



DOCTOR OF PHILOSOPHY

IN

CRIMINOLOGY AND CRIMINAL JUSTICE

Arizona State University
Student Handbook
2007

Arizona State University
College of Human Services
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OVERVIEW OF THE PhD PROGRAM

The School of Criminology and Criminal Justice at Arizona State University offers a program of coursework and research leading to the Ph.D. in Criminology and Criminal Justice. This program emphasizes criminal justice theory, research, and policy. The program is designed to produce highly skilled criminology and criminal justice faculty and agency researchers and administrators.

The Ph.D. program in criminology and criminal justice is organized around five components: (1) a core of required courses in theory and research on crime and the criminal justice system; (2) a core of required courses on research methods and analytical techniques; (3) elective courses in criminology, criminal justice and related fields; (4) a comprehensive examination; and (5) a dissertation. A *minimum* of 84 credit hours are required to complete the degree. This includes a minimum of 72 hours of coursework and 12 hours of dissertation. A maximum of 30 hours of course work from a previously awarded master's degree or juris doctor degree may, with the approval of the supervisory committee, be applied toward the doctoral program of study

The theory and research on crime and criminal justice core includes two required courses: Seminar on Criminological Theory and Seminar on Criminal Justice Policies and Practices. The research methods and analytical techniques core includes three required courses: Advanced Research Design; Advanced Statistical Analysis; and Special Problems in Quantitative Methods. Elective courses may include graduate courses in criminology and criminal justice and related disciplines (e.g., sociology, political science, public administration, psychology). Students will take a comprehensive examination and will write a dissertation that reflects original scholarship and contributes to the body of knowledge on in criminology and criminal justice.

ADMISSION REQUIREMENTS

Admission to the program is governed by the requirements specified by the Graduate College at Arizona State University. In addition to the basic requirements established by the Graduate College, the School of Criminology and Criminal Justice requires the following:

- An earned Master's degree or a juris doctor degree from an accredited institution. The Master's degree may be a degree in criminal justice, criminology, or another field (e.g., sociology, political science, history, social work, public administration, psychology, or philosophy).
- Outstanding students with a baccalaureate degree may be admitted directly into the Ph.D. program. These students' work will be reviewed after completion of 30 hours of graduate coursework. Students whose work passes the review are awarded the Master of Arts in Passing.
- The applicant's scores on the Graduate Record Examination (GRE).
- Two letters of reference from faculty members or others qualified to evaluate the applicant's academic potential for doctoral study.
- A resume.
- A personal statement, not exceeding five pages, that describes the applicant's prior education, relevant professional experience, and career goals, and that explains how the Ph.D. in Criminology and Criminal Justice will help the applicant attain his/her career goals. The statement should explicitly explain how the student's plans are consistent with the role and mission of the School of Criminology and Criminal Justice at ASU.
- Applicants who wish to apply for a graduate assistantship must also submit the School's application for a graduate assistantship.
- International students seeking admission to the program must meet ASU Graduate Faculty requirements governing the admission of international students, which can be found at <http://www.asu.edu/graduate/admissions/international.html>.

The deadline for submission of all application materials for the PhD program is February 1. The School's Graduate Admissions Committee will make recommendations for student admissions in March. Newly admitted students will begin taking courses in the fall semester of each year. If more students than the School can reasonably handle apply for admission in any given year, the Committee will admit those most qualified.

SUPERVISORY COMMITTEE, PROGRAM OF STUDY AND TIME LIMIT FOR DEGREE

Graduate Supervisory Committee

During the spring semester of the first year of doctoral coursework, each student forms a graduate supervisory committee, composed of a chair and three members. The Chair and two of the three members of the committee must be faculty members in the School of Criminology and Criminal Justice. The third member will be a faculty member in another discipline at ASU. In addition, the Chair must be a faculty member who has been endorsed to chair doctoral supervisory committees. The purpose of the supervisory committee is to advise the student on the program of study, monitor the student's progress in the program, and conduct the student's annual evaluation. If there is a change in the composition of the supervisory committee, the student must notify the Graduate College using the "Graduate Supervisory Committee Change Form."

Program of Study

Within one month of its appointment, the supervisory committee meets to approve the Program of Study (POS) for the doctoral degree. Following approval of the POS, the student files the official "Interactive Program of Study." This document, which must be submitted online, lists all course work that will be used to meet the requirements of the Ph.D. degree. Any change in the program of study must be approved by the supervisory committee. Changes are reported to the Graduate Section of the Registrar's Office using the "Petition for Course Changes to the Graduate Program of Study" form.

During each subsequent spring semester, the supervisory committee meets with the student to review the student's progress toward the degree. The student prepares an annual review that summarizes his/her progress toward the degree, as well as accomplishments in teaching, research, and service. The student provides a copy of the report to all committee members prior to the meeting. The supervisory committee's assessment of the student's progress is presented to the School's Graduate Committee for review.

Filing the Interactive Program of Study (iPOS)

To access the Interactive Program of Study (iPOS), please follow the steps listed below.

