

DOCTORAL STUDENT HANDBOOK 2013-2014

Doctor of Philosophy Major in Criminal Justice

**Doctoral Program Director:
Mark C. Stafford, Ph.D.**



Texas State University-San Marcos is a member of the Texas State University System

Table of Contents

| | |
|---|----|
| Greetings from the Director and Doctoral Program Director | 3 |
| Admission Policies..... | 4 |
| Application Procedures | 4 |
| Program Goal | 5 |
| Other Goals | 5 |
| Doctoral Faculty..... | 5 |
| Criminal Justice Doctoral Courses..... | 6 |
| Course Requirements | 11 |
| Residency Requirement | 12 |
| Comprehensive Examination | 12 |
| Advancement to Candidacy | 13 |
| Selecting a Dissertation Committee..... | 14 |
| Dissertation | 14 |
| Important Deadlines | 15 |
| School of Criminal Justice Faculty | 16 |
| School of Criminal Justice Staff | 16 |
| Helpful Links and Information | 17 |
| 99-Hour Rule..... | 18 |
| Policies..... | 20 |
| Appendix A – Advising Checklist..... | 22 |

Greetings from the Director of the School of Criminal Justice

It is my pleasure to welcome you to the Ph.D. program in the School of Criminal Justice at Texas State University. Established in 2009, it quickly has filled with a large number of excellent students, both full-time and part-time. The Ph.D. program enjoys the full support of the University and the College of Applied Arts, of which it is a part. There are about 30 full-time faculty members and staff. The School of Criminal Justice is home to several centers and institutes, including the Center for Geospatial Intelligence and Investigation, the Advanced Law Enforcement Rapid Response Training Center (ALERRT), and the Texas Justice Court Training Center. The School of Criminal Justice is in an enviable position. While other Ph.D. programs in Criminal Justice are retrenching, we are thriving, and we will continue to thrive.

Christine S. Sellers, Ph.D.
Professor and Director of the School of Criminal Justice

Greetings from the Doctoral Program Director

It is my pleasure to join Dr. Sellers in welcoming you to the Ph.D. program in Criminal Justice at Texas State University. Our school provides world-class instruction from national and international experts. The education we provide emphasizes becoming lifetime learners and contributors to the current knowledge base by creating new information. Students will learn to apply their classroom knowledge to research that benefits the field as well as practitioners. We are beginning our fifth year, and we currently have over 40 students in the program. Our students have joined us from as far away as Thailand and Bosnia. They have a broad range of experience as well, including law enforcement, law, and other positions in criminal justice agencies, such as police chief. We graduated our first Ph.D. student in spring, 2013, and we have about 10 students writing their dissertations. We anxiously await the time when all of our students assume leadership roles in universities and criminal justice agencies throughout the world.

Mark C. Stafford, Ph.D.
Professor and Doctoral Program Director

Admission Policies

To be admitted into the Ph.D. program in Criminal Justice, you must have:

- A master's degree in Criminal Justice or a closely related field;
- A 3.5 grade point average or better on completed master's work;
- For the old Graduate Record Exam (GRE), a combined verbal and quantitative score of 1,000 or higher is the preferred minimum.
- Applicants for admission after fall, 2011 should take the new (revised) GRE..
- The preferred minimum score on the verbal section of the new GRE is 150, and it is also 150 for the quantitative section.

Application Procedures

To apply, submit the following materials to the Graduate Admissions Coordinator in the Texas State University Graduate College:

- An official Texas State University Graduate College doctoral online application (both domestic and international applicants);
- An application fee (check or money order in U.S. currency) should be made payable to Texas State University or paid during online application;
- One official transcript from each senior-level post-secondary institution attended. Transcripts must be mailed directly from the university or college attended or submitted in a sealed university envelope with the university registrar's signature on the back of the envelope. If you are a Texas State University degree recipient or are currently enrolled, you need to request transcripts from any colleges NOT listed on your Texas State University transcript. The Graduate College will provide Texas State University transcripts;
- Official scores of your Graduate Record Exam;
- Three letters of recommendation describing why you are likely to succeed in the Ph.D. program. Letters from current or former professors are preferred;
- Letter from you about your personal history and life goals that are relevant to obtaining a Ph.D. degree in Criminal Justice at Texas State University.

