DOCTORAL STUDENT HANDBOOK
2016-2017

Doctor of Philosophy
Major in
Criminal Justice

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

TEXAS STATE

Texas State University is a member of the Texas State University System

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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 18 members of the doctoral faculty. The School of Criminal Justice is also 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.

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 lifetime learning and contributions to the current knowledge base by creating new knowledge. Students will learn to apply their classroom knowledge to research that benefits the field as well as practitioners. We are beginning our eighth year, and we currently have about 40 students in the program. Our students have joined us from as far away as Thailand and India. They have a broad range of experience as well, including law enforcement, law, and other positions in criminal justice agencies. We graduated our first Ph.D. student in spring, 2013, and we graduated our 20th student this summer. 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 at Texas State University, 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;
- A score of 150 on the verbal section of the Graduate Record Exam (GRE) and a score of 150 on the quantitative section (preferred minimums).

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 indicating skills and capacity to be successful in the Ph.D. program. Letters from current or former professors are preferred;
- Letter from you about your personal history, academic preparation, and life goals as they relate 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.

Financial Assistance

Assistantships and scholarships are available to qualified applicants. The School of Criminal Justice offers Doctoral Instructional Assistantships, Doctoral Teaching Assistantships, and Doctoral Research Assistantships on a competitive basis to full-time students enrolled in the Criminal Justice doctoral program. An offer of financial support will normally be made at the time that a student is accepted into the program. The Graduate College can provide further information regarding scholarships.

Educational Goal

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

Other Goals and Objectives

Other goals and objectives are to:

- Identify the theoretical perspectives and foundations of current research in the study of crime, law and public policy decision-making undertaken by criminal agencies to assist law enforcement, court personnel, and corrections staff to plan, develop, and implement timely, efficient, and sound responses to crime;
- Apply precise, empirically validated, and tested research methods to investigate, analyze, and improve theory and policy to provide policy makers with the most current research and applicable technology to address emergent public safety growth areas;
- Communicate effectively to educate and inform professional managers and administrators of criminal justice agencies, their service personnel (e.g., police), and the community at-large about the "best practices" for addressing the control of crime at the neighborhood, community, state, and national levels;
- Recognize ethical dilemmas and make ethically sound decisions to ensure that recommended criminal justice policy becomes a useful guide, if not benchmark procedure, for executives and heads of criminal justice agencies as they develop their strategic plans to address crime and public policy at the local, state, and national levels;
- Apply a broad understanding of the legal and empirical elements of criminal justice administration in leadership positions to encourage current and future working professionals and executives in criminal justice agencies to incorporate more comprehensive training using the "best practices" in leadership and management theory when developing, planning, and implementing polices that affect their own agencies and the surrounding agencies they serve.

Doctoral Faculty

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

Dr. Pete Blair   Dr. Kim Rossmo
Dr. Scott Bowman   Dr. Christine Sellers
Dr. Mitchell Chamlin   Dr. Mark Stafford
Dr. Marcus Felson   Dr. Lucia Summers
Dr. Shayne Jones   Dr. Donna Vandiver
Dr. Joycelyn Pollock   Dr. Bob Vasquez

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

Dr. Ashley Arnio   Dr. Wayman Mullins
Dr. Jay Jamieson   Dr. William Stone
Dr. Angela Jones   Dr. Brian Withrow

Degree Audit

Each Ph.D. student is issued a preliminary degree audit by the Graduate College, which should be used to plan the student's course of study. In the first semester of enrollment, students should review the degree audit with the Doctoral Program Director.

With admission into the doctoral program, it is expected that students will pursue their coursework and research activities in an efficient and timely manner. If it is determined that a student is not making adequate progress toward completion of the degree requirements, consultations will be undertaken between the student, the student's dissertation advisor (when applicable), the Doctoral Program Director, and the Doctoral Executive Council to develop a remediation plan, which may include revising a student's program of study or research. Failure to successfully remedy documented deficiencies will result in termination of the student's enrollment in the doctoral program at the discretion of the Doctoral Executive Council. Students removed from the doctoral program in this manner may appeal to the Dean of the Graduate College for reinstatement in the program.