1. Point your web browser to <http://my.asu.edu>.
2. Enter your asurite id and password and click the Log in button.
3. Upon successfully logging in, click on the Graduate Studies tab.
4. Click on the Interactive Program of Study.

5. Follow the online instructions, being certain to click **Save and Continue** after entering information on each page.

Note: If the Graduate Studies tab does not appear on your view of the my ASU portal, you may also access the iPOS by logging into ASU Interactive at www.asu.edu/interactive and then clicking on the “File Your Graduate Program of Study” link.

Please contact the Graduate College Office or Kathleen Rietdorf, the School’s graduate administrative assistant, with any questions. The Graduate College phone number is **(480) 965-3521**. The phone number for Ms. Rietdorf is **(602) 543-6225**.

Maximum Time Limit

Doctoral students must complete all program requirements within a ten-year period. The ten-year period starts with the initial enrollment into the doctoral program. In addition, the student must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Any exception must be approved by the supervisory committee and the dean of the Graduate College and ordinarily involves repetition of the comprehensive examinations.

RESIDENCE REQUIREMENT & CONTINUOUS ENROLLMENT

Residence Requirement

The period spent in residence after admission to a doctoral program provides an opportunity for students to avail themselves of university resources and to interact fully with faculty and fellow students. For the Ph.D. degree, the residence requirement is full-time enrollment at ASU for two consecutive semesters, not including summer sessions.

Continuous Enrollment in a Doctoral Degree Program

Once admitted to a doctoral degree program, the student is expected to be enrolled continuously, excluding summer sessions, until all requirements for the degree have been fulfilled. Students must be enrolled in courses that meet the program requirements, which may include coursework, 792 Research, or 799 Dissertation. Credits that do not meet program requirements will not count toward continuous enrollment. If no additional credit is required toward the doctoral degree, the student may enroll for 695 or 795 Continuing Registration. Continuing Registration does not carry credit; no grade is given.

If a program of study must be interrupted for one semester, the student may apply for leave status. However, this leave status cannot exceed one semester. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the dean of the Graduate College. This request must be filed and approved before the anticipated absence. A student on leave is not required to pay fees, but is not permitted to place any demands on university faculty or use any university facilities. A student who interrupts a program of study without obtaining leave status may be removed automatically by the Graduate College, under the assumption that the student has decided to discontinue the program. A student removed by the Graduate College for this reason may reapply for admission; the application is considered along with all other new applications to the degree program.

REQUIRED AND ELECTIVE COURSEWORK

The Ph.D. in Criminology and Criminal Justice requires a minimum of 84 hours of graduate course work beyond the baccalaureate. Each student is required to complete course work in two core areas. This includes 6 hours of course work in theory and research on crime and the criminal justice system and 9 hours of course work on research methods and analytical techniques. Elective courses comprise the remainder of the course work required for the Ph.D. All students must demonstrate proficiency in research and methodological skills. There is no language requirement.

The following section gives the details of course work for the Ph.D in criminology and criminal justice:

Required Courses (15 hours)

Core Area I: Theory and Research on Crime and the Criminal Justice System (6 hours)

CRJ 601	Seminar on Criminological Theory
CRJ 602	Seminar on Criminal Justice Policies and Practices

Core Area II: Research Methods and Analytical Techniques (9 hours)

CRJ 603	Advanced Research Design
CRJ 604	Advanced Statistical Analysis
CRJ 605	Special Problems in Quantitative Methods

Elective Courses and Research (27 hours)

In consultation with the supervisory committee, students will select a minimum of 27 hours of elective course work; this may include a maximum of 12 hours of CRJ 792 (Research). Elective course work may include courses offered by the School of Criminology and Criminal Justice and courses offered by other schools/departments at ASU. Students may take either 500-level or 600-level courses.

Courses Offered by the School of Criminology and Criminal Justice

CRJ 510	Criminal Justice Planning and Program Evaluation
CRJ 511	Applied Data Analysis in Criminal Justice
CRJ 512	Seminar on Policing
CRJ 513	Seminar on Courts and Sentencing
CRJ 514	Seminar in Corrections
CRJ 515	Seminar on Women and Crime
CRJ 516	Seminar in Criminal Justice Organization and Management
CRJ 517	Seminar on Juvenile Delinquency and Juvenile Justice
CRJ 518	Seminar on Race/Ethnicity, Crime and Justice

CRJ 519	Seminar on Victimization
CRJ 520	Seminar on Violent Crime and Criminal Behavior
CRJ 521	Seminar on the Nature of Crime
CRJ 522	Seminar on Gangs and Crime
CRJ 523	Seminar on Criminal Justice Ethics
CRJ 524	Seminar on Philosophy of Justice
CRJ 525	Seminar on Life Course Criminology
CRJ 598	Special Topics on Crime and Criminal Justice
CRJ 606	Advanced Topics in Theoretical Criminology
CRJ 607	Advanced Topics in Policing
CRJ 608	Advanced Topics in Courts and Sentencing
CRJ 609	Advanced Topics in Corrections
CRJ 610	Advanced Topics in Juvenile Justice
CRJ 611	Advanced Topics in Crime and Victimization
CRJ 612	Advanced Topics in Race, Gender, Class and Justice
CRJ 613	Qualitative Methods
CRJ 792	Research

Courses Offered by Other Schools/Departments at ASU

The supervisory committee will encourage students to think creatively about course work in other disciplines that will enable them to develop their research interests.

