time. As such, the course examines such questions as: (1) What places are dangerous?; (2) Why do we study specific crime types?; (3) Where do crime types concentrate?; (4) Where do offenders go in their normal activities?; and (5) What are the temporal patterns for crime?. Prerequisite: CJ 7311 with a grade of "B" or better or instructor approval.

CJ 7350G Seminar in Macro Criminology

This course has a macro focus, examining criminological theory and research that takes cities, geographical regions, states, and nations as the units of comparison. The importance and relevance of macro criminology for understanding the causes of crime and key criminal justice issues, such as police resources, are explored in depth. Prerequisite: CJ 7311 with a grade of "B" or better or instructor approval.

CJ 7350I Introduction to Structural Equation Modeling

The course provides an introduction to structural equation modeling, which is sometimes called mean and covariance structure analysis or latent variable analysis. Topics include recursive and non-recursive models, path analysis, measurement models, and factor analysis. Prerequisite: CJ 7321 with a grade of "B" or better or instructor approval.

CJ 7350K Criminal Justice Forecasting and Policy Analysis

This course examines the inputs and outputs of criminal justice programs. It covers forecasting methods using statistical bootstrapping techniques, including line fitting methods, moving averages, cohort propagation matrixes, and systems simulations.

CJ 7350L Sex Offenders: Theory, Research, and Application

This course will focus on application of theory to explain sexual offenses, research design issues related to researching this salient population of offenders (e.g., ethical issues, gaining IRB approval, research design limitations, social desirability problems in self-report data, and examining available data sources), and examining policy related issues.

CJ 7360 Independent Study

Students will work closely with a particular Doctoral Faculty member and develop in-depth knowledge in a specific topic area of criminal justice. Topics vary according to a student's program needs. Repeatable once for credit with different emphasis. Approval of the Instructor and the Doctoral Program Coordinator is required.

CJ 7199 – CJ 7999 Dissertation

Original research and writing in criminal justice to be accomplished under direct supervision of the dissertation chair. While conducting dissertation research and writing, students must be continuously enrolled each long semester for dissertation hours.

Course Requirements and Qualifying Examination

The Ph.D. in Criminal Justice requires students to complete, at minimum, 51 credit hours. All students are required to take CJ 7311 Advanced Criminological Theory, CJ 7320 Quantitative Research Methods, CJ 7321 Linear Regression for Criminal Justice Research, and CJ 7323 Applied Statistics and Quantitative Data Analysis in their first year. All doctoral students are required to enroll in CJ 7309 Proseminar during their second or third year to learn about the criminal justice discipline, teaching, publishing, grants and fellowships, writing dissertations, and post-doctoral employment. Doctoral students selected for teaching assistantships are required to enroll in CJ 7301 Instructional Assistant Supervision before they teach or during the first semester they teach.

All students take a first-year qualifying examination at the end of May after completion of their first year in the program. The qualifying examination integrates criminological theory, quantitative methods, and regression. The examination is graded by the professors who taught the first-year required courses or those in a pool who have previously taught the courses. One re-examination is offered at mid-summer (late June) for those who failed the first examination. Students who fail the re-examination will be dismissed from the program.

Students are required to take 12 hours of electives spread across four areas: (1) criminal justice system, (2) advanced statistics, (3) advanced research methods, and (4) nature and causes of crime. Students are required to take one criminal justice system course (CJ 7314 Policing or CJ 7315 Corrections). Students are also required to take one advanced statistics course (CJ 7350A Forecasting, Trend Analysis, and Data Interpretation, CJ 7350E Discrete Multivariate Models, or CJ7350I Introduction to Structural Equation Modeling). Students are required to take one advanced research methods course (CJ 7322 Advanced Research for Planning and Evaluation, CJ 7330 Qualitative Research Methods, or CJ 7336 Survey Methods for Criminal Justice). Students are also required to take one course in nature and causes of crime (CJ

7313 Race and Ethnicity in Crime and Criminal Justice, CJ 7350F Environmental Criminology, CJ 7350G Seminar in Macro Criminology, or CJ 7350L Sex Offenders: Theory, Research, and Application).

Students are required to take an additional four courses from the list of electives below or any of the area electives not chosen to meet requirements. When relevant, students may also take doctoral-level courses from other programs at Texas State University (prior approval from the Doctoral Program Coordinator is required).

- CJ 7331 Law and Behavioral Sciences
- CJ 7350B Academic Scholarship and Communication
- CJ 7350C Qualitative Data Collection, Coding, and Analysis
- CJ 7350K Criminal Justice Forecasting and Policy Analysis
- CJ 7360 Independent Study (Students may take only two Independent Studies unless granted a waiver by the Doctoral Program Coordinator)

Students must complete a minimum of 12 hours of dissertation credit. The table on the next page summarizes course requirements.

