

**GRADUATE PROGRAM IN CRIMINOLOGY
DOCTORAL DEGREE**

**Program Guide, Course Descriptions & Graduate Student Handbook
School of Economic, Political and Policy Sciences
University of Texas at Dallas
2009-2010 Academic Year**

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DOCTORAL PROGRAM IN CRIMINOLOGY (Ph.D.)

Overview

The doctoral program in Criminology is an interdisciplinary, research-oriented degree offered in conjunction with the other graduate programs in the School of Economic, Political, and Policy Sciences at UT Dallas. The objective of the Ph.D. program is to provide students with a coherent and intellectually challenging research degree that prepares them for an academic appointment as a university professor or an administrative appointment with oversight of research and development within a criminal justice or related organization. Graduates of the Ph.D. program will be competent to teach and conduct interdisciplinary research at both graduate and undergraduate levels in aspects of criminology and/or criminal justice depending on their specific areas of specialty. They also will be well prepared for analytical and administrative posts in international and domestic research and policy institutions and in the private sector.

While the primary focus of the graduate program is directed toward doctoral education, the curriculum is structured and sequenced so as to allow students to graduate with a Master of Science in Criminology after successfully completing 36 hours of coursework. Students wishing for more detailed information on the MS degree alone should consult the catalog/handbook regarding this degree program. Students wishing to track directly into the doctoral program should apply as doctoral students at the time of their first application to the program; upon completion of their Tier I coursework they will apply for graduation for the MS in Criminology and matriculate directly into the Doctoral Program. *Important: Students who enter the Criminology Program as doctoral-track are not automatically awarded a MS degree upon meeting these course requirements. Students are required by the Graduate Dean's Office to apply for this degree no earlier than the semester prior to the anticipated graduate date. Students are strongly encouraged to apply for this degree to show a clear matriculation into the Doctoral Program and to provide documentation for future employment opportunities.*

Facilities

Students have access to the computing facilities in the School of Economic, Political and Policy Sciences (EPPS) and the University's Computing Center. EPPS has two computing laboratories which have over 30 computers that are network linked and equipped with major social science software packages, including E-Views, R, Rats, PASW and STATA. A computerized geographic information system, the Lexis Nexis Database, and West Law are also available for student use. The University's Computing Center provides personal computers and UNIX Workstations. Many important data and reference materials are also available online via the library's and UTD's memberships in numerous organizations. All Criminology Program communications are done with students via UT Dallas email accounts as per university policy and it is the student's responsibility to check this email account frequently for important correspondence.

Admissions

The general admissions requirements for the doctoral program are as follows:

- Minimum undergraduate cumulative GPA of 3.2 as reflected on official transcripts from undergraduate institutions and strong academic performance with 3.5 GPA or higher in graduate-level coursework taken to date AND
- Preferred combined verbal and quantitative Graduate Records Examination (GRE) score of 1200 as shown on official score report AND
- Letter of intent from applicant about reasons they seek admission into the program AND
- Two or three strong letters of recommendation (preferably from professors or academics who can speak to the intellectual and scholastic abilities of the student and their probability of successfully completing the graduate program)

Doctoral Program applications *should be submitted IN FULL by February 15th* of each year to the Graduate Dean's office via their admissions procedures to be considered for Fall admissions and funding opportunities. Students with less than a complete package may be denied admission. Students may apply for admission at other times during the school year and the Criminology Graduate Committee will review completed files two to three times per year if there are pending applications to make admissions decisions. Students who start in a non-traditional semester (Spring or Summer) may not be able to take classes in the suggested course sequence. Orientations are provided for all entering students in an academic calendar year in August prior to the Fall semester beginning and all new students are REQUIRED to attend this meeting.

The Criminology Graduate Program Committee may admit students conditionally who marginally fail to meet these standards. Conditional acceptances may be revoked if the student does not comply with the conditions or meet minimum standards upon submission of missing required documents. For the Ph.D. in Criminology, students with an undergraduate degree in Criminology or a related field will have the necessary academic foundation to begin their graduate coursework. Applicants are not required to have an undergraduate degree in criminology or a related field, but such training facilitates the pursuit advanced degrees in criminology. Applicants are required to have a passing grade in an upper division, undergraduate statistics course. If this requirement is

not met, the applicant may be admitted conditionally for one semester during which time the student must fulfill this prerequisite. After the conditional semester, an updated application is reviewed for a final determination of admission by the Graduate Committee. In addition, students who lack any criminology background are strongly encouraged to complete an undergraduate Criminology theory and methods course at UT Dallas or their equivalents at another institution prior to admission into the graduate program.