Criminal Justice Doctoral Courses

CJ 7301 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.

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.

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.

CJ 7320 Quantitative Research Methods
A course that demonstrates the practical aspects of conducting criminal justice research that uses quantitative methodologies and design. Topics include the philosophy of science; research ethics; methodological designs in establishing causation; non-experimental/descriptive research; sampling techniques; secondary data sources and data gathering techniques.

CJ 7321 Linear Regression for Criminal Justice Research
Instruction on the use of advanced linear modeling techniques in criminal justice research is addressed. After completing this course, students should be able to evaluate quantitative research articles in the major criminal justice journals and be prepared to complete a major quantitative research project of their own.

CJ 7322 Advanced Research for Planning and Evaluation
An introduction to evaluation and research design methodologies, assessment techniques including modeling and case studies, agency management issues, and on-going policy implications. Course gives students an understanding of the principles and techniques commonly used to evaluate the effectiveness and efficiency of criminal justice interventions.

CJ 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.

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 ion 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.

CJ 7350J Advanced Methodological Paradigms in Criminal Justice
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 7350M Applied Statistics and Quantitative Data Analysis
This is a course in statistics and data analysis for the purposes of original quantitative research. Topics include descriptive statistics, statistical inference for single and multivariate analysis, and principles underlying the techniques. This course makes extensive use of statistics software via command-line interface. No more than elementary algebra is required.

CJ 7360 Independent Study
Students will work closely with a particular doctoral faculty member and develop in-depth knowledge in a specific topic area of criminal justice. Topics vary according to a student's program needs. Repeatable once for credit with different emphasis. Approval of the Instructor and the Doctoral Program Director in Criminal Justice

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 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 dissertation hours. Graded on credit (CR), progress (PR), no-credit, (F) basis.

Course Requirements and Qualifying Examination

The Ph.D. in Criminal Justice requires students to complete, at minimum, 53 credit hours. All students are required to take CJ 7311 Advanced Criminological Theory, CJ 7320 Quantitative Research Methods, CJ 73211 Linear Regression for Criminal Justice in their first year. All doctoral students are required to enroll in CJ 7210 Proseminar during their second or third year to learn about the criminal justice discipline, teaching, publishing, grants and fellowships, writing dissertations, and post-doctoral employment. Doctoral students selected for teaching assistantships are required to enroll in CJ 7301 Instructional Assistant Supervision during the first semester they teach.

All students take a qualifying examination one to two weeks after completion of their first year in the program. The qualifying examination integrates criminological theory, quantitative methods, and regression. The examination is graded by those professors who taught the first-year required courses or those in a pool who have previously taught the courses. One re-examination is offered at mid-summer for those who failed. Students who fail the re-take are dropped from the program.
Note: Excused absences are granted under exigent circumstances, but they are considered on a case-by-case basis. Regardless, a student must pass the qualifying examination before the beginning of the second year in the program.

Students are required to take 12 hours of electives spread across four areas: (1) criminal justice system, (2) advanced statistics, (3) advanced research methods, and (4) nature and causes of crime. Students are required to take one criminal justice system course (CJ 7310 Philosophy of Law, Justice, and Social Control or CJ 7312 Criminal Justice Ethics, Administration, and Public Policy). Students are also required to take one advanced statistics course (CJ 7350A Forecasting, Trend Analysis, and Data Interpretation, CJ 7350E Discrete Multivariate Models, or CJ7350I Introduction to Structural Equation Modeling). Students are required to take one advanced research methods course (CJ 7330 Qualitative Research Methods, CJ 7322 Advanced Research for Planning and Evaluation, or CJ 7336 Survey Methods for Criminal Justice). Students are also required to take one course in nature and causes of crime (CJ 7313 Race and Ethnicity in Crime and Criminal Justice, CJ 7350F Environmental Criminology, CJ 7350G Seminar in Macro Criminology, or CJ 7350L Sex Offenders: Theory, Research, and Application).