Dissertation (12 hours)

CRJ 799	Dissertation
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SUMMARY OF MINIMUM REQUIREMENTS

Core Area I = 6 hours

Core Area II = 9 hours

Specialty Area/Electives = 57 hours (may include 30 hours of course work for master's degree)

Dissertation = 12 hours

Minimum Total Hours Beyond Bachelor's Degree = 84

DESCRIPTION OF GRADUATE COURSES

Descriptions of graduate courses offered by the School of Criminology and Criminal Justice are provided below. Additional information regarding the course syllabus and course requirements can be obtained from faculty members assigned to teach the course.

Required Courses

CRJ 601 (3 hrs) Seminar on Criminological Theory. This course will consider historical and contemporary explanations of crime and criminal behavior. Theories covered include strain, control, cultural, labeling, conflict, as well as more recent attempts at theoretical integration and multidisciplinary integration.

CRJ 602 (3 hrs) Seminar on Criminal Justice Policies and Practices. This course will provide students with a critical understanding of responses to crime and the operation of the criminal justice system. Particular emphasis is placed on theory and research on the effectiveness of the policies and practices of the principal institutions of the criminal justice system - the police, courts, corrections, and the juvenile justice system. Additionally, philosophical and practical matters pertaining to justice and fairness in the administration of the criminal law are explored.

CRJ 603 (3 hrs) Advanced Research Design. This course will expose students to advanced topics in research design and methodology in preparation for writing the doctoral dissertation. The course will center on various research methods to address the primary research problems in the study of crime, law, criminal justice, and the impact of the criminal justice system.

CRJ 604 (3 hrs) Advanced Statistical Analysis. This course will instruct students on the use and application of advanced statistical techniques and software. Topics include: factor analysis, binary, multinomial, and ordinal logistic regression, Poisson and negative binomial models, Tobit models, and advanced OLS estimation strategies and post-estimation diagnostics.

CRJ 605 (3 hrs) Special Problems in Quantitative Methods. This course will explore advanced techniques of statistical analysis within the field of criminal justice. Topics may include: time-series analysis, structural equation modeling, hierarchical linear modeling, group-based trajectory models, structural equation models, instrumental variables, propensity score matching, and other advanced topics. It assumes that students have taken courses in basic descriptive and inferential statistics and advanced multivariate analysis of variance and regression.

Elective Courses

The following courses are electives. Students in consultation with their supervisory committees can apply up to 6 credit hours of graduate work from other ASU or non-ASU graduate programs (Refer to the transfer of credit policy discussed later in this manual for specific criteria).

CRJ 501 (3 hrs) Seminar in Criminal Justice. An overview of the American Criminal Justice System with emphasis on policy issues in police, courts, sentencing, corrections, and the juvenile justice system.

CRJ 502 (3 hrs) Seminar in Criminology. Theory and research on the nature, causes and prediction of criminal behavior and criminal careers.

CRJ 503 (3 hrs) Research Methods in Criminal Justice. An introduction to data analysis and an overview of research methods used in social science research, including experimental design, survey research, field research, and evaluation research.

CRJ 504 (3 hrs) Statistical Tools for Criminal Justice. This course focuses on essential statistical analysis that can be used by persons working in criminal justice and related agencies.

CRJ 510 (3 hrs) Criminal Justice Planning and Program Evaluation. This course examines the application of alternative models of strategic planning to the criminal justice system and covers methods of evaluating criminal justice policies and practices.

CRJ 511 (3 hrs) Applied Data Analysis in Criminal Justice. This course examines a variety of tools used in the analysis of criminal justice data including GIS mapping.

CRJ 512 (3 hrs) Seminar in Policing. Review of research on policing and police organizations. Seminar examines research on police strategies and practices designed to address crime.

CRJ 513 (3 hrs) Courts and Sentencing. An overview of theoretical perspectives and research on the courts, with a focus on prosecutorial and judicial decision making.

CRJ 514 (3 hrs) Seminar in Corrections. Theory, research, and policy issues regarding community based and institutional correction programs.

CRJ 515 (3 hrs) Seminar on Women and Crime. Introduces students to issues regarding women and the criminal justice system, focusing on their roles as offenders, victims, and professionals.

CRJ 516 (3 hrs) Seminar in Criminal Justice Organization and Management. Graduate level review of policing and police organizations. Seminar examines research on police strategies and practices designed to address crime.

CRJ 517 (3 hrs) Seminar on Juvenile Delinquency and Juvenile Justice. This course will examine patterns and correlates of delinquency within the context of foundations and contemporary theories of delinquency. The response of the juvenile justice system also will be reviewed.