Program of Studies Policy

Each student admitted to a graduate program will have a specific program of studies agreed upon in consultation with the Graduate Studies Committee or graduate advisor for that program, except in those Schools with standard degree plans. A complete Program of Studies Form will be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his/ her 19th semester credit hour to be counted toward a master's degree, or 50th semester credit hour taken beyond the bachelor's degree to be counted toward a doctoral degree.

Graduate Transfer Credit Policies

Students who have previous graduate course work that is comparable to the curriculum of the UT Dallas Graduate Criminology Program may be considered for transfer credit toward their Master of Science degree upon consultation with the Graduate Program Director. It is solely up to the discretion of the Criminology Graduate Program Director and Graduate Dean's Office as to how these transfer credits are applied (i.e., whether credit will be given for core classes or whether hours may be awarded toward electives). Final transfer credit determinations will be awarded in accordance with the policies and procedures outlined in the University's General Academic Regulations after a review of official transcripts. A degree-seeking student may petition to have graduate coursework taken at another institution be counted towards satisfying the master's or doctoral degree requirements. All petitions for transfer of credit are subject to the limitation that less than 50% of the total requirement of any graduate degree may be transfer credits.

For a student to get credit for any specific core class, an official transcript and an official explanation of the course numbering system at the school where the credit was earned should accompany the transfer request that must be prepared by the student's Graduate Director and submitted to the Dean of Graduate Studies for approval. In order to receive transfer credits for specific courses, students must provide the following upon request of the Graduate Director and/or the Graduate Dean's office:

- Official course description from the graduate catalogue of the other university;
- Course Syllabus and examples of coursework completed

To qualify for transfer of credit of any class, the grade earned in the course must be a B or better from an accredited college or university, and the course must not be a correspondence or extension course. Transfer of master's level credit into a doctoral program is limited to a maximum of 36 hours. Also, the University does not award

transfer credit for experiential learning, performance, or experience that occurs prior to enrollment. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

All petitions for transfer of credit for coursework taken prior to enrolling at U.T. Dallas should be submitted to Graduate Director by the student prior to filing a Program of Studies; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at U.T. Dallas with a grade point average of at least 3.0. All petitions must be processed and approved no later than the semester prior to their anticipated graduation. Accordingly, requests to take courses at another institution during the semester a student plans to graduate cannot be approved because the grades may not be received in time to certify the student for graduation. No more than 15 semester credit hours taken as a non-degree student at U.T. Dallas can be subsequently applied to a degree program at U.T. Dallas. Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies.

These policies are subject to change by the Graduate Dean's Office and it is the student's responsibility to verify they are in compliance with current policy at the time of their transfer into the Program. See <http://www.utdallas.edu/provost/documents/PM-48.pdf> for more information on the graduate transfer credit policy.

Students wishing to transfer into the Criminology Graduate Program from another graduate program at UT Dallas must get prior written approval from the Graduate Director and be reviewed by the Graduate Program Committee to determine if the student meets the minimum admission requirements prior to formal admission in the program. A student wishing to change programs within their same UTD School must see their advisor prior to registration and no later than the first day of classes of a semester/term. If the change of program is approved, the student will then be responsible for meeting all program requirements and course prerequisites of the catalog in effect at the time of the change.

Please note that graduate students who transfer to UT Dallas after earning a Master's Degree from another appropriate institution of higher learning are required to satisfy the analytical paper (thesis) writing requirement if they have not done so at the MA/MS level before they are eligible to sit for comprehensive examinations and move into candidacy. This writing requirement can be met by providing a copy of an analytical paper/thesis from another institution of higher learning at the Master's level to the Graduate Program Director or by completing an analytical paper at UT Dallas during their doctoral-level coursework. Students are encouraged to talk to the Graduate Program Director about this requirement upon their admission if they transfer in without meeting such a requirement at another institution at the Master's level. Doctoral students follow the same process and committee structure as detailed in Section B of this catalog to satisfy the analytical writing requirement for admission into the doctoral program.

Students wishing to transfer into the Criminology Graduate Program from another graduate program at UT Dallas must get prior approval from the Graduate Director and

be reviewed by the Graduate Program Committee to determine if the student meets the minimum admission requirements. A student wishing to change programs within their same UTD School must see their advisor prior to registration and no later than the first day of classes of a semester/term. If the change of program is approved, the student will then be responsible for meeting all program requirements and course prerequisites of the catalog in effect at the time of the change.