Students are required to take an additional six courses from the list of electives below or any of the area electives not chosen to meet requirements. When relevant, students may also take doctoral-level courses from other programs at Texas State University.

- CJ 7331 Law and Behavioral Sciences
- CJ 7332 Law and Public Policy
- CJ 7333 Legal and Legislative Research
- CJ 7334 Organizational Theory
- CJ 7335 Criminal Justice Leadership and Management
- CJ 7337 Comparative Criminal Justice Systems, Philosophies, and Public Policy

- CJ 7350B Academic Scholarship and Communication
- CJ 7350C Qualitative Data Collection, Coding, and Analysis
- CJ 7350D Ethnography of Criminal Justice
- CJ 7350J Advanced Methodological Paradigms
- CJ 7350K Criminal Justice Forecasting and Policy Analysis
- CJ7350M Applied Statistics and Quantitative Data Analysis
- CJ 7360 Independent Study (Students may take only two Independent Studies unless granted a waiver by the Doctoral Program Director)

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

Residency Requirement

To satisfy the 18-hour residency requirement, full-time, traditional students 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

The comprehensive exam involves completion of an empirical research project (with data analysis) and a single-authored article about it (not to exceed 6,000 words, excluding references) that, in the examining committee's view, is suitable for publication in a refereed journal. The purpose of the comprehensive exam is to assess a student's ability to critically assess previous research on a topic, develop a research question on it, and complete independent research to address the question. Students need to disclose to the examining committee if the article originated in a class or if there are other potential conflicts with it.

The examining committee is comprised of a chair and two other members. All must be members of the doctoral faculty, and the chair must be a member of the Core Doctoral Faculty. The chair is chosen by the student, and the other two committee members are chosen at random by the Doctoral Program Director from a list of doctoral faculty members. A form with the committee's composition must be filed with the Doctoral Program Director when the committee is constituted. The committee must be constituted no later than when a student has completed 27 hours of doctoral coursework. The committee must approve the topic for a student's article, and a written description of the topic will be distributed to all members of the doctoral faculty. The examining committee's assessment of the student's article will be based on: (1) the quality of

the research question, (2) the appropriateness of the methods and data analysis, (3) the adequacy of the article's connection to previous research, (4) the appropriateness of the interpretations of the data analysis, and (5) the quality of writing. A simple majority vote (2 of 3) is sufficient for deciding a grade. After completing 27 hours of coursework, a student can submit an article to his/her committee for grading. A student has until the semester after he/she has completed 39 hours of doctoral coursework to receive a passing grade on an article. If a passing grade is not achieved by this point, the student will not be advanced to candidacy. Articles can be submitted for grading to the examining committees during the first three weeks of the fall semester or the first three weeks of the spring semester.

The examining committee will have graded a submitted article within three weeks of receiving it. The grades are "pass," "fail," and "revise and resubmit." If a student's article is assigned a "revise and resubmit," the student will have one semester to submit a revised version in order to receive a passing grade. The chair of the student's committee will summarize in writing what changes need to be considered in the revision for a "pass." If a student's article is assigned a "fail," the student will have one semester to submit an article on a new topic and receive a passing grade for it. The chair of the student's committee will explain in writing the reasons for the failure. The same three graders will be used for an article that is assigned a "revise and resubmit." A student can select a new committee chair for a "failed" article, and two new committee members will be assigned by the program director. In the event that a student's second submission of an article is assigned a "fail," the student will be dismissed from the program.

Students with "passing" articles are required to present it in a meeting where feedback will be provided. The meeting is held in the semester a student's paper has passed, and it will be open to everyone in the School of Criminal Justice at Texas State University. The presentation is not part of the grading of the paper.