Doctor of Philosophy in Criminal Justice

Advising Checklist

		HOURS
First-Year Required Courses		12
CJ 7311	Advanced Criminological Theory	
CJ 7320	Quantitative Research Methods	
CJ 7321	Linear Regression for Criminal Justice Research	
CJ 7323	Applied Statistics and Quantitative Data Analysis	
Area Electives		12
Criminal Justice System (Choose one of the following)		
CJ 7310	Philosophy of Law, Justice, and Social Control	
CJ 7314	Policing	
CJ 7315	Corrections	
Advanced Statistics (Choose one of the following)		
CJ 7350A	Forecasting, Trend Analysis, and Data Interpretation	
CJ 7350E	Discrete Multivariate Models	
CJ 7350I	Introduction to Structural Equation Modeling	
Advanced Research Methods (Choose one of the following)		
CJ 7322	Advanced Research for Planning and Evaluation	
CJ 7330	Qualitative Research Methods	
CJ 7336	Survey Research Methods for Criminal Justice	
Nature and Causes of Crime (Choose one of the following)		
CJ 7313	Race and Ethnicity in Crime and Criminal Justice	
CJ 7350F	Environmental Criminology	
CJ 7350G	Seminar in Macro Criminology	
CJ 7350L	Sex Offenders: Theory, Research, and Application	
Other Electives		12
(Choose four courses from below, or above courses not chosen to meet requirements)		
CJ 7331	Law and Behavioral Science	
CJ 7350B	Academic Scholarship and Communication	
CJ 7350C	Qualitative Data Collection, Coding, and Analysis	

CJ 7350K	Criminal Justice Forecasting and Policy Analysis	
CJ 7360	Independent Study	
Additional Requirement		3
CJ 7309	Proseminar	
Dissertation		12
CJ 7199	Dissertation	
CJ 7299	Dissertation	
CJ 7399	Dissertation	
CJ 7599	Dissertation	
CJ 7699	Dissertation	
CJ 7999	Dissertation	
Total Hours		51

Timelines

The following timelines provide models of coursework and milestones to be completed by year and semester for the timely completion of the program. For full-time students, there are accelerated and typical timelines.

Accelerated Timeline (51 hours)

This track will limit opportunities for research collaborations that result in conference presentations and publishing.

Year 1 (18 hours)	
Fall (9 hours)	Spring (9 hours)
<ul style="list-style-type: none"> • CJ 7320 – Quantitative Research Methods • CJ 7323 – Applied Statistics and Quantitative Data Analysis • CJ 7309 – Proseminar • CJ 7301 – Instructional Assistant Supervision (0 credits toward degree) <p>Milestones:</p> <ul style="list-style-type: none"> • Identify a mentor • Solidify research focus 	<ul style="list-style-type: none"> • CJ 7311 – Advanced Criminological Theory • CJ 7321 – Linear Regression for Criminal Justice Research • Elective #1 <p>Milestones:</p> <ul style="list-style-type: none"> • Pass the qualifying exam • Develop a comprehensive examination topic
Year 2 (18 hours)	
Fall (9 hours)	Spring (9 hours)

<ul style="list-style-type: none"> • Criminal Justice System (CJ 7310 or 7314 or 7315) • Advanced Statistics (CJ 7350A or 7350E or 7350I) • CJ Elective #2 <p>Milestones:</p> <ul style="list-style-type: none"> • Initiate work on comprehensive examination (complete Concept Proposal Form; work with mentor to develop committee; identify data source; write literature review and methods sections) 	<ul style="list-style-type: none"> • Advanced Research Methods (CJ 7322 or 7330 or 7336) • Nature and Causes of Crime (CJ 7313 or 7350F or 7350G or 7350L) • CJ Elective #3 <p>Milestones:</p> <ul style="list-style-type: none"> • Complete comprehensive examination (analyze data, write results and discussion sections) • Defend comprehensive examination • Develop dissertation topic and identify data source
Year 3 (15 hours)	
Fall (9 hours)	Spring (6 hours)
<ul style="list-style-type: none"> • CJ 7699 – Dissertation • CJ Elective #4 <p>Milestones:</p> <ul style="list-style-type: none"> • Write and defend the dissertation proposal • Begin data analysis 	<ul style="list-style-type: none"> • CJ 7699 – Dissertation <p>Milestones:</p> <ul style="list-style-type: none"> • Complete data analysis for dissertation • Write results and discussion sections of dissertation • Defend dissertation

4-Year Track (69 hours)

This track is more typical for completing the degree and allows more opportunities for research collaborations that result in conference presentations and publishing.