Funding Opportunities

Students who were accepted into the graduate program at the doctoral level automatically matriculate into the Doctoral Program upon completion of their MS requirements, provided they meet all requirements for acceptance. Students who are applying into the graduate program with their Bachelor's degree and who intend to seek funding and continue into the Doctoral Program should apply for admission as a doctoral student to be considered for university funding lines. There are limited funding opportunities for Master's students. Students should note their desire to be considered for graduate student funding as a teaching or research assistant in their letter of intent to the program at the time of application or notify the graduate director if they wish consideration at a later date upon admittance. Funding is extremely competitive, merit-based, and can range from a small stipend to a full assistantship depending upon available funding to the program. Renewed funding is not guaranteed and is dependent upon budgets from year to year and satisfactory student performance of all job duties and responsibilities. Most funding opportunities run on the 9-month academic calendar unless otherwise noted. Student funding may be revoked at the discretion of the program due to poor academic performance, substandard work, not meeting job commitments with professors, or if the student does not maintain good standing at the university. Students on funding will be assessed each funded semester by their supervising professor(s), this report will be reviewed with them, both the faculty member and student will sign the document, and then this evaluation will be forwarded to the Graduate Director and placed in the student's permanent file. Students who perform under satisfactory levels will be required to meet with the Graduate Director and/or Graduate Committee to discuss issues raised in the evaluation. Students who have further questions about funding opportunities or responsibilities should contact the Graduate Director.

For students awarded funding in the Criminology Doctoral Program, each student is responsible for staying in compliance with minimum credit hours and enrollment requirements via the Graduate Dean's Office and submitting all necessary paperwork in a timely manner each semester. This policy applies also to any required reports, grade submissions, or other required paperwork for TA's teaching their own classes. Students should also respond promptly to all Program communications with faculty and administrators made through email or mail and are responsible to regularly check their UT Dallas student email account. Failure to complete the required paperwork, properly communicate, or to register in the required number of credit hours may result in a loss of funding without prior notice. *IMPORTANT:* Per the Graduate Dean's Office, if a doctoral student is enrolling for his/her last semester (i.e., they will orally defend and anticipate having all their final materials submitted to the graduate school by the deadline

to graduate that semester), the required number of mandatory credit hours to be taken is one hour. This policy only applies for doctoral students – not master’s students-- and any doctoral student may only do this once. If, for some reason they do not pass the final oral exam or have too much to correct in their dissertations and, as a result, are not able to use the inabsentia option, then they must enroll in 3 hours as they would have already used up the last semester 1 hour enrollment “gift.” This is applicable to all doctoral students, not just students with some form of funding (TA’s and RA’s). Students on funding are responsible for knowing the policies that apply to their funding lines and should carefully review each section of this handbook. They are strongly encouraged to consult with the Graduate Director and the Graduate Dean’s Office to make sure that they comply with any minimum standards that attach to funded students regarding credit hours as they move toward candidacy.

Time Limits

Per the Graduate Dean’s Office, all requirements for a graduate degree, including transfer credit, must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degrees and will be dismissed from the graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

All requirements for the master’s degree must be completed within one six-year period. All requirements for the doctoral degree must be completed within one ten-year period. Students whose master’s degrees are accepted for full credit toward a Ph.D. must complete all requirements for the doctoral degree within one eight-year period. Work exceeding these limits, whether done at this university or elsewhere, will not count towards the degree. Exceptions to time limit specifications must be approved by the Dean of Graduate Studies.

Catalog Policy

Provided the requisite courses continue to be offered, students are bound by the course work requirements of the catalog in force at the time of their admission, within a six-year limit for the completion of the master's degree and ten years for the doctoral degree. With the approval of the Dean of Graduate Studies students may elect to be bound by the catalog in force at the time the student applies for graduation. This regulation applies to specific course work and the number of semester credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of new graduate catalogs.

Graduate Criminology Program Requirements for the Doctorate

To earn the Ph.D. in Criminology, students must fulfill requirements across three tiers of coursework hours, pass their comprehensive exams, and be judged satisfactorily by their faculty committees on two writing requirements as follows:

- Course work requirements – a minimum of 90 credit hours of graduate study, including credit hours transferred for other graduate-level coursework (Section A)

- Analytical Paper Writing Requirement (Section B)
- Comprehensive Examination (Section C) and
- Doctoral Dissertation/Three-Paper Option Writing Requirement (Section D)

SECTION A: DOCTORAL PROGRAM COURSEWORK REQUIREMENTS & COURSE DESCRIPTIONS

COURSEWORK TIERS AND CREDIT HOURS

Tier I

Required Criminology Core Classes: 15 hours

Electives: 15 hours (9 hours in Criminology/6 hours may be taken in any other subject)