Full-time, traditional students are expected to pass their comprehensive examination 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 will require approval of the Doctoral Executive Council.

Dissertation Proposal

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

Application for Advancement to Candidacy

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

In addition, before advancement to candidacy, students are required to:

- Complete all courses toward the doctoral degree with a GPA of 3.0 or higher on a 4.0 scale;
- Passing grade on the comprehensive examination. "Pass" is the 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 three additional members – two from the Doctoral Faculty and an external member from outside the School or the University;
- The student must choose a dissertation 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 student's dissertation committee and successfully defend the proposal in an oral presentation with the dissertation committee. The proposal will include a statement of the problem to be studied, a discussion of the relevant literature, and the research method of the proposed dissertation topic;
- The Doctoral Program Director will make a recommendation to the Dean of the Graduate College who makes the final decision on the student's advancement to candidacy. The Graduate College will notify the student once the decision has been made.

Advancement to Candidacy Time Limit

Full-time, traditional students 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.

No credit will be applied toward a student's doctoral degree for coursework completed more than five years before the date on which the student is admitted to candidacy. This time

limit applies to course credit earned at Texas State University, as well as course credit transferred to Texas State University from other accredited institutions.

Grade-Point Requirements for Advancement to Candidacy

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

Dissertation Committee

The dissertation committee will oversee the research progress of a doctoral student and the writing of the student's dissertation. The 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, downloadable on the Graduate College website, 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 of Criminal Justice, and students are strongly encouraged to choose prominent faculty from criminal justice programs at other universities;
- Next, the student will complete a Ph.D. Dissertation Committee Request form, downloadable on the Graduate College website, 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.

Dissertation Committee Changes

Committee changes must be made at least 60 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. The Ph.D. Research Advisor/Committee Member Change Request form is downloadable on the Graduate College website.

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 after advancement to candidacy. 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 Ph.D. 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 to the Graduate College the approved dissertation and an abstract approved by the dissertation committee for publication in Dissertation Abstracts International. The Dean of the Graduate College must approve the dissertation.

In addition, students must meet the following requirements:

- The completed dissertation 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 student's dissertation, the dissertation advisor will prepare a written statement for the Doctoral Executive Council, explaining the decision and outlining the steps required for approval. These steps also will be communicated to the student;
- The student will submit the final, approved dissertation to the Graduate College in the prescribed format;

- The Doctoral Program Director 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 a major in Criminal Justice. The Graduate Dean will certify that the student has met all of the requirements and can be awarded the degree.

Dissertation Enrollment Requirements

After being advanced to candidacy, students must be continuously enrolled for dissertation hours each long semester until the defense of the dissertation. If a student is receiving supervision on the dissertation during the summer or the student is graduating during the summer, the student must be enrolled in dissertation hours for the summer. All candidates for graduation must be enrolled in dissertation hours during the semester in which the degree is to be conferred. Students must complete a minimum of 12 semester hours of dissertation credit.

Dissertation Time Limit

It is expected that the dissertation will, in most cases, be completed in two semesters of concentrated effort and in no more than six semesters after advancement to candidacy. 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.

Fee Reduction

A doctoral-degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A. Education Code, Section 54.054. Please refer to the section titled Fee Reduction in the Additional Fees and Expenses chapter of the Graduate College for more information.

Dissertation Defense

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

The student is expected to orally defend the dissertation 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. However, at the discretion of the dissertation advisor 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 Program Director, and then to the Dean of the Graduate College. Specific information on the examination procedure can be obtained from the Doctoral Program Director.