If you are an international applicant, please visit the International Student web page for other admission requirements, including TOEFL requirements.

Program Goal

The central educational goal of the Ph.D. program in Criminal Justice at Texas State University is to prepare students to assume leadership roles in academic, public-policy, and administrative positions, within a context of a rapidly changing world, including a rapidly changing criminal justice system. The program balances acquisition of research skills with theoretically informed policy analysis so students can effectively address challenges in criminal justice.

Other Goals

Other goals are to:

- Identify ways for theory and research on crime, law, and public policy to assist in the planning, development, and implementation of useful public and private responses to crime;
- Use empirically-validated research methods to address emergent public-safety issues, such as homeland security and terrorism;
- Communicate effectively with 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 crime control at the neighborhood, community, state, and national levels;
- Identify ethically sound strategies for criminal justice policy;
- Apply a broad understanding of criminal justice administration, including organizational theory and criminal justice management, to advance use of “best practices” in criminal justice agencies.

Doctoral Faculty

Core Doctoral Faculty (can serve as dissertation advisors and dissertation-committee members):

Dr. Mitchell Chamlin
Dr. Marcus Felson
Dr. Wayman Mullins
Dr. Joy Pollock
Dr. Kim Rossmo

Dr. Beth Sanders
Dr. Christine Sellers
Dr. Mark Stafford
Dr. William Stone
Dr. Brian Withrow

Associate Doctoral Faculty (can serve as dissertation-committee members):

Dr. Pete Blair
Dr. Scott Bowman
Dr. Jeff Cancino
Dr. Jay Jamieson

Dr. Pablo Martinez
Dr. Lucia Summers
Dr. Bob Vasquez
Dr. Donna Vandiver

Criminal Justice Doctoral Courses

CJ 7101 Instructional Assistant Supervision

This course prepares doctoral students employed as 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 and will be repeated up to 3 credits.

CJ 7210 Proseminar

A course designed to introduce students to the School and ongoing research activities of its faculty. Emphasis is placed on identifying and coordinating opportunities for joint research and scholarship among faculty and students. Prerequisite: first-year criminal justice doctoral students only.

Doctoral Criminal Justice Core

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 7312 Criminal Justice Ethics, Administration, and Public Policy

This course addresses the role of ethics in criminal justice organizations and policymaking. Topics include the moral philosophy of criminal justice, the role of natural and constitutional law, codes of ethics and ethical review systems, and ethical decision-making by criminal justice professionals with attention to training issues.

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.

Research Tools

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.

Qualifying Electives – Subject to Change

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 to violence, and how the justice system reacts to violent offenders.

CJ 7332 Law and Public Policy

An examination of the intersections between law and public policy, its effect on criminal justice administration, its role in a free society and the function of law as a tool of social change. Topics include affirmative action, race, gender, privacy rights, and the process of criminalization.

CJ 7333 Legal and Legislative Research

This course presents the methods of research used in the legal system. Students learn to locate and interpret constitutional, statutory and case law, use secondary sources such as scholarly legal treatises, and apply research techniques using both print and electronic sources.

CJ 7334 Organizational Theory

A critical examination of organizational theories with applications to criminal justice where students analyze the developmental state of organizational theory, including historical derivations and the implications of various theoretical paradigms for understanding the functional quality of criminal justice organizations.

CJ 7335 Criminal Justice Leadership and Management

A course focused on identifying problems and solutions in criminal justice management. The case study method and current literature provide a mixture of practical and educational experiences on how leadership styles, human resources, and the organizational environment impact management decisions.