Writing Requirement for Analytical Paper: 6 hours

Total Tier I Hours: 36

Tier II

Required Criminology Core Classes: 12 hours

Required EPPS Methods/Stats Classes: 6 hours

Criminology Electives: 9 hours

Non-Criminology Electives (in EPPS or another school): 9 hours

Total Tier II Hours: 36

Tier III

Dissertation/Three-Paper Option Research (minimum of 18 hours)

Total Tier III Hours: 18

Program Total Program Hours: 90 total credit hours minimum beyond BA/BS

TIER I: CORE CURRICULUM FOR DOCTORAL STUDENTS

The first tier of the Ph.D. program consists of 15 hours of required courses in methods theory, and policy. The remaining 6 hours beyond the 30 hour coursework curriculum consist of CRIM 6V96 (6 semester hours) which satisfies the Writing Requirement for students tracking into doctoral program. For students admitted into Doctoral Program who have not been awarded a Master's degree at another institution of higher learning, upon completion of all 36 hours of required Tier 1 credit students may apply for their MS degree through the UT Dallas Graduate Studies office. Students are responsible for checking with the Graduate Studies for all restrictions, requirements, deadlines, and forms that must be filed to be awarded their degree. Doctoral students should pay special attention to the thesis (analytical paper) deadlines and requirements set by the Graduate Studies if they have not met this requirement.

Tier I Coursework:

15 Hours of Required Criminology Core Classes:

CRIM 5310 Research Design I

CRIM 5313 Descriptive and Inferential Statistics

CRIM 6300 Proseminar in Criminology

CRIM 6303 Etiology of Crime and Criminality.

CRIM 6311 Crime and Justice Policy

PLUS 15 hours of Electives:

9 hours in Criminology graduate courses

6 hours open electives in any subject or school

PLUS 6 hours CRIM 6V96 Analytical Writing Research

Total Tier I Hours: 36

TIER I CORE COURSE DESCRIPTIONS

CRIM 5310/POEC 5310 Research Design I (3 hours)

Considers issues and methods for the design and conduct of policy research: Covers conceptualization, hypothesis formulation, measurement, sampling, experimental and quasi-experimental designs, methods of data collection, and the logic of causal models.

CRIM 5313/POEC 5313 Descriptive and Inferential Statistics (3 hours)

Introduction to data analysis, statistics, and regression. The heart of the course is a rigorous introduction to statistical inference: sampling theory, confidence intervals, and hypothesis tests. The final section of the course covers regression analysis, which is developed in a fairly non-technical way, with an emphasis on interpretation of regression results, using examples from recent research.

CRIM 6300 Proseminar in Criminology (3 hours)

Introduction to graduate study in criminology through exposure to issues surrounding concepts of crime, criminals and societal response. Students learn to examine critically the theoretical, methodological and policy issues in criminology and criminal justice.

CRIM 6303 Etiology of Crime and Criminality (3 hours)

Examines the history of criminological thought incorporating the major works of such theorists as Bentham, Beccaria, Marx, Durkheim, Lombroso, Shaw and McKay, Sutherland, Becker, and Merton.

CRIM 6311/SOC 6305 Crime and Justice Policy (3 hours)

An introduction to crime and the efforts to control crime through public policy.

CRIM 6V96 Analytical Writing Research (1-6 semester hours)

Students perform independent research under the supervision of faculty. Grade assigned for coursework.

TIER II: CORE CURRICULUM & ELECTIVES

Tier II Coursework:

12 Hours of Required Criminology Core Classes:

CRIM 5316 Advanced Regression Analysis

CRIM 6307 Extent of Crime and Measurement Problems in Criminology

CRIM 7300 Advances in Criminology Theory

CRIM 7301 Seminar in Criminology Research

PLUS 18 hours of Electives:

9 hours in Criminology graduate courses

9 hours open electives in any subject or school

PLUS 6 hours of Additional EPPS Statistics/Methods:

3 hours of EPPS Advanced Quantitative Statistical Elective

3 hours of any other EPPS Methods or Statistics Course

Total Tier II Hours: 36

TIER II CORE COURSE DESCRIPTIONS

CRIMINOLOGY REQUIRED & ELECTIVE COURSES

CRIM 5316/POEC 5316 Advanced Regression Analysis (3 hours)

A rigorous course in regression analysis which begins with an analytic presentation of the OLS model. The course continues with a practical analysis of such issues as heteroskedasticity, multicollinearity, and endogeneity. Finally, the course considers more advanced models, including Logit, Probit, Tobit, and ways to deal with sample selection problems. Throughout, examples are drawn from the literature so students can see the models in action.

CRIM 6305 Law and Social Control (3 hours)

Addresses the legal and theoretical basis of social control and the use of criminal sanctions to deter and punish criminal conduct. Students will learn to critically assess alternative punishment and sentencing models.