Year 1 (18 hours)	
Fall (9 hours)	Spring (9 hours)
<ul style="list-style-type: none"> • CJ 7320 – Quantitative Research Methods • CJ 7323 – Applied Statistics and Quantitative Data Analysis • CJ 7309 – Proseminar • CJ 7301 – Instructional Assistant Supervision (0 credits toward degree) <p>Milestones:</p> <ul style="list-style-type: none"> • Identify a mentor • Solidify research focus 	<ul style="list-style-type: none"> • CJ 7311 – Advanced Criminological Theory • CJ 7321 – Linear Regression for Criminal Justice Research • CJ Elective #1 <p>Milestones:</p> <ul style="list-style-type: none"> • Pass the qualifying exam • Develop a comprehensive examination topic
Year 2 (18 hours)	

Fall (9 hours)	Spring (9 hours)
<ul style="list-style-type: none"> • Criminal Justice System (CJ 7310 or 7314 or 7315) • Advanced Statistics (CJ 7350A or 7350E or 7350I) • CJ Elective #2 <p>Milestones:</p> <ul style="list-style-type: none"> • Initiate work on comprehensive examination (complete Concept Proposal Form; work with mentor to develop committee; identify data source; write literature review and methods sections) 	<ul style="list-style-type: none"> • Advanced Research Methods (CJ 7322 or 7330 or 7336) • Nature and Causes of Crime (CJ 7313 or 7350F or 7350G or 7350L) • CJ 7360 (Independent Study; Elective #3) <p>Milestones:</p> <ul style="list-style-type: none"> • Complete comprehensive examination (analyze data, write results and discussion sections) • Defend comprehensive examination
Year 3 (18 hours)	
Fall (9 hours)	Spring (9 hours)
<ul style="list-style-type: none"> • 9 hours of additional electives and/or dissertation hours <p>Milestones:</p> <ul style="list-style-type: none"> • Develop dissertation topic and identify data source 	<ul style="list-style-type: none"> • CJ 7360 (Independent Study; Elective #4) • 6 hours of additional electives and/or dissertation hours <p>Milestones:</p> <ul style="list-style-type: none"> • Write dissertation proposal
Year 4 (15 hours)	
Fall (9 hours)	Spring (6 hours)
<ul style="list-style-type: none"> • CJ 7999 – Dissertation <p>Milestones:</p> <ul style="list-style-type: none"> • Complete and defend dissertation proposal • Complete data analysis 	<ul style="list-style-type: none"> • CJ 7699 – Dissertation <p>Milestones:</p> <ul style="list-style-type: none"> • Write results and discussion sections of dissertation • Defend dissertation

Part-Time Track (51 hours)

This track is for those students not enrolled full-time and is based on a 6-hour load per fall and spring semesters. This track might limit opportunities for research collaborations that result in conference presentations and publishing.

Year 1 (12 hours)	
Fall (6 hours)	Spring (6 hours)

<ul style="list-style-type: none"> • CJ 7320 – Quantitative Research Methods • CJ 7323 – Applied Statistics and Quantitative Data Analysis <p>Milestones:</p> <ul style="list-style-type: none"> • Identify a mentor 	<ul style="list-style-type: none"> • CJ 7311 – Advanced Criminological Theory • CJ 7321 – Linear Regression for Criminal Justice Research <p>Milestones:</p> <ul style="list-style-type: none"> • Pass the qualifying exam • Consider research focus
Year 2 (12 hours)	
Fall (6 hours)	Spring (6 hours)
<ul style="list-style-type: none"> • CJ 7309 – Proseminar • Advanced Statistics (CJ 7350A or 7350E or 7350I) <p>Milestones:</p> <ul style="list-style-type: none"> • Develop a comprehensive examination topic 	<ul style="list-style-type: none"> • Advanced Research Methods (CJ 7322 or 7330 or 7336) • Nature and Causes of Crime (CJ 7313 or 7350F or 7350G or 7350L) <p>Milestones:</p> <ul style="list-style-type: none"> • Initiate work on comprehensive examination (complete Concept Proposal Form; work with mentor to develop committee; identify data source)
Year 3 (12 hours)	
Fall (6 hours)	Spring (6 hours)
<ul style="list-style-type: none"> • Criminal Justice System (CJ 7310 or 7314 or 7315) • Elective #1 <p>Milestones:</p> <ul style="list-style-type: none"> • Write literature review and methods sections of comprehensive examination 	<ul style="list-style-type: none"> • Elective #2 • Elective #3 <p>Milestones:</p> <ul style="list-style-type: none"> • Complete comprehensive examination (analyze data, write results and discussion sections) • Defend comprehensive examination • Develop dissertation topic and identify data source
Year 4 (12 hours)	
Fall (6 hours)	Spring (6 hours)
<ul style="list-style-type: none"> • Diss (6 hours) <p>Milestones:</p> <ul style="list-style-type: none"> • Write and defend dissertation proposal • Begin data analysis 	<ul style="list-style-type: none"> • Diss (6 hours) <p>Milestones:</p> <ul style="list-style-type: none"> • Complete data analysis for dissertation • Write results and discussion sections of dissertation • Defend dissertation

Note: Elective #4 is CJ 7360 (Independent Study) taken during summer 1, 2, or 3.