Approval and Submission of the Dissertation

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

School of Criminal Justice Doctoral Faculty

Ashley Arnio	Ph.D., Florida State University
Pete Blair	Ph.D., Michigan State University
Scott Bowman	Ph.D., Arizona State University
Mitchell Chamlin	Ph.D., S.U.N.Y.-Albany
Marcus Felson	Ph.D., University of Michigan
J.D. Jamieson	Ph.D., Sam Houston State University
Angela Jones	Ph.D. John Jay College
Shayne Jones	Ph.D., University of Kentucky
Wayman Mullins	Ph.D., University of Arkansas
Joycelyn Pollock	Ph.D., S.U.N.Y.-Albany and J.D., University of Houston
Kim Rossmo	Ph.D., Simon Fraser University
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
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 2017 meetings will be in Kansas City, MO, March 21-25.

American Society of Criminology   www.asc41.com
The annual meetings are in November of each year. The 2016 meetings will be in New Orleans, LA, November 16-19.

Law and Society Association   www.lawandsociety.org
The annual meetings are in June of each year. The 2017 meetings will be in Mexico City, June 20-23.

Southwestern Association of Criminal Justice   www.swacj.org
The annual meetings are in September or October of each year. The 2016 meetings will be in Oklahoma City, OK, October 13-15.

Midwestern Criminal Justice Association www.mcja.org
The annual meetings are in September of each year. The 2016 meetings will be in Chicago, IL, September 22–23.

Southern Criminal Justice Association   www.scja.net
The annual meetings are in late September/early October of each year. The 2015 meetings will be in Savannah, GA, September 7-10.

Western Society of Criminology   www.westerncriminology.org
The annual meetings are in February of each year. The 2017 meetings will be in Las Vegas, NV, February 9-11.

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.

Graduate Student Travel Policy
2016-2017

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. Students are responsible for informing themselves of all university travel policies and procedures through the travel website at www.txstate.edu/gao/ap/travel/.

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 submit proof of paper/poster acceptance to the conference along with a complete *Graduate Student Travel Request* PRIOR to travel to the Administrative Assistant for the program. The requests may be found at the following web page:
    http://www.gradcollege.txstate.edu/docs/Grad_Travel_Fund_Request.pdf
4. Students may apply for reimbursement of airfare, ground transportation (e.g., bus, train, cab fare) PLEASE NOTE RENTAL CARS ARE NOT COVERED, lodging, per diem meal expenses, and conference registration fees. Mileage to and from the home airport and airport parking are not reimbursable. Ground transportation costs will be limited to $75 per trip. Mileage for in-state travel is paid at a rate of 56 cents per mile. Mileage should be calculated to/from university to/from conference hotel and distance verification from Mapquest must be provided.
5. Student applicants must itemize the expenses on their form and use the per diem meal figures and current GSA hotel rates for the travel area as provided by the Texas State Travel Office at the following web address: http://www.gsa.gov/portal/category/21287 . Please note that the per diem for the first and last days of travel are only paid at 75% of the listed rate.
6. Improperly completed application forms will be returned to the student for corrections.

DISTRIBUTION OF FUNDS

7. Students will be limited to a maximum of $1,000 per fiscal year. Additional funding of $500 may be granted to advanced doctoral students and will be reviewed on a case-by-case basis.
8. Student travel funds will be limited to students presenting papers, and proof of paper/poster acceptance must be submitted with application.
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 are encouraged to share rooms when multiple students are traveling to the same conference. 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.

Doctoral Leave of Absence Policy

To Whom the Policy Applies

Doctoral students who have achieve candidacy, and thus have a continuous enrollment requirement during long (fall and spring) semesters, may take an approved Leave of Absence during graduate study under certain conditions and for certain periods of time. A Leave of Absence must be approved by both the student's graduate advisor and the dean of The Graduate College. A Leave of Absence cannot be approved retroactively or for a semester that has already begun.

Purpose and Limitations

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

Access to University Resources During a Leave of Absence

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

Length Limitations of a Leave of Absence

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

Process for Requesting a Leave of Absence

Doctoral students who have advanced to candidacy must fill out the Doctoral Candidate Leave of Absence form (coming soon), which will require justification from the appropriate graduate

advisor. The form must be submitted to The Graduate College for the dean's review and approval.

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

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

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