CRIM 6307 Extent of Crime and Measurement Problems in Criminology (3 hours)

Examines the major data sources on crimes and criminals and the limitations of such data. Topics also include measurement issues and problems concerning research on the nature and extent of criminal behavior.

CRIM 6324 Correlates of Crime and Justice (3 hours)

Examines the nature of relationships among attributes and indices at the situational and aggregate levels to various forms of crime and systems of justice.

CRIM 6308 Victimology (3 hours)

Examines risks and consequences of crime for its victims. Issues considered include victim-offender relationships, characteristics of victims, the nature of the injuries they experience, and criminal justice procedures that involve them.

CRIM 6309 Communities and Crime (3 hours)

Examines the trends and sources of crime and social disorder across communities. The course emphasizes relationships among crime, fear of crime, neighborhood change, neighborhood responses to crime, and public policies. Same as SOC 6309.

CRIM 6310 Delinquency and Juvenile Justice (3 hours)

Examines youth crime, child victimization, and juvenile justice. Students learn the processes by which specific behaviors are identified as delinquent, the historical evolution of juvenile justice, and current policies and practices.

CRIM 6311 Crime and Justice Policy (3 hours)

An introduction to crime and the efforts to control crime through public policy.

CRIM 6313 Corrections (3 hours)

Examines the history, forms, and functions of correctional philosophies, institutions, programs, and policies. Topics include the structure and functions of prisons and jails, community corrections, intermediate sanctions, and the growth of correctional control in modern society.

CRIM 6314 Policing (3 hours)

Provides historical, social and political analysis of the roles and functions of policing in America.

CRIM 6315 Violent Crime (3 hours)

Examines the sources and patterns of violent offending across time and space. Topics include conceptions and typologies of violent crimes and offenders, victim-offender relationships, and efforts to predict and control violent offending.

CRIM 6317 Courts (3 hours)

Examines the objectives, institutions and processes involved in the adjudication of offenders. Topics address the structure and function of the judicial system and principal court actors.

CRIM 6322 Crime Prevention (3 hours)

Examines situational, social, and legislative approaches to the prevention of crime and delinquency. Emphasis on theories, protective factors, implementation and consequences of these approaches.

CRIM 6332/GIS 6332 GIS Applications in Criminology (3 hours)

Examines spatial distributions of crime, criminals, and criminal justice interventions. Students conduct spatial analysis of point patterns and area-based data in studies of the locations of crime events and rates, offenders, police patrolling practices, judicial districts and community corrections and how they relate to physical and social characteristics of neighborhoods.

CRIM 6340 Qualitative Criminology (3 hours)

Examines ethnography and other qualitative approaches to studying crime, criminals, and criminal justice, particularly participant observation and informant and respondent interviewing. Topics include phenomenology, case study, in depth interviewing, ethnomethodology, conversation analysis, historical methods, gaining access, sampling, data collection and analysis, and legal and ethical concerns.

CRIM 6346 Qualitative Research Methods (3 hours)

This course provides an overview of qualitative research in the social sciences. Students will investigate the assumptions underlying qualitative research approaches and critically assess the strengths and weaknesses of such approaches. Possible topics may include participant observation, ethnographic interviewing, ethnomethodology, conversation analysis, case study, and the analysis of historical documents.

CRIM 6348 Drugs and Crime (3 hours)

This course provides students with a survey of the historical context of the legislative initiatives that have been attempted to combat the use of drugs, the relationship between drug use/abuse and crime, and the public policy problems surrounding the control of drugs.

CRIM 6V92 Research Workshop in Applied Criminology (3-6 semester hours)

Students join a faculty member in a group research project. May be repeated for credit to a maximum of 6 hours.

CRIM 7300 Advances in Criminology Theory (3 hours)

Examines contemporary criminological theories and the degree to which research has provided empirical support for explanations of crime and criminality.

CRIM 7301 Seminar in Criminology Research and Analysis (3 hours)

Examines a variety of quantitative methods and procedures used in criminological research. Students will plan and execute an independent research project.

CRIM 7351 Advanced Criminological Theory Seminar (3 hours)

Topics will vary from semester to semester on various criminological theories. May be repeated for credit to a maximum of 9 elective hours. Students should complete CRIM 6303 and CRIM 7300 prior to enrolling. Consult with advisor to determine appropriateness for degree plan and specialty areas of study.

CRIM 7381 Special Topics in Criminology (3 hours)

Topics vary from semester to semester. May be repeated for credit to a maximum of 9 elective hours. Consult with advisor to determine appropriateness for degree plan and specialty areas of study.