Residency Requirement

Doctoral students must satisfy a one-year residency requirement defined as 18 graduate credit hours (as part of the required hours of course work) taken in residence at Texas State University during consecutive fall, spring, and summer terms.

The goal of the residency requirement is to further a student's doctoral experience through:

- Concentrated study;
- Orientation to the profession; and
- Research opportunities with faculty.
-

Advancement to Candidacy Comprehensive Examination

Purpose

The purpose of the comprehensive examination is to assess a student's ability to critically assess previous research on a topic, develop a related research question(s), design and carry out an empirical study to address the question, report the results, and discuss the implications of the findings for existing research and the field. The comprehensive examination involves the completion of:

- (1) an empirical research project with data analysis and
- (2) a sole-authored paper reporting on the study.

The paper should be modeled after an empirical article published in a scholarly peer-reviewed journal within the discipline of criminology/criminal justice. The paper should not exceed 6,000 words (excluding references). Formatting should be consistent with the guidelines described in the Publication Manual of the American Psychological Association (or another established format designated by a journal).

Examination Committee

The examination committee comprises a chair and two other members. The chair of the committee must be a Regular Graduate Faculty member (i.e., tenure-earning or tenured) with a sustained record of scholarly activity. The remaining committee members must be Regular Graduate Faculty or Associate Graduate Faculty (i.e., full-time non-tenure faculty holding a terminal degree). The chair is chosen by the student. The chair will consult with the student to identify the remaining committee members.

Grading

The examination committee's assessment of the student's paper will be based on the following criteria:

1. Quality of the research question

2. Adequacy of a paper's connection to previous research
3. Appropriateness of the methods and data analysis
4. Appropriateness of the interpretations of the data analysis
5. Quality of the writing

The grade options are ***pass***, ***revise and resubmit***, and ***fail***. A simple majority vote (2 of 3) is sufficient for deciding the student's grade on the comprehensive examination.

Students with a ***passing*** paper will present it in an open meeting. The meeting is held in the semester a student's paper has passed, and it will be open to everyone in the School of Criminal Justice and Criminology. The presentation is not part of the grading of the paper. The style and format of this presentation are intended to be a typical American Society of Criminology conference-style PowerPoint presentation (15-20 minutes with 5-10 minutes for questions).

If a student's paper is assigned a ***revise and resubmit***, the chair of the student's committee will summarize in writing what changes need to be considered in the revision for a "pass." The comments are based on feedback from all committee members. The revision must be completed no later than the semester following the original submission. (The summer semester does not count as a semester). The same three committee members will evaluate the revision and provide a recommendation.

If a student's paper is assigned a grade of ***fail***, the chair of the student's committee will explain in writing the reasons for the failure. This is based on comments from all the committee members. The student will have one semester to submit a paper on a new topic and receive a passing grade for it. (The summer semester does not count as a semester). A student can select a new committee chair for a failed paper. If a student's second submission of a paper is assigned a grade of fail, the student will be dismissed from the program.

Chair Guidance

The comprehensive examination process described above is designed to assess a student's own abilities, while at the same time presenting the student with opportunities to continue to learn throughout the process. The chair plays a critical role in balancing these two objectives. It may be useful to view the chair's role as a set of guardrails, ensuring the student does not deviate too far from the wisest path, but giving the student the latitude to make his or her own decisions regarding the project and the paper within a range of reasonable alternatives. At any point in the process, the chair may raise challenges to these decisions for the student to consider, may suggest further reading or study, and may offer an existing dataset they have collected previously for secondary data analysis. However, the chair must not engage in any work on the paper (e.g., conducting statistical analyses, drafting sections, etc.) independent of the student.

Procedure

1. The student selects a chair. Generally, the chair should have substantial expertise on the topic.
2. The chair and student collaborate to identify an appropriate topic.
3. The chair and student identify two additional potential committee members. The other committee members should be identified based on theoretical, methodological, or other

substantive contributions they can provide.

4. The chair contacts the other two potential committee members to determine if they are willing and able to serve on the committee. If one or both potential committee members decline the request, the chair and student return to the second procedural point until a complete committee is formed.