CRJ 518 (3 hrs) Seminar on Race/Ethnicity, Crime and Justice. Theoretical perspectives and

research on the overrepresentation of racial minorities as victims, offenders, and defendants in the criminal justice system.

CRJ 519 (3 hrs) Seminar on Victimization. Theory and research concerning victimization and consequences for victims, society, and the justice system. Effective responses to victims' post-crime needs.

CRJ 520 (3 hrs) Seminar on Violent Crime. Examination of patterns/correlates of violent crime as well as prevention strategies and policy implications.

CRJ 521 (3 hrs) Seminar on the Nature of Crime. Examination of patterns/correlates of crime at individual, situations, and aggregate levels. Topics include defining crime, offending topologies, and criminal careers.

CRJ 522 (3 hrs) Seminar on Gangs and Crime. Theoretical perspectives and research on gangs and crime, and on the role of the community and the criminal justice system in causes and control.

CRJ 524 (3 hrs) Seminar on Punishment and Society. This course will examine the fundamental philosophical principles of justice and punishment. A comparative and historical perspective will be included.

CRJ 525 (3 hrs) Seminar on Life-Course Criminology. This course will provide an intensive examination of life-course explanations of crime, the life course perspective as a theoretical orientation, and research methods used in life-course research.

CRJ 590 (3 hrs) Reading and Conference._ This is an independent-study course designed to cover the major issues related to a subject of the student's choice.

CRJ 598 (3 hrs) Special Topics in Criminal Justice. Topics may include restorative justice, drugs and crime, community policing, community corrections, crime prevention, and legal issues.

CRJ 606 (3 hrs) Advanced Topics in Theoretical Criminology. This course will focus on criminological theory construction, historical and contemporary theoretical debates within criminology, theory testing, empirical support for theories, and theoretical integration.

CRJ 607 (3 hrs) Advanced Topics in Policing. This seminar is designed to cover the major issues related to policing and police organizations in the United States. The principal focus will be on policing and police organizations in large cities, with a focus on police organizational structure, police culture, police organizational environment, police decision making and change in the police organization.

CRJ 608 (3 hrs) Advanced Topics in Courts and Sentencing. This course will focus on the structure, organization, and operation of the state and federal court systems in the United States. The purpose of the course is to survey recent research on the dynamics of courthouse justice--charging, plea bargaining, bail decision making, jury decision making and sentencing. The course also will examine research assessing the impact of recent reforms directed at the criminal court system.

CRJ 609 (3 hrs) Advanced Topics in Corrections. This seminar will provide a critical examination of the theoretical framework underpinning current correctional policy (institutional and community-based), as well as advanced, in-depth analyses of contemporary issues surrounding corrections.

CRJ 610 (3 hrs) Advanced Topics in Juvenile Justice. This advanced course in juvenile justice will examine the meaning of the concept of juvenile delinquency as a separate entity in the criminal justice system. Course content will consider the relationship between social attitudes and definitions of youthful law violation, and review studies on various forms of delinquency, such as drug offenses, sex delinquency, and status offenders. Students will also focus on the internal workings of the juvenile justice system.

CRJ 611 (3 hrs) Advanced Topics in Crime and Victimization. This course will examine research on criminal offending and victimization, focusing on the correlates of offending and victimization, risk and protective factors, and policies designed to reduce the impact of crime on victims.

CRJ 612 (3 hrs) Advanced Topics in Race/Gender and Crime and Justice. This course will examine the interrelationships among race/ethnicity, gender, crime and the criminal justice system. It will focus on theoretical perspectives and empirical research on racial minorities and women as victims, offenders, and criminal justice professionals.

CRJ 613 (3 hrs) Qualitative Methods. This course will provide students with an examination of the design, execution and write-up of qualitative research. Methods of data collection including participant-observation, ethnography, and interviewing will be discussed.

CRJ 792 (1-12 hrs) Research. Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project, such as a dissertation, report, or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript.

RECOMMENDED COURSE LOAD

The course load is determined by the supervisory committee but is not to exceed 15 semester hours of credit during the fall and spring semesters. Refer to the latest Summer Sessions Bulletin for course load limits for five-week and eight-week sessions. An audited course is counted in the student's maximum load.

All teaching and research assistants and associates must enroll for a minimum of six semester hours during each semester (fall and spring) of their appointment. The six hours cannot include audit enrollment. Enrollment in continuing registration (595, 695, or 795) does not fulfill the six-hour requirement. A half-time (50 percent) teaching and research assistant or associate working 20 clock hours per week may not register for more than 12 semester hours of course work each semester; a third-time (33 percent) assistant or associate for more than 13 semester hours; and a quarter-time (25 percent) assistant or associate for more than 15 semester hours.

All graduate students doing research; working on theses or dissertations; taking comprehensive, Graduate Foreign Language, or final examinations; or using university facilities or faculty time must be registered for a minimum of one semester hour of credit (not audit) that appears on the program of study or is an appropriate graduate-level course, such as 595, 695, or 795 Continuing Registration.