CRIM 8V01 Independent Study (1-9 semester hours)

Provides faculty supervision for student's individual study of a topic agreed upon by the student and the faculty supervisor. Consent of instructor required. May be repeated for credit up to 9 hours. Student performance is assessed by pass/fail only.

CRIM 8V92 Independent Advanced Research (1-9 semester hours)

Provides faculty supervision for student's individual study of a topic agreed upon by the student and the faculty supervisor. Consent of instructor required. May be repeated for credit up to 9 hours. Student performance is assessed by letter grade.

SAMPLE EPPS STATISTICS/METHODS COURSES (6 hours)

Listed below are some elective courses available for Criminology Doctoral students to meet the methods/statistics elective requirement of 6 hours. 3 hours must be in an EPPS Advanced Quantitative Statistical Elective and the other 3 hours may be in any other EPPS Methods or Statistics Course of the student's choosing.

These classes are subject to change and may vary from semester-to-semester. Other relevant courses as determined by the Graduate Dean, Program Head, and Associate Program Heads may also be approved.

POEC 6344 Maximum Likelihood/Categorical and Limited Dependent Variable Models
POE 6345/SOC 5386 Survey Research
POEC 6346/PA 6346/SOC 6360 Qualitative Research Methods
ECON 5310/5311 Applied Econometrics
ECON 6311 Statistics for Economists
ECON 6312 Econometrics III
ECON 6414/POEC 6318 Structural Equation and Multi-level Models
ECON 6315/PSCI 6318?POEC 7370 Time Series
ECON 6316 Spatial Statistics or Econometrics
ECON 6321/6322 Financial Econometrics

TIER III: DISSERTATION HOURS

The remaining credit hours necessary to meet the minimum requirement of 90 total credit hours for the Ph.D. consists of no less than 18 hours of dissertation credit unless special permission is granted by the Graduate Director and Graduate Dean's Office. Per the requirements of Graduate Studies, "enrollment in doctoral study at U.T. Dallas for a minimum of three, consecutive long terms and for a minimum of 18 doctoral semester hours are required for graduation with a doctoral degree." This number represents a minimum number of hours and students may be required to take more registered dissertation hours as they make satisfactory progress toward completion of this requirement. Any student wishing to actively work with a professor during a given academic semester must register for at least one credit hour of CRIM 8V99 Dissertation Study for that instructor but may register for more hours depending on the amount of time they intend to dedicate to their project that semester. Students should consult with their faculty advisors regarding enrollment for dissertation hours. Students expected to be knowledgeable of and are fully responsible for meeting all graduate credit hour requirements regarding the dissertation per Graduate Studies and should consult with the website regularly for updated information:

<http://www.utdallas.edu/dept/graddean/dgFront.htm>

CRIM 8V99 Dissertation Study (*1-9 semester hours*) Provides faculty supervision of a student's dissertation research. Prerequisite: All coursework and comprehensive examinations must be successfully completed unless special approval is given by Graduate Director. (May be repeated for credit.)

SECTION B: ANALYTICAL PAPER WRITING REQUIREMENT

In order to track into the Doctoral Program, all students must complete a writing requirement while enrolled in the M.S. Program or satisfy the requirement by transferring research or writing credits from another accredited academic institution. For current M.S. students on the doctoral track, a minimum of six hours of enrollment in CRIM 6V96 and the completion of an analytical research paper are required to complete the M.S. and matriculate into the doctoral program. If a student was originally admitted into the program as a MS student and wishes to be considered for admission to the Doctoral Program upon completion of the MS, s/he must competitively re-apply to the program by the deadline and await an admissions decision from the Graduate Program Committee upon completion of all Tier I requirements including the analytical paper writing requirement.

To meet the analytical paper requirement, students are required to write an original research paper, present their findings in a colloquium setting, and ideally submit the paper for peer review at an academic journal. Students must adhere to the policies of the UTD Institutional Review Board (IRB) and get all necessary approval/s from the IRB prior to starting a project. The student is expected to work closely with at least one tenure-track Criminology faculty member who will serve as Committee Chair or Co-Chair. They are encouraged to begin thinking of this requirement at the beginning of their MS degree plan and start approaching professors about research ideas and building relationships toward choosing a major professor to direct their project. Two additional professors are required to serve on the committee; one of these professors may be employed in another UT Dallas program or at another institution of higher learning. While a faculty member outside the UT Dallas Criminology Program, but not outside of UTD, may serve as a Co-Chair, students must have the approval of their Criminology faculty Chair to have this committee structure.