5. The student, *with guidance from the chair (see section below)*, will work toward completion of the Concept Proposal Form. This form is available on the Doctoral Program Canvas site.

6. The completed Concept Proposal Form will be circulated among the committee members for final approval. Students must disclose to the examination committee if the research project and/or paper originated in a class or if there are other potential conflicts with it.

7. The student submits a completed Concept Proposal Form (with committee members' signatures) to the Doctoral Program Coordinator and Doctoral Program Administrative Assistant.

8. Following the submission of the Concept Proposal Form, the student may proceed with work on the research project and paper, *with guidance from the chair (see section below)*.

9. The student submits the final draft of the paper to the chair, who provides an initial review of the paper, following the typical practice of peer review.

10. The student may then revise the paper, if warranted, before submitting the paper to the other two committee members.

11. The other two committee members review the paper, following the typical practice of peer review.

12. All committee members must submit their grade within two weeks of receiving it.

13. When each committee member completes their evaluation, they will submit the recommendation to the Doctoral Program Coordinator and Doctoral Program Administrative Assistant without sharing the results with the rest of the committee.

14. The Doctoral Program Coordinator will review the recommendations and alert the chair and student of the results.

Timeline

1. Students may begin work on the concept proposal and research project at any time during the program, in consultation with the chair. However, students are encouraged to select a chair and develop an appropriate research topic within the first year.

2. The Concept Proposal Form must have **final approval** from the committee no later than the semester in which the student has earned 27 hours. For full-time students, this is usually **the end of the fall semester of their second year**. For part-time students, this will vary, but they too should aim to have final approval by the end of their second year.

3. Students must receive a **passing grade** on the comprehensive examination no later than the semester after they have earned 39 hours of doctoral coursework. For full-time students, this is usually **the end of the fall semester of their third year**. For part-time students, this will vary, but they should aim to have final approval by the end of their third year. If a passing grade is not achieved by this point, the student will be dismissed from the program.

Dissertation Proposal

A dissertation proposal prepared by the student and approved by the student's dissertation chair and a majority of the other members of the dissertation committee is a requirement for Advancement to Candidacy. The proposal must outline the substance and scope of the dissertation research, present the methodology to be used, and survey relevant literature. The student's dissertation chair and other dissertation committee members must indicate approval of the dissertation proposal on the "Dissertation Proposal and Proposal Defense Form." This form can be downloaded from the Graduate College website. A final copy of the dissertation proposal, accompanied by the signed approval form, should be submitted to the Doctoral Program Coordinator, who will forward it to the Dean of the Graduate College for review and final approval.

Application for Advancement to Candidacy

Students can download the "Application for Advancement to Candidacy Form" from the Graduate College website. The student should complete and sign the upper portion of the form and return it to the Doctoral Program Coordinator. When all requirements for admission to candidacy have been met (completion of course work, a passing grade on the comprehensive examination, approval of dissertation chair and committee, and submission of an approved dissertation proposal), the Doctoral Program Coordinator will forward the "Application for Advancement to Candidacy Form" to the Dean of the Graduate College for review and approval. The Dean of the Graduate College approves advancement to candidacy once all requirements are met and at the recommendation of the Doctoral Program Coordinator.

In addition, before advancement to candidacy, students are required to complete the following:

- Completion of all courses toward the doctoral degree with a GPA of 3.0 or higher on a 4.0 scale;
- Passing grade on the comprehensive examination. "Pass" is the only satisfactory grade;
- The student must select a dissertation chair from the Regular Doctoral Faculty members. The student also must select a dissertation committee comprised of three additional members of the (Regular or Associate) Doctoral Faculty, one of whom must be an external member outside the School of Criminal Justice & Criminology;
- The student must choose a dissertation topic with the approval of the student's dissertation chair and committee;
- The student will submit a title and a written proposal for the dissertation to the student's dissertation committee and successfully defend the proposal in an oral presentation with the dissertation committee. The proposal will include a statement of the problem to be studied, a discussion of the relevant literature, and the research method of the proposed dissertation topic; and
- The Doctoral Program Coordinator will make a recommendation to the Dean of the Graduate College who makes the final decision on the student's advancement

to candidacy. The Graduate College will notify the student once the decision has been made.

Advancement to Candidacy Time Limit

Full-time, traditional students should be advanced to candidacy within five years of initiating Ph.D. course work applied toward the degree. Non-traditional, part-time students may request extensions from the Doctoral Executive Council as long as they maintain a GPA of 3.0 or higher and are making consistent progress toward fulfilling their degree requirements. The Doctoral Executive Council will review part-time students' requests for extensions on an individual, case- by-case basis.