Enrollment Verification Guidelines

Enrollment Verification Guidelines for Graduate Students

	Full Time	Half Time	Less Than Half Time
Regular semester			
Graduate	9 or more hours	5–8 hours	4 or fewer hours
Graduate assistant*	6 or more hours	—	—
Five-week summer session			
Graduate	3 or more hours	2 hours	1 hour
Graduate assistant*	2 or more hours	1 hour	—
Eight-week summer session			
Graduate	5 or more hours	3–4 hours	2 or fewer hours

* For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching assistants, research assistants, teaching associates, and research associates.

COMPREHENSIVE EXAMINATION AND ADMISSION TO CANDIDACY

Comprehensive Examination

The comprehensive examination serves two purposes. It is used to assess the student's ability to integrate and synthesize core knowledge in the field and to determine the student's preparation and readiness for dissertation research.

Students who have completed all of the course work in the two core areas and at least 12 hours of elective course work may, with the approval of their supervisory committee, request permission to take the comprehensive examination. Ordinarily, students will not take comprehensive exams until the spring of the 2nd year or the fall of the 3rd year. Once the committee has given its approval, the student files the "Application for the Comprehensive Examination" form. A faculty committee composed of three faculty members in the School of Criminology and Criminal Justice administers the comprehensive examination each spring and fall.

The comprehensive examination consists of two parts, both of which must be taken at the same time (that is, both parts must be taken in the same semester). The first part focuses on theories of crime and criminality and the second part focuses on the operation of the criminal justice system. For each part of the examination, students are expected to integrate theory and methods into the substantive literature. Students will take both exams—each of which is an eight-hour, on-campus examination without access to notes—during the scheduled exam week during the fall or spring semester. This typically will be the third week of the semester. Comprehensive exams are not given during the summer.

A majority of the committee members must deem the student's performance to be acceptable on each part of the exam for the student to pass the comprehensive exam. Failure of the comprehensive examination is considered final unless the examining committee and the Director of the School of Criminology and Criminal Justice recommend, and the Dean of the Graduate College approves, a reexamination. A student who fails both parts of the examination will be required to retake both parts; a student who fails one part of the examination but passes the other will be required to retake only the part of the examination that he/she failed. The exam may be retaken during the next regularly scheduled exam week; the exam must be retaken no later than one year after the original exam. Failure of the comprehensive exam a second time will result in dismissal from the program.

Admission to Candidacy

The Dean of the Graduate College admits the student to candidacy. A letter admitting the student to candidacy is sent when the College receives the "Report of Doctoral Comprehensive

Examinations and Approval of the Ph.D. Prospectus” form indicating when the student completed the examination. Ph.D. students must pass the examinations and defend the dissertation prospectus before admission to candidacy. Following the semester in which they are admitted to candidacy, Ph.D. students must enroll for a minimum of 12 hours of either of the following courses: 792 research credit, 799 dissertation credit, or a combination of both in subsequent semesters.

QUALITY OF WORK STANDARDS

To be eligible for a degree in the Division of Graduate Studies, a student must achieve two GPA's of 3.0 or higher. The first GPA is based on all courses numbered 500 or higher that appear on the transcript. The second GPA is based on all courses that appear on the program of study (with the exception of transfer and law credits).

The School of Criminology and Criminal Justice requires doctoral students to obtain a grade of at least B in all of the required courses in the two core areas. Students may retake any course, including the required courses, but all grades remain on the transcript and are included in GPA calculations.

Academic excellence is expected of students in the PhD program. Upon recommendation of the School's Director, the Dean of the Graduate College can withdraw a student who is not making satisfactory progress.

DISSERTATION

A 12-credit-hour dissertation is required of all students. The dissertation must reflect original scholarship and contribute to the body of knowledge on criminal justice. The dissertation topic must be approved by the student's supervisory committee. The dissertation prospectus and the dissertation itself must be approved by the supervisory committee.

Dissertation Seminars

Every fall and spring semester, Student Academic Services (SAS) from the Graduate College presents a seminar at both the Tempe and Polytechnic campuses for ASU graduate students specifically addressing the thesis/dissertation format approval process and preparation for graduation. The seminar also presents information for students at all stages of their graduate career and gives an overview of services provided by SAS to help students along the pathway to graduation. Doctoral students are encouraged to attend.

Writing the Dissertation: Style Guides

In writing the dissertation, students must follow the formatting guidelines in the Format Manual prepared by the Graduate College (available online at http://www.asu.edu/graduate/formatmanual/FormatManual2007_web.pdf). See also "Frequently Asked Questions: Theses and Dissertations" available at <http://www.asu.edu/graduate/format/FMfaqs.html>. Students in the School of Criminology and Criminal Justice may use the APA style guide or the style used by the journal *Criminology*. Students who choose to follow *Criminology's* style must submit a copy of an article that includes all elements used in the dissertation so that the document can be checked accordingly. They should also include *Criminology's* author guidelines.