Per the Criminology Program, students wishing to work actively with any UT Dallas Criminology faculty member on their analytical paper during any semester must be registered for a minimum of one credit hour in CRIM 6V96 Analytical Writing Research with that faculty member. Once students have an approved analytical paper final written draft from their committee, an oral defense date will be scheduled and announced by the Criminology Program Assistant. Students meeting this writing requirement may present a prospectus and defend their paper the same semester depending on committee availability. This paper presentation will be similar to a colloquium setting and open to the university community. Upon the completion of final edits to their paper from their committee, students are responsible for meeting all guidelines, minimum credit hours, (thesis) formatting, and deadlines outlined by the office of the Dean of Graduate Studies at UT Dallas. Please access their website at:
<http://www.utdallas.edu/dept/graddean/dgFront.htm>.

The analytical research paper for the MS degree is not the same as a dissertation. It is analogous to a thesis and therefore faculty mentoring, supervision, and advisement are common in meeting this requirement. For doctoral students, the analytical paper must be

successfully defended before admittance into candidacy and registering for dissertation hours. Doctoral students who come into the Ph.D. program without the writing (analytical paper) requirement met should consult the Ph.D. handbook/catalog that corresponds to their degree plan for specific requirements for these students. While components of the analytical paper may be used in the student's dissertation project, the dissertation must extend and significantly expand upon this work considerably. Any extensions of the analytical paper toward meeting the dissertation should be agreed upon in advance with the student's doctoral dissertation advisor. The doctoral dissertation or three-paper option is a separate degree requirement and is described in detail below under Section D.

SECTION C: COMPREHENSIVE EXAMINATION

Students are required to sit for the criminology comprehensive exam after completing all Tier I *and* Tier II coursework. A student must be registered for at least three semester credit hours of graduate course work during the semester in which they wish to take the Comprehensive Examination per the Graduate Dean's office. A student should verify these minimum requirements and ensure they are in good standing at the university prior to declaring their intent to sit for the examination in the semester of their choice.

The comprehensive exam will test students' knowledge in three topical areas:

- a. Theory
- b. Policy
- c. Methods and Statistics

The exam takes place over two days and will consist of three questions that cover various combinations of the foregoing topical areas. For each of the three questions, students will be able to choose one question from a group of two. Students will be given access to a program provided computer (that are password protected with no internet connection, notes, or USB access, etc. allowed) and will have four hours to answer each question. Students may not bring any outside materials to the comprehensive exam (e.g., books, notes, USB drives, etc.). On the first day, two questions will be answered (with a 1-hour break between each). On the second day, the third question will be answered in the morning.

Altogether, the exam and breaks will last 13 hours (three 4-hour questions and a 1-hour break on the first day).

A comprehensive exam is a highly necessary component of the doctoral program in criminology. Essentially, it ensures that students have mastered the requisite knowledge and have acquired the necessary skills to advance to the dissertation stage. In particular, the comprehensive exam requires students to demonstrate their understanding of the central issues facing the discipline. It also requires students to have shaped their own positions on these issues (from course work, research, and outside readings) and to demonstrate they have the ability to articulate and defend these positions.

The exam thus tests not only the knowledge base of the student, but also whether students exhibit the capability to advance knowledge in the field through theory development and a focused research agenda. A successful comprehensive exam demonstrates that the theoretical and empirical literature to date has been synthesized and critically assessed and that the student has the skills necessary to make future contributions to the field.

The comprehensive exam will be offered in February and September of each year. Students are advised to take a lighter course load in the preceding semester, as preparation time for the comprehensive exam is extensive. The faculty will provide all

students a suggested reading list to help direct their preparation for this exam. This list is not a comprehensive list of readings but rather offers a starting point of seminal works that should be considered. Students are strongly encouraged to meet in advance with the Comprehensive Exam Committee faculty members and their major professor(s) to help direct their studying and preparation for these examinations.

Students wishing to take the comprehensive exam must announce their intent to sit by the deadline set in the semester prior to the examination on the form provided by the Program. In exceptional cases, students who wish to sit prior to the completion to their Tier I and Tier II coursework are required to have their major professor petition the Graduate Comprehensive Exam Committee at the beginning of the semester they wish to take the exams. The student must also formally declare his or her intent to the Graduate Director at the beginning of the semester they wish to sit for the test.

The exam will be graded, and the questions chosen by, a committee of three tenure-track Criminology faculty members. Feedback will be provided to students from the committee on the student's performance on the examination areas at the conclusion of the grading period, which may take several weeks. The committee's composition will change from year to year, with at least one member remaining on for the following year to maintain continuity in the comprehensive examination process.