No credit will be applied toward a student's doctoral degree for course work completed more than five years before the date on which the student is admitted to candidacy. This time limit applies to course credit earned at Texas State University, as well as course credit transferred to Texas State University from other accredited institutions.

Grade-Point Requirements for Advancement to Candidacy

A minimum GPA of 3.0 on all course work undertaken as a doctoral student in the School of Criminal Justice & Criminology at Texas State University is required for admission to candidacy. No grade earned below "B" on any course may apply toward a Ph.D. degree in Criminal Justice at Texas State University. Incomplete grades must be cleared through the Graduate College at least 10 days before approval for advancement to candidacy will be granted.

Dissertation Committee

The dissertation committee will oversee the research progress of a doctoral student and the writing of the student's dissertation. The committee will consist of at least four members, including the student's dissertation chair and three additional members of the Doctoral Faculty, one of whom must be an external member outside the School of Criminal Justice & Criminology. The student's dissertation chair will be a member of the Regular Doctoral Faculty in the School of Criminal Justice & Criminology. The student, Doctoral Program Coordinator, the Director of the School of Criminal Justice & Criminology, and the Dean of the Graduate College will approve the composition of the dissertation committee.

Dissertation Committee Changes

Any changes to the dissertation committee must be submitted for approval to the dissertation chair, Doctoral Program Coordinator, Director of the School of Criminal Justice & Criminology, and the Dean of the Graduate College. Changes must be submitted no less than 60 days before the dissertation defense. The "Dissertation Chair/Committee Member Change Request Form" may be downloaded from the Graduate College website.

Dissertation Research and Writing

All doctoral students are required to complete a dissertation. The dissertation must present a systematic inquiry into a relevant research question, be informed by prior research, and add to the body of knowledge in the field. In most cases, the research will be quantitative in nature, although qualitative or legal research may be utilized in some cases. It is expected that the dissertation will provide the content for one or more publishable articles in academic journals.

Students are required to complete the following dissertation requirements:

1. The student will complete the dissertation, which must be an original contribution to scholarship and the result of independent research in a significant area of criminal justice. The student is expected to write the dissertation and orally defend it in an announced public presentation within three years of the official date of being advanced to candidacy. Questions posed to the student are initially limited to the dissertation committee membership. However, at the discretion of the presiding chair and when time permits, questions will also be solicited from the attending public audience. The approval of the dissertation requires the approval of the dissertation chair and the approval of a majority of the other members of the committee. A written notice of the dissertation committee's approval will be forwarded to the Director of the School of Criminal Justice & Criminology and then the Dean of the Graduate College.
2. If the dissertation committee decides not to approve the student's dissertation, the dissertation chair will prepare a written response to the Doctoral Executive Council, accounting for the decision and outlining the steps required for approval. These steps will also be communicated to the student.
3. The student will submit the final, approved dissertation to the Graduate College in the prescribed format.
4. The Doctoral Program Coordinator will conduct a final review of the course work and recommendation from the student's dissertation committee before making a recommendation to the Dean of the Graduate College that the student be awarded a Ph.D. degree with a major in Criminal Justice. The Dean of the Graduate College will certify that the student has met all of the requirements and can be awarded.

Dissertation Enrollment Requirements

After being advanced to candidacy, students must be continuously enrolled for dissertation hours each term until the defense of the dissertation. If a student is receiving supervision on the dissertation during the summer or the student is graduating during the summer, the student must be enrolled in dissertation hours for the summer. Otherwise, summer enrollment is not required. All candidates for graduation must be enrolled in dissertation hours during the semester in which the degree is to be conferred. Students must complete a minimum of 12 semester hours of dissertation credit.

Dissertation Time Limit

It is expected that the dissertation will, in most cases, be completed in two semesters of concentrated effort and in no more than six semesters. Students must appeal to the Doctoral Executive Council for an extension beyond six semesters. The student must pass an oral defense of their dissertation before final completion of the doctoral program.

Dissertation Defense

The dissertation defense may not be scheduled until all other academic and program requirements have been fulfilled. A complete draft of the dissertation must be given to the members of the dissertation committee at least 65 days before the date of commencement during the term in which the student intends to graduate. After committee members have reviewed the draft with the student and provided comments, the student, in consultation with the dissertation chair, will incorporate the recommended changes into the next draft of the dissertation. When each committee member is satisfied that the draft dissertation is defensible, the dissertation defense may be scheduled.

Approval and Submission of the Dissertation

Following approval of the dissertation by the members of the dissertation committee, the student must submit one copy of the dissertation and a signed "Dissertation Submission Approval Form" to the Graduate College for final approval. Specific guidelines for approval and submission of the dissertation can be obtained from the Graduate College.