Research Involving Human Subjects

Dissertations that make use of research involving human subjects must include a statement indicating that the research has been approved by the University Human Subjects Institutional Review Board (IRB). Research involving human subjects concerns the collection of data on subjects whose performance of any activity is required for the purpose of compiling data. This includes data obtained by observation, interview, questionnaire, experiment, or a secondary source. Applications for IRB approval must be submitted before data collection or recruitment of subjects is initiated.

The Dissertation Topic

When the student is ready to begin his/her dissertation, he/she schedules a meeting with the supervisory committee to approve the dissertation topic and the general research design and methodology that will be used to address the topic. Following this meeting, the student submits the "Approval of Dissertation Topic" form to the School's Director of Graduate Programs.

The Dissertation Prospectus

After the dissertation topic has been approved, the student presents a prospectus of the dissertation to the supervisory committee for its approval. The prospectus will consist of: (1) a statement of the problem; (2) a comprehensive literature review; and (3) a detailed discussion of the research design/methodology. The prospectus should be given to committee members for review at least two weeks prior to the prospectus defense.

The student will meet with the supervisory committee for a formal defense of the prospectus. All members of the committee will read the prospectus and attend the defense. Because preparation of the prospectus will involve extensive work, the student is encouraged to meet informally with members of the committee in advance of the defense. The committee can either approve the prospectus as submitted or require the student to make revisions prior to approval. Upon approval, the chair of the supervisory committee files the "Approval of Dissertation Prospectus" form with the School's Graduate Director. The student submits the "Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus" form, which is signed by all members of the comprehensive examination committee and by all members of the supervisory committee. The Graduate College then sends the student a letter admitting the student to candidacy.

Significant changes in an approved prospectus will require the preparation of a formal prospectus addendum and subsequent review and approval by the dissertation committee.

Submitting the Dissertation for Review by the Graduate College

When the Chair of the Supervisory Committee believes that the student has produced a complete, defense-ready draft of the dissertations, the student submits an unbound, one-sided, standard print quality document to the Graduate College for review. The following requirements must be met before the document is submitted for review:

- The approved Program of Study is on file;

- The supervisory committee has been approved by the Graduate College;
- Both comprehensive examinations have been passed, the prospectus has been approved, the appropriate paperwork has been submitted to the Graduate College, and the student has been admitted to candidacy;
- The student must be enrolled for at least one credit hour that appears on the Program of Study, or one hour of appropriate graduate level credit, during the semester or summer session in which the defense will take place;
- The student has a completed “Format Approval Sheet” signed by the chair of the supervisory committee indicating that that *Format Manual* and the student’s selected style guide have been followed;
- The student has a completed “Doctoral Defense Schedule Form,” which must be signed by the chair of the supervisory committee.

All of the required forms mentioned in the *Format Manual* are available online at www.asu.edu/graduate/forms or from the Graduate College. When submitting for format review, the student must turn in all forms and the dissertation at least 10 working days before the anticipated date of the dissertation defense. A ten working-day calendar for submitting dissertations can be found on the Graduate College website.

At the time of submission for format review, the student should also submit a *Survey of Earned Doctorates* (available at www.asu.edu/graduate/forms or from the Graduate College). After all of these items have been collected and all necessary requirements have been checked by a Graduate College staff member, the dissertation will be released to a format advisor for review.

A format advisor checks the dissertation against the *Format Manual* and the selected style guide or journal. The student will be contacted via email upon completion of the review. Most students will be required to make some corrections, which will be indicated on the Formal Approval Sheet and the actual document pages. Students will then resubmit either a full document or selected pages. The approval page must be corrected and approved for format prior to the oral defense. The student must have final formal approval before the dean’s signature can be obtained on the approval page.

FINAL ORAL EXAMINATION

The final examination is oral. The student must take the final oral examination in defense of the dissertation within *five years* after passing comprehensive examinations. Any exception to this must be approved by the supervisory committee and the dean of the Graduate College, and ordinarily involves repetition of the comprehensive examination.

The oral defense is open to all members of the university community. The oral defense engages the supervisory committee and the student in a critical, analytical discussion of the research and findings of the study, as well as a review of the relation of the dissertation to the specialized field in which it lies. An announcement of the dissertation defense must be posted in prominent places in the School of Criminology and Criminal Justice. Committee deliberations and the final vote are conducted in closed session.

The oral defense is given by the supervisory committee after the dissertation has been approved by the committee chair and the formal defense of the dissertation has been approved by the Graduate College. In general, it is expected that oral defenses will be held on the ASU campus during regular business hours. All members of the student's approved supervisory committee must attend the oral defense. (When there are sound educational reasons for holding a defense under different circumstances, the student should contact the Graduate College for approval prior to scheduling the defense.)

Prior to the examination, the Graduate College sends the chair of the supervisory committee the "Report for Doctoral Dissertation Defense" (i.e., the pass/fail form) form. The student is responsible for bringing a clean copy of the correctly formatted approval page to the defense for the committee members to sign.