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 7337 Comparative Criminal Justice Systems, Philosophies, and Public Policy

A comprehensive study of law, including common, Roman, socialist, and religion-based, including a critical assessment of the major organizational, administrative, and philosophical principles governing the operation of criminal justice systems worldwide, with special attention to international criminal law and human rights.

Doctoral Development Electives – Subject to Change

CJ 7350 Special Topics in Advanced Scholarship and Integrated Methods

An in-depth study of specialized topics in criminal justice including forecasting, trend analysis and data interpretation, applied theory and solutions to social problems, academic scholarship and communication, qualitative data collection, coding, and analysis, and ethnography and coding.

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 7350D Ethnography of Criminal Justice

A course on the procedures and techniques required to conduct ethnography, fieldwork, in Criminal Justice. Students examine the culture, subculture, and groups within specific components of the criminal justice system in order to develop a deep ethnographic description.

Prerequisite: CJ 7330

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

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? (5) What are the temporal patterns for crime? Prerequisite: CJ 7311

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

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 or its equivalent or approval/permission of both the Instructor and the Doctoral Program Director.

3.000 Credit hours

CJ 7350J Advanced Methodological Paradigms

This course examines the assumptions, foundations, and implications of the methodological paradigms used in criminal justice research. The dominant paradigms are closely examined and alternatives are explored. Prerequisites: CJ 7311, CJ 7320, CJ 7321

CJ 7350K Criminal Justice Forecast & 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. Prerequisites: Graduate statistics and a working knowledge of Excel and SPSS.

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 7350H 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 Director in Criminal Justice

CJ 7351 Special Topics in Technology and Applied Systems

An in-depth study of specialized topics in criminal justice including advanced data management and analysis, technology for management and decision making, security and social control, justice and global information technology, and transnational public policy and security.

CJ 7351A Technology for Management and Decision Making

Supervised training in the acquisition, storage, retrieval, analysis, and display of data used by criminal justice. The use of fundamental statistical analysis techniques for solving public policy and management problems are addressed through a series of assignments, examinations, and online discussions and demonstrations.

CJ 7351B Justice and Global Information Technology

The use of specialized topics in Geographic Information Systems (GIS), including Avenue (Arcview's scripting language), raster modeling, network analysis and internet mapping, in criminal justice. Students identify a problem, develop GIS applications to analyze the problem, and present solutions and recommendations.

CJ 7351C Transnational Public Policy and Security

Course focused on meeting the changing demands of security in a global environment. Discussion emphasizes the understanding of how to design, implement, and integrate the security function in an ever-changing world and the impact of economic, demographic, and technological trends on developing strategies for security innovation and growth.

Dissertation

CJ 7199 Dissertation

Original research and writing in criminal justice to be accomplished under direct supervision of the dissertation advisor. While conducting dissertation research and writing, students must be continuously enrolled each long semester for at least three dissertation hours. Graded on credit (CR), progress (PR), no-credit, (F) basis.

CJ 7399 Dissertation

Original research and writing in criminal justice to be accomplished under direct supervision of the dissertation advisor. While conducting dissertation research and writing, students must be continuously enrolled each long semester for at least three dissertation hours. Graded on credit (CR), progress (PR), no-credit, (F) basis.

Course Requirements

Each student will develop a degree plan, in consultation with the Doctoral Program Director and subject to approval by the Doctoral Executive Council, which identifies the appropriate Qualifying Elective courses and Doctoral Development Electives necessary for achieving the degree.

All doctoral students are required to enroll in a two-hour Proseminar, CJ 7210, during the first semester as an introduction to the discipline of Criminal Justice, faculty research interests and areas of expertise, university research and development resources, and program expectations.

Doctoral students selected for teaching assistantships will be required to enroll in CJ 7101, Instructional Assistant Supervision, during the first three semesters they are assistants.