School of Criminal Justice & Criminology Doctoral Faculty

Ashley Arnio	Ph.D., Florida State University
Pete Blair	Ph.D., Michigan State University
Scott Bowman	Ph.D., Arizona State University
Laure Brimbal	Ph.D. The Graduate Center, CUNY
Ashley Hewitt	Ph.D., Simon Fraser University
Jay D. Jamieson	Ph.D., Sam Houston State University
Angela Jones	Ph.D., John Jay College
Shayne Jones	Ph.D., University of Kentucky
Matthew Logan	Ph.D., University of Cincinnati
Lidia Nuno	Ph.D., Arizona State University
Kathleen Padilla	Ph.D. Arizona State University
Sean Patrick Roche	Ph.D., University at Albany, SUNY
Kim Rossmo	Ph.D., Simon Fraser University
Christine Sellers	Ph.D., University of Florida
Melanie Sodorstrom	Ph.D. University of Central Florida

Mark Stafford	Ph.D., University of Arizona
Lucia Summers	Ph.D., University of London
Donna Vandiver	Ph.D., Sam Houston State University
Bobby Vasquez	Ph.D., University at Albany, SUNY
Brian Withrow	Ph.D., Sam Houston State University

School of Criminal Justice & Criminology Staff

Miranda Najera, Administrative Assistant II, Graduate Programs Assistant
 Cheryl Rowden, Administrative Assistant III, Office Manager
 Kelly Gourluck, Administrative Assistant II, Tech, Textbook, and Undergraduate Student Support

Helpful Links and Information

Professional Organizations

The school encourages students to join any of the professional organizations associated with the academic study of criminal justice. Student membership rates are usually affordable and come with subscriptions to peer-reviewed journals.

In addition, each of these organizations has an annual meeting in which some travel monies are available for students to present papers and posters. Please see the Doctoral Program Coordinator for more information on attending these meetings.

Academy of Criminal Justice Sciences www.acjs.org

The annual meetings are usually in March or April each year in a different city.

American Society of Criminology www.asc41.com

The annual meetings are in November each year.

Law and Society Association www.lawandsociety.org

Southwestern Association of Criminal Justice www.swacj.org

The annual meetings are in September or October each year.

Midwestern Criminal Justice Association www.mcja.org

The annual meetings are in September each year.

Southern Criminal Justice Association www.southerncj.org/

The annual meetings are in September or October each year.

Western Society of Criminology www.westerncriminology.org

The annual meetings are in February each year.

99-Hour Rule

In accordance with Texas Education Code, Section 54.066, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to non-resident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master's or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor's degree, the count begins after 30 hours of graduate course work. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as graduate assistants. Students should contact their doctoral program directors regarding an available appeal process.

Graduate Student Travel Policy

2023-2024

PURPOSE

1. The School of Criminal Justice & Criminology is committed to encouraging graduate student travel for enhancing research, scholarly activity, and professional development.
2. The purpose of this document is to provide general guidelines for travel by graduate students in the School of Criminal Justice & Criminology. Students are responsible for informing themselves of all university travel policies and procedures through the travel website at www.txstate.edu/gao/ap/travel/ and through the Graduate College website at <https://www.gradcollege.txst.edu/funding/travel.html>

APPLICATION PROCEDURES

3. Student travel requests will be funded by the School of Criminal Justice & Criminology, the Dean of the College of Applied Arts, and the Dean of the Graduate College. Graduate students should submit proof of paper/poster acceptance to the conference along with a complete *Graduate Student Travel Request* at least two weeks PRIOR to travel to the Administrative Assistant for the program. The requests may be found at the following web page:

https://www.gradcollege.txst.edu/docs/Graduate_Travel_Fund_Request_Form_FINAL-uae.pdf

Students may apply for reimbursement of airfare, airport parking, ground transportation (e.g., bus, train, cab fare - PLEASE NOTE RENTAL CARS ARE NOT COVERED), lodging, per diem meal expenses, and conference registration fees. Mileage to and from the home airport and airport parking are not reimbursable. Ground transportation costs will be limited to \$75 per trip. Check with the Travel Office for the most up-to-date mileage rate -

<https://www.txstate.edu/gao/ap/travel/procedures/mileage.html>

Mileage should be calculated to/ from university to/from conference hotel and distance verification from Mapquest must be provided.

Students who are employed as Doctoral Assistants have the option of booking their flights via Concur. This process allows for the School to be billed directly for the flight rather than the student. If an employed student wants to utilize this option, the student must send all above listed paperwork to the Administrative Assistant for the program with ample time prior to travel since a Travel Request must be submitted prior to booking. At the time of booking, students can request assistance from the program's Administrative Assistant.