After a successful defense of the dissertation, the student receives the signed approval page and a signed pass/fail form. The student takes these pages to the Director of the School for his/her signature. If the previously approved title and/or abstract changes based on committee recommendation after the defense, the student must submit the revised title and approval pages and/or the abstract for an additional format review before the dean's signature can be obtained.

Once all formatting corrections have been made satisfactorily, the format advisor gives final formal approval to the document. The student then takes the original, signed approval page and the pass/fail report to Administration Building B-wing, Room 170 to obtain the Dean of the Graduate College's signature. There is a minimum 24-hour turnaround for the dean's signature. Once the dean has signed the forms, the Graduate college provides the student with four copies of the signed approval page to take to the ASU Bookstore.

The student submits two complete copies of the dissertation to the ASU Bookstore for

binding, along with the associated signed forms and appropriate payment. Please contact the ASU Bookstore for specific information. The phone number is (480) 965-7928. You can also reach the information desk at (480) 965-3191 or customer service at (480) 965-4170. The ASU Bookstore's website is bookstore.asu.edu. In addition, the student is expected to provide a bound copy to the chair of the supervisory committee and to the School of Criminology and Criminal Justice.

SUMMARY: STEPS IN THE PROCESS

1. Student is admitted to Ph.D. program during the spring semester and begins coursework during the fall semester of the academic year.
2. During the spring semester of the first year, the student establishes a supervisory committee, composed of a chair and three members (at least one of whom must be a faculty member in another discipline at ASU).
3. Within one month of the appointment of the supervisory committee, the committee meets to approve the student's Program of Study (POS). Following the approval of the POS, the student files (online) the "Interactive Program of Study."
 - NOTE: The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
 - NOTE: Once admitted, students must be continuously enrolled, excluding summer sessions, until all requirements have been fulfilled.
4. During the spring semester of each year, the supervisory committee meets to review the student's progress toward the degree. The student prepares an "Annual Report" and distributes this report to committee members prior to the meeting.
 - NOTE: The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
5. After completion of all of the required course work in the two core areas and at least 12 hours of elective coursework, the student is eligible to take comprehensive examinations.
 - NOTE: The student must take the final oral defense on the dissertation within five years of passing comprehensive examinations.
6. After passing comprehensive examinations, the student begins work on the dissertation. The supervisory committee meets to approve the dissertation topic; the student submits the signed "Approval of Dissertation Topic" form to the School's Graduate Director.
 - NOTE: The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
7. The supervisory committee meets to approve the dissertation prospectus; the student submits the signed "Approval of Dissertation Prospectus" form to the School's Graduate Director.
 - NOTE: The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.
8. After the dissertation prospectus has been approved, the student is admitted to candidacy.

The student submits the “Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus” form, which is signed by all members of the comprehensive examination committee and by all members of the supervisory committee. The Graduate College sends the student a letter admitting the student to candidacy.

9. When the chair of the supervisory committee believes that the student has produced a complete, defense-ready draft of the dissertation, the student submits a preliminary copy of the dissertation and abstract to the members of the supervisory committee. The student also submits an unbound, one-sided, standard print quality document to the Graduate College for format review.

--NOTE: The student must provide committee members with the preliminary copy of the dissertation and abstract at least 10 working days before the anticipated date of the final oral examination.

--NOTE: The student must submit all of the required forms and the dissertation to the Graduate College at least 10 working days before the anticipated date of the final oral examination.

10. The final oral examination, which is open to all members of the university community, is held.

--NOTE: The student is responsible for setting up the meeting and for communicating the date/time/place of the meeting to committee members.

11. After passing the final oral examination, the student receives the signed approval page and a signed pass/fail form. The student then obtains the signatures of the Director of the School and the Dean of the Graduate College. The student submits two complete copies of the dissertation to the ASU Bookstore for binding. The student also provides his/her committee chair and the School of Criminology and Criminal Justice with a bound copy of the dissertation.

EXPECTATIONS FOR GRADUATE ASSISTANTS

Graduate teaching and research assistants/associates (TAs and RAs, respectively) are full-time graduate students, admitted to a degree program, appointed on a part-time basis by Arizona State University (ASU) who must be enrolled for at least 6 hours of appropriate credit during each Fall and Spring semester during the appointment. Federal tax law considers TAs/RAs to be full-time students carrying out duties that enhance their professional development, under the guidance of a faculty mentor, for which they are paid a compensatory stipend. Following Arizona Board of Regents' policy, work that is primarily clerical or other work not associated with teaching or research is not appropriate for TAs and RAs.

There are two assistantship categories:

Teaching Assistants (TAs) have a primary responsibility in an instructional capacity. Services provided by a graduate teaching assistant may include lecturing, leading discussion groups, serving as assistants to laboratory classes, grading tests and papers, and assisting with the management of internet courses.

Research Assistants (RAs) are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members.