Criminal Justice Ph.D. Program Course Requirements

| Course | Semester Credit Hours |
|--------------------------------|-----------------------|
| Proseminar | 2 |
| Doctoral Core | 12 |
| Research Tools | 12 |
| Qualifying Electives | 6 |
| Doctoral Development Electives | 9 (minimum) |
| Dissertation | 12 (minimum) |
| Total | 53 (minimum) |

Students should successfully complete all courses under the Doctoral Core and CJ 7320 and CJ 7321 under Research Tools as soon as possible after initiating coursework.

The Research Tools requirement is met by successfully completing CJ 7320, CJ 7321, CJ 7322, and either CJ 7330 or CJ 7336.

Students must complete six credit hours of Qualifying Electives prior to taking their comprehensive examinations.

After completing the comprehensive examination, doctoral students are required to complete three additional courses totaling nine credit hours from Doctoral Development

Electives. These courses will be chosen with the assistance and approval of the Doctoral Program Director and the student's dissertation advisor.

Residency Requirement

To satisfy the 18-hour residency requirement, full-time, traditional students on a graduate assistantship will need to enroll in 9 hours in the fall semester and 9 hours in the spring semester of the same academic year. Non-traditional, part-time students can satisfy the residency requirement by enrolling consecutively in 6 fall hours, 6 spring hours, and 6 summer hours.

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

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

Comprehensive Examination

After students have completed the Doctoral Core courses, Research Tools, and Qualifying Electives, they must take and pass a comprehensive examination, the purpose of which is to (1) assess a student's knowledge of the core methodological, analytical, and theoretical techniques and issues in criminal justice and (2) judge his or her ability to use them to conduct independent research, including the dissertation. To be eligible to take the comprehensive examination, students must have a minimum GPA of 3.0 after completing the Doctoral Core courses, Research Tools, and Qualifying Electives. This includes any coursework that is transferred from another institution.

Full-time traditional students are expected to pass their comprehensive exams by the end of their third year. For non-traditional, part-time students, the three years can be extended on an individual, case-by-case basis. However, extensions require the approval of the Doctoral Executive Council.

Students must take all four comprehensive examinations in the same semester. The four sections include: statistics, quantitative methods, criminological theory, and law/ethics. The first two (statistics and quantitative methods) will be administered at the beginning of the semester and the last two (theory and law/ethics) will be administered approximately five weeks later. A student can petition the Doctoral Executive Council to take the exam during the summer. If the petition is approved, the exam will be around the end of Summer I. The four areas will be administered over two consecutive days. Petitions to take the exam during the summer must be submitted to the Doctoral Program Director by March 1.

The comprehensive examination will be a written examination over two days, and students will take it on campus in a location selected by the Doctoral Program Director, without access to outside sources of any kind. There will be two 2-hour blocks each day. The first block on the first day will be statistics, and the second block will be quantitative methods. The first block on the second day will be theory, and the second block will be law/ethics. Content from CJ 7313 (Race and Ethnicity in Crime and Criminal Justice) may be incorporated in

questions about quantitative methods and theory. There will be one hour between the first and second blocks each day.

For each of the four blocks, students will be given a choice of at least two different questions. Each question can have several sub-questions. Answers to the questions should incorporate appropriate content from the courses comprising the Doctoral Core and Research Tools.

There will be three graders for (1) statistics and (2) quantitative methods, and there will be three graders for (1) theory and (2) law/ethics. All graders will be Core or Associate Doctoral Faculty, and at least one grader in each set of graders will be a member of the Core Doctoral Faculty. All graders will be subject to approval by the Doctoral Executive Council.

Exams normally will be graded within two weeks, and students will be informed of the outcomes soon after that. The exception will be summer exams, which may not be graded until the beginning of the fall semester, depending upon availability of the graders. Students will be given written feedback about their examination performance from each grader.