4. Travelers must itemize their expenses and submit digital or hard copies of receipts to the doctoral program's Administrative Assistant, who will enter their travel reimbursements in Concur.

DISTRIBUTION OF FUNDS

5. Students will be limited to a maximum of \$1,000 per fiscal year. Additional funding of \$450 may be granted to advanced (4th and final year) doctoral students and will be reviewed on a case-by-case basis.

6. Students can also request funding from the Graduate College, which awards up to \$150.00 per student. Another generous source of funding for doctoral students is the College of Applied Arts. The amount awarded by the College of Applied Arts is up to the Dean's discretion and is reviewed on a case-by-case basis. Students may request funding from these entities using the same form linked above.
Please note, the Graduate College does not begin processing travel funding requests for the new academic year until after September 1st of each fall semester. The Graduate College will review travel requests at an earlier date if the time of travel necessitates that.
7. Student travel funds will be limited to 3 nights/4 days per conference or meeting. Expenses for additional travel days are the sole responsibility of the student. Students are encouraged to share rooms when multiple students are traveling to the same conference. Please note that when sharing rooms each student must obtain a hotel receipt with their name on it to be reimbursed.
8. Students will only be reimbursed up to the amount approved on their reviewed travel request. Any expenses above this amount are the sole responsibility of the student. The student must provide receipts for all expenses incurred except meals.
9. Students must notify the office of any trip cancellations. Students will NOT be reimbursed for any charges incurred due to cancellation of trip or missed flights.

Doctoral Leave of Absence Policy

To Whom the Policy Applies

Doctoral students who have achieved candidacy, and thus have a continuous enrollment requirement during long (fall and spring) semesters, may take an approved Leave of Absence during graduate study under certain conditions and for certain periods of time. A Leave of Absence must be approved by both the Doctoral Program Coordinator and the Dean of The Graduate College. A Leave of Absence cannot be approved retroactively for a previous semester and must be submitted no later than the 12th class day of the semester for which the leave is being requested. Pre-candidacy doctoral students should complete the "Leave of Absence Form for Master's Degree, Specialist Degree, and Pre-Candidacy Doctoral Degree Students Form" <https://www.gradcollege.txst.edu/forms.html>

Purpose and Limitations

Students may need to discontinue their student status ("stop out") for a short period of time for reasons of personal or family exigency. Students who do not receive an approved Leave of Absence may be denied readmission to their program. Students who do not receive an approved Leave of Absence but are still readmitted may experience delays in registration and/or face additional fees. An approved Leave of Absence preserves the student's status in their degree program. Leaves of Absence may not be granted for the student in order to avoid exceeding the state doctoral hour limit, to avoid paying tuition, to avoid the regulation on continuous enrollment of doctoral students, or to avoid the full-time requirement for international students.

Access to University Resources During a Leave of Absence

Because the Leave of Absence is intended to be taken for reasons of personal or other exigency as opposed to degree progress, there is no support — whether faculty or university resource (library, office space, etc.) — provided to the student during the Leave of Absence period; students must register if making use of university resources or faculty time. A Leave of Absence does not extend a student's time-to-degree requirement. Discontinuing students for a semester or more, with or without a Leave of Absence, may affect the student's eligibility for other university areas beyond The Graduate College's domain (such as financial aid, health insurance, etc.), and the student is responsible for consulting with those offices about the impact of not maintaining enrollment in the degree program.

Length Limitations of a Leave of Absence

A Leave of Absence can be granted for no more than three long semesters (fall and spring) total. The exact length of the Leave must be made explicit in the Leave of Absence request. Rationale for the Leave must be documented by the applicant.

Process for Requesting a Leave of Absence

Doctoral students who have advanced to candidacy must fill out the “Leave of Absence Form for Doctoral Degree Candidates,” which will require justification from the Doctoral Program Coordinator. The form must be submitted to The Graduate College for the Dean's review and approval.

Process for Returning to the University after an Approved Leave of Absence

Upon resuming graduate studies after a semester of non-enrollment, all students must submit reentry paperwork, regardless of whether or not an approved “Leave of Absence Form” is on file. If the student is returning after an absence of less than one calendar year, only the “Update Application Form” is required. If the student is returning to studies after an absence of over a calendar year, it is necessary to reapply to the program through ApplyTexas.

Depending on the length of time the student is away from the university, a new graduate catalog and/or program degree requirements may be in effect. With an approved Leave of Absence, the student may opt to complete their degree under the previous degree requirements or the new requirements with the approval of the Doctoral Program Coordinator; if the student was away from the university for a semester or more without an approved Leave of Absence on file, the student must complete the degree under the new degree requirements.