Detailed information about teaching and research assistantships can be found in the TA/RA Handbook, available online at <http://www.asu.edu/graduate/TARAhandbook/index.html>.

Policies and Procedures for RAs in the School of Criminology and Criminal Justice

1. Ph.D. graduate research assistants in the School of Criminology and Criminal Justice will be assigned to faculty members with on-going research projects. Faculty members will be required to describe, in writing, the project(s) on which the student will be utilized, as well as the duties that will be assigned to the student.
2. Research assistants will be expected to play a major role in the development and implementation of the research project(s). In compliance with policies articulated by the Graduate College, research assistants "should not be utilized solely for clerical duties."
3. Research assignments should lead to the preparation of papers to be presented at conferences and submitted for publication. Each student with a research assignment will be expected to prepare (either as the sole author or as a co-author) a minimum of one paper for presentation at a criminal justice conference during his/her career as a doctoral student. Each student will be encouraged to submit one paper to a refereed journal.
4. Where appropriate, students with research assignments should be involved in

development of proposals for external funding.

5. The research assignment should prepare the student for researching/writing the dissertation. The student should be assigned a variety of research tasks (developing procedures for selecting a sample, designing data collection instruments, collecting data, conducting interviews, entering/cleaning data, analyzing data, writing research results). Ideally, the student will utilize the data collected for the research project for his/her dissertation.

Policies and Procedures for TAs in the School of Criminology and Criminal Justice

1. There is an expectation that all doctoral students with graduate assistantships will serve as Teaching Assistants or Teaching Associates for at least two semesters.
 - A graduate teaching assistant is a graduate student appointed part-time by the university whose primary responsibility is in an instructional capacity. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.
 - A graduate teaching associate is a graduate student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibility is in an instructional capacity and who holds a master's degree or its equivalent. The roles of the teaching associate are similar to those of the teaching assistant, but may differ in terms of responsibilities (e.g., course level). Students who have completed a master's degree or its equivalent (30 hours of graduate work) may be considered for appointment as a teaching associate.
2. All new TAs are required by the university and the Arizona Board of Regents to attend the New TA Orientation conducted each semester by the Graduate College. Additional professional development forums are held during the academic year, and TAs are encouraged to participate (www.asu.edu/graduate/professionaldevelopment). Students who fail to attend the mandated orientation may be ineligible for reappointment.
3. Students will spend at least one semester as a teaching assistant prior to their appointment as a teaching associate. Generally, the courses that each student teaches as a teaching associate will be the courses for which he/she served as a teaching assistant.
4. Students with appointments as teaching associates will teach no more than two courses per semester.

TENTATIVE SCHEDULE OF GRADUATE COURSES

2008-1010

Fall 2008-2009

Required Course

CRJ 601 Seminar on Criminological Theory

Elective Courses

CRJ 501 Seminar on the Criminal Justice System

CRJ 503 Research Methods

CRJ 505 Theory and Practice in Criminal Justice (Capstone course for MACJ students)

CRJ 510 Seminar on Criminal Justice Planning and Evaluation

CRJ 512 Seminar in Policing

CRJ 519 Seminar on Victimization

CRJ 608 Advanced Topics in Courts and Sentencing

CRJ 613 Qualitative Methods

Spring 2008-2009

Required Course

CRJ 603 Advanced Research Design

Elective Courses

CRJ 502 Seminar on Criminology

CRJ 504 Statistical Tools for Criminal Justice

CRJ 505 Theory and Practice in Criminal Justice (Capstone course for MACJ students)

CRJ 520 Seminar on Violent Crime

CRJ 522 Seminar on Gangs and Crime

CRJ 524 Seminar on Punishment and Society

CRJ 606 Advanced Topics in Criminology

CRJ 610 Advanced Topics in Juvenile Justice

Fall 2009-2010

Required Courses

- CRJ 602 Seminar on Criminal Justice Policies and Practices
- CRJ 604 Advanced Statistics

Elective Courses

- CRJ 501 Seminar on the Criminal Justice System
- CRJ 503 Research Methods
- CRJ 505 Theory and Practice in Criminal Justice (Capstone course for MACJ students)
- CRJ 513 Seminar on Courts and Sentencing
- CRJ 514 Seminar on Corrections
- CRJ 511 Applied Data Analysis
- CRJ 607 Advanced Topics in Policing
- CRJ 611 Advanced Topics in Crime and Victimization

Spring 2009-2010

Required Course

- CRJ 605 Special Problems in Quantitative Methods

Elective Courses

- CRJ 502 Seminar on Criminology
- CRJ 504 Statistical Tools for Criminal Justice
- CRJ 505 Theory and Practice in Criminal Justice (Capstone course for MACJ students)
- CRJ 516 Seminar on Criminal Justice Organization and Management
- CRJ 515 Seminar on Women and Crime
- CRJ 525 Seminar on Life-Course Criminology
- CRJ 609 Advanced Topics in Corrections
- CRJ 612 Advanced Topics in Race/Ethnicity, Gender and Crime