Each block of the examination will be graded as “high pass,” “pass,” “low pass,” or “fail.” If students fail one or more blocks, they must be reexamined over what they failed. The reexamination must be no sooner than the next regularly scheduled test date (including summer if petitioned and approved). If students fail a second time, they may petition the Doctoral Executive Council for permission to take the examination a third time. Students will not be allowed to take the examination more than three times, including retakes of any block.

Advancement to Candidacy

The Dean of the Graduate College approves advancement to candidacy once all requirements are met and at the recommendation of the Doctoral Executive Council. Full-time, traditional students must be advanced to candidacy within five years of initiating Ph.D. coursework 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 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.

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

- Completion of all Doctoral Core courses, Research Tools, and Qualifying Electives with a GPA of 3.0 or higher;
- Satisfactory performance on the comprehensive examination. “Low pass” is the lowest satisfactory grade;
- The student must select a dissertation advisor, and that advisor must be approved by the Doctoral Executive Council. The student also must select a dissertation committee comprised of two additional members of the Doctoral Faculty and at least one external member from outside the School or the University;
- The student must choose a topic with the approval of the student’s dissertation advisor and committee;

- The student will submit a title and a written proposal for the dissertation to the 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;
- The Doctoral Executive Council will make a recommendation to the Graduate Dean 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.

Selecting a Dissertation Committee

The process of choosing dissertation committees is as follows:

- The student will obtain consent of a member of the Core Doctoral Faculty to serve as dissertation advisor. Questions about who qualifies as a member of the Core Doctoral Faculty should be directed to the Doctoral Program Director;
- The student will complete a Ph.D. Dissertation/Research Advisor Assignment form, provided by the Graduate College, which will be signed by the student, dissertation advisor, Doctoral Program Director, and Director of the School. The Doctoral Executive Council also will approve this form;
- The signed Ph.D. Dissertation/Research Advisor Assignment form then will be forwarded to the Dean of the Graduate College for approval;
- The student, in consultation with the dissertation advisor, will establish a dissertation committee of at least two additional members of the Doctoral Faculty in the school. Questions about who qualifies as a member of the Doctoral Faculty should be directed to the Doctoral Program Director. One more committee member will be external to the school, and students are strongly encouraged to choose prominent faculty from criminal justice schools at other universities;
- Next, the student will complete a Ph.D. Dissertation Committee Request form, provided by the Graduate College, which will be signed by the student, dissertation advisor, other committee members, Doctoral Program Director, and the School's Director. The Doctoral Executive Council also will approve this form.
- The signed Ph.D. Dissertation Committee Request form will be forwarded to the Dean of the Graduate College for approval.
- Committee changes must be made at least sixty days prior to the dissertation defense. The dissertation advisor, Doctoral Executive Council, including the Doctoral Program Director, Director of the School, and Dean of the Graduate College must approve all changes.

Dissertation

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 his or her dissertation before final completion of the doctoral program.

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. Dissertations should be written in APA (American Psychological Association) format.

The student must submit a dissertation abstract for approval by the Dean of the Graduate College before the end of the first semester of enrollment in dissertation credits. The student must submit to the Graduate College the approved dissertation and an abstract approved by the dissertation committee for publication in Dissertation Abstracts International. The Graduate Dean must approve the dissertation.

In addition, students are required to complete the following dissertation requirements:

- 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 advisor 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 Doctoral Executive Council, and then to the Graduate Dean;
- If the dissertation committee decides not to approve the candidate's dissertation, the dissertation advisor will prepare a written response to the Doctoral Executive Council, accounting for the decision and outlining the steps required for approval. These steps also will be communicated to the candidate;
- The student will submit the final, approved dissertation to the Graduate College in the prescribed format. The student will submit an abstract for publication in Dissertation Abstracts International;
- The Doctoral Executive Council will conduct a final review of the coursework and recommendation from the student's dissertation committee before making a recommendation to the Graduate Dean that the student be awarded the Doctor of Philosophy degree with major in Criminal Justice. The Graduate Dean will certify that the student has met all of the requirements and can be awarded the degree.

Important Deadlines

- Pass comprehensive examination by end of 3rd year - longer for part-time students with approval of the Doctoral Executive Council;
- Advancement to candidacy expected within a maximum of four years - longer for part-time students with the approval of the Doctoral Executive Council;
- Expected to complete dissertation in two semesters and no more than six semesters after advancement to candidacy.

School of Criminal Justice Faculty

| | |
|-------------------|--|
| Pete Blair | Ph.D., Michigan State University |
| Scott Bowman | Ph.D., Arizona State University |
| Jeffrey Cancino | Ph.D., Michigan State University |
| Mitchell Chamlin | Ph.D., S.U.N.Y.-Albany |
| Marcus Felson | Ph.D., University of Michigan |
| Verna Henson | Ph.D., University of Missouri |
| J.D. Jamieson | Ph.D., Sam Houston State University |
| Pablo Martinez | Ph.D., Sam Houston State University |
| John McLaren | J.D., University of Texas Law School |
| Tomas Mijares | Ph.D., University of Michigan |
| Wayman Mullins | Ph.D., University of Arkansas |
| David Perkins | J.D., University of Texas Law School |
| Joycelyn Pollock | Ph.D., S.U.N.Y.-Albany and J.D., University of Houston |
| Kim Rossmo | Ph.D., Simon Fraser University |
| Beth Sanders | Ph.D., University of Cincinnati |
| Christine Sellers | Ph.D., University of Florida |
| Mark Stafford | Ph.D., University of Arizona |
| William Stone | Ph.D., Sam Houston State University |
| Lucia Summers | Ph.D., University of London |
| Michael Supancic | Ph.D., University of Texas |
| Donna Vandiver | Ph.D., Sam Houston State University |
| Bobby Vasquez | Ph.D., S.U.N.Y.-Albany |
| Brian Withrow | Ph.D., Sam Houston State University |

School of Criminal Justice Staff

Cybele Hinson, Administrative Assistant II for Ph.D. Program
Andi Shimek, Administrative Assistant III
Kim Truesdell, Administrative Assistant II
Cheryl Rowden, Administrative Assistant II (Dr. Kim Rossmo)

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 major peer-reviewed journals.

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

Academy of Criminal Justice Sciences www.acjs.org

The annual meetings are in late Feb/early March of each year. The 2014 meetings will be in Philadelphia, PA, February 18-22.

American Society of Criminology www.asc41.com

The annual meetings are in November of each year. The 2013 meetings will be in Atlanta, GA, November 20-23

Law and Society Association www.lawandsociety.org

The annual meetings are in late May of each year. The 2014 meetings will be in Minneapolis, MN, May 29-June 1.

Southwestern Association of Criminal Justice www.swacj.org

The annual meetings are in September of each year. The 2013 meetings will be in San Antonio, TX, September 26-28.

Midwestern Criminal Justice Association www.mcja.org

The annual meetings are in September of each year. The 2013 meetings will be in Chicago, IL, September 26 – 28.

Southern Criminal Justice Association www.scja.net

The annual meetings are in late September/early October of each year. The 2013 meetings will be in Virginia Beach, VA, September 18- 21.

Western Society of Criminology www.westerncriminology.org

The annual meetings are in February of each year. The 2014 meetings will be in Honolulu, HI February 6-8.

99-Hour Rule

This message from the Graduate College is to inform you of a policy that may impact the amount of tuition you will be required to pay. Due to Senate Bill 961, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. Texas State conducted a review of all doctoral programs and found that due to the required number of hours students should complete all degree requirements without exceeding 99 hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to nonresident 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 coursework. 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. **This tuition policy will be effective at Texas State beginning summer 2009. To facilitate tracking doctoral student progress a formal review of all doctoral students was instituted at Texas State beginning summer 2009.**

The steps you need to take to comply with the review process are as follows:

- a. Once you complete all required coursework, other than dissertation, you will work with your Dissertation Committee Chair and Ph.D. Program Director to develop a written plan that ensures you will continue to make satisfactory academic progress. The plan is submitted via the Chair to the Dean of the Graduate College.
- b. Once 24 dissertation hours have been completed, you will consult with your Dissertation Committee Chair regarding your academic progress.* Your Dissertation Committee Chair and Ph.D. Program Director will submit a report via the Director of the School of Criminal Justice to the Dean of the Graduate College indicating the status of your academic progress and providing the estimated time to completion of the dissertation. Accumulation of excess hours while failing to make timely progress towards completion of the degree is considered unsatisfactory progress. If progress is deemed unsatisfactory, you may be required to withdraw from the program.
- c. In rare cases where you will exceed 99 hours of doctoral semester credit hours due to unexpected events such as interruption of the dissertation research by apparatus failure, field conditions, or other circumstances directly related to your research program an individual exemption to the 99 hour limit may be granted by the Coordinating Board. In such a case, you via your Dissertation Committee Chair should submit a written request to the Dean of the Graduate College for an exception to the 99 hour limit. The request must detail the extenuating circumstances and must be endorsed by the Ph.D. Program Director, Director of the School of Criminal Justice and Dean of the Academic College. The request must be submitted the semester prior to your reaching the 99 hour limit. The Dean of the Graduate College will make the final decision as to whether the request will be forwarded to the Coordinating Board for exemption. In all cases, the Coordinating Board places the limit at a total of 130 doctoral hours. Beyond 130 hours, you will be required to pay for excessive hours.
- d. If you will exceed the 99 hours of doctoral semester credit hours due to reasons that would not warrant a request for a waiver from the Coordinating Board (section c.), you via your Dissertation Committee Chair should submit a written request to the Dean of the Graduate

College for a waiver of the excessive hours fee. The request must detail the reasons for accumulation of excessive hours and must be endorsed by the Ph.D. Program Director, Director of the School of Criminal Justice and Dean of the Academic College. The request must be submitted the semester prior to your reaching the 99 hour limit. The Dean of the Graduate College will make the final decision as to whether you will pay for excessive hours. If you exceed 99 hours and a request for an exception is not submitted, you will be required to pay for excessive hours.

* The trigger of 24 dissertation hours is under review for Criminal Justice doctoral students.

**Texas State University
School of Criminal Justice
Policy and Procedure Statement**

Graduate Student Travel Policy

Revised: 10/21/12

PURPOSE

1. The School of Criminal Justice 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.

APPLICATION PROCEDURES

3. Student travel requests will be funded by the School of Criminal Justice, the Dean of the College of Applied Arts, and the Dean of the Graduate College. Graduate students should complete a *Graduate Student Travel Request* and submit it to the Administrative Assistant for the program. The requests may be found at the following web page:
http://www.gradcollege.txstate.edu/Current_Students/Grad_Travel/contentParagraph/0/content_files/file/Grad_Travel_Fund_Request.doc
4. Students may apply for reimbursement of airfare, ground transportation (e.g., bus, train, cab fare, 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. Transportation costs will be limited to \$75 per trip.
5. Student applicants must itemize the expenses on their form and use the per diem meal figures and half of the current hotel rates provided by the Texas State Travel Office at the following web address: <http://www.gsa.gov/portal/category/21287>.
6. Improperly completed application forms will be returned to the student for corrections.

AMOUNT & REQUIREMENTS OF FUNDS

7. Students are allowed a maximum of reimbursement of \$1,200 per academic year for conferences; exceptions may be granted upon request.
8. Students must apply to all available funds through the university (i.e., Graduate College funds, University travel grants, etc. to become eligible for the maximum \$1,200 reimbursement.
9. Students must submit their flight day and general time requests to Cybele; she will arrange the flight through Ascot Travel. Students will be limited to the most economical

flights. After the flight is booked, an Ascot representative will send the student an email to confirm the day/time.

DISTRIBUTION OF FUNDS

7. Students will be allowed to attend only one conference or meeting per semester. Exceptions may be granted to advanced students and will be reviewed on a case-by-case basis.
8. Student travel funds will be limited to students presenting papers. Exceptions may be granted, and in those cases, students should provide a compelling reason for their attendance.
9. Travel reimbursement 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 should share rooms when multiple students are traveling to the same conference. A student can request a single room but with knowledge that the university will pay for only half of the cost. Please note that when sharing rooms you must obtain a hotel receipt with your name on it to be reimbursed.
10. 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.
11. 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.

Appendix A

Doctoral of Philosophy in Criminal Justice Texas State University, San Marcos Advising Checklist

_____ CJ 7210 Proseminar

Doctoral Criminal Justice Core (12 hours required):

_____ CJ 7310 Philosophy of Law, Justice, and Social Control

_____ CJ 7311 Advanced Criminological Theory

_____ CJ 7312 Criminal Justice Ethics, Administration, and Public Policy

_____ CJ 7313 Race and Ethnicity in Crime and Criminal Justice

Research Tools (12 hours required):

_____ CJ 7320 Quantitative Research Methods

_____ CJ 7321 Linear Regression for Criminal Justice Research

_____ CJ 7322 Advanced Research for Planning and Evaluation

Choose one of the following two courses from the Qualifying Elective courses to fulfill the fourth class requirement:

CJ 7330 Qualitative Research Methods

CJ 7336 Survey Research Methods for Criminal Justice

Qualifying Electives (6 hours selected from the following):

Students must complete two courses totaling six credit hours from Qualifying Electives prior to taking their comprehensive examinations. These courses will be chosen with the assistance and approval of the Doctoral Program Director. Students may not duplicate a course used for the Research Tools requirement to satisfy the Qualifying Elective requirement.

CJ 7330 Qualitative Research Methods

CJ 7331 Law and Behavioral Science

CJ 7332 Law and Public Policy

CJ 7333 Legal and Legislative Research

CJ 7334 Organizational Theory

CJ 7335 Criminal Justice Leadership and Management

CJ 7336 Survey Research Methods for Criminal Justice

CJ 7337 Comparative Criminal Justice Systems, Philosophies, and Public Policy

Doctoral Development Electives (9 hours selected from the following):

After completing the qualifying exams, doctoral students are required to complete three additional courses totaling 9 credit hours from Doctoral Electives. These courses will be chosen with the assistance and approval of the Doctoral Program Director and the student's dissertation advisor.

CJ 7350 Special Topics in Advanced Scholarship and Integrated Methods

CJ 7350A Forecasting, Trend Analysis, and Data Interpretation

CJ 7350B Academic Scholarship and Communication

CJ 7350C Qualitative Data Collection, Coding, and Analysis

CJ 7350D Ethnography of Criminal Justice

CJ 7350E Discrete Multivariate Models

CJ 7350F Environmental Criminology

CJ 7350G Seminar in Macro Criminology

CJ 7350I Introduction to Structural Equation Modeling

CJ 7350J Advanced Methodological Paradigms

CJ7350K Criminal Justice Forecasting and Policy Analysis

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

CJ 7350H Independent Study

CJ 7351 Special Topics in Technology and Applied Systems

CJ 7351A Technology for Management and Decision Making

CJ 7351B Justice and Global Information Technology

CJ 7351C Transnational Public Policy and Security

Dissertation (12 hours required):

_____ CJ 7199 Dissertation

_____ CJ 7399 Dissertation

_____ CJ 7599 Dissertation

_____ CJ 7699 Dissertation

_____ CJ 7999 Dissertation