Grading will be pass/fail. Students in the Criminology Program who fail this examination must retake the failed portion(s) during the next regularly scheduled comprehensive exam date in either February or September unless special circumstances arise and the Comprehensive Exam Committee gives permission for a deferral. Per Graduate Studies policy, this second examination typically will be taken no sooner than six months after the first examination, and no later than one year. Comprehensive examination dates will be announced at the beginning of the academic semester they fall under by the Graduate Director or the Graduate Comprehensive Exam Committee. Students failing the second examination will not be allowed to pursue a doctoral degree in that program and will be formally dismissed. Per university policy, under no circumstances will a third examination be allowed. Students who are funded with assistantships may lose their funding if they fail any area of the first exam. Funding may be reinstated following successful completion of the retake.

SECTION D: DOCTORAL CANDIDACY AND DISSERTATION/ THREE PAPER OPTION

DOCTORAL CANDIDACY

Students will be entered into doctoral candidacy with a designation of A.B.D. (all but dissertation) upon completion of 1) all Criminology Program Tier I and Tier II coursework, 2) satisfaction of the MS writing requirement, 3) passing the comprehensive examination, and 4) assignment of an approved Supervising Committee of faculty. To graduate, students must complete the dissertation or three paper option and all Tier III credit hour minimum requirements.

DOCTOR DISSERTATION/THREE PAPER OPTION REQUIREMENT

Consistent with practice of other top academic programs in the School of EPPS, the Program in Criminology accepts the three paper option as an alternative to the traditional dissertation. Students must complete one OR the other, but not both. Students must decide which of these options they will choose to meet this final writing requirement.

The dissertation is a manuscript-length original work initiated and completed independently by the doctoral candidate. This work typically includes an introduction, literature review, outline of hypotheses, discussion of data and methodology, one or more analytical chapters, and a conclusion/discussion chapter of results and implications. A dissertation manuscript for the Doctor of Philosophy degree must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice.

Alternatively, the three paper option is composed of a set of articles that together represent a significant and coherent contribution to our knowledge in the discipline of Criminology. These three papers, once completed and ready for oral defense, are preceded by a written introduction that places the articles in the context of the relevant academic literature and ties them together. The works are then followed by a chapter that draws out the principal conclusions across the studies and their relevance and contribution to the field. These papers are written in the style of journal article and must be of publishable quality, as determined by the candidate's committee. At least one of these papers must have been submitted for publication *prior* to the final oral defense of the body of work as a whole. These works are generally *sole authored* by the doctoral candidate but they may have joint authorship with committee advisors on no more than one of the three papers. Theses or analytical papers used to meet the requirement for the MS degree may not be used as one of the three papers to meet this requirement.

While there is no preference between the dissertation and the three paper option offered by the Program, students should give serious consideration to both of these options and determine what might be their best decision with their long-term goals post-graduation in

mind. Students are encouraged to seek the advice of their academic advisors and mentors prior to beginning work toward one of these options early on in their doctoral programs.

Students who propose to use the three paper option follow the same rigorous sequence of examination and defense as the student who intends to write a traditional dissertation. All requirements for the dissertation also apply to the three paper option and the committee is referred to as a Dissertation Supervising Committee regardless of the option chosen. Information and steps in this process to satisfy the dissertation or three paper option are as follows per the Office of the Dean of Graduate Studies and the Criminology Program for the doctoral student:

- 1) Students are strongly encouraged to begin thinking about their areas of interest, committee structure, and to develop relationships with their major professor who will be directing their research early in their doctoral program. The selection of a formal dissertation committee generally consists of three UT Dallas Criminology faculty members and then an outside moderator from another school at the university. The Dissertation Committee Chair (and major professor) in Criminology must be a tenured (Associate or Full Professor) voting faculty member unless special permission is granted by the Graduate Director; other serving members may be voting members of the General faculty as defined by Graduate Studies policy. Voting faculty hold the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the degree program and approval by the Dean of the School of EPPS. Besides, the Chair, two additional professors are required to serve on the committee; one of these professors may be employed in another UT Dallas program or at another institution of higher learning with special permission of the Program and the Dean of Graduate Studies. While a faculty member outside the UT Dallas Criminology Program, but not outside of UT Dallas, may serve as a Co-Chair, students must have the approval of their Criminology faculty Chair to seek approval for this final committee structure from the Graduate Dean's Office. Any student wishing to *actively* work with a Criminology professor on their dissertation project during a given academic semester must register for at least one credit hour of CRIM 8V99 Dissertation Study but may register for more hours depending on the amount of time they intend to dedicate to their project that semester and the time that will be asked of the faculty member in supporting the student. Please note that there are special requirements from the Graduate Dean's Office regarding required credit hours in the semester a student wants to graduate; see the dissertation oral defense section for more information on minimum credit hour requirements. Students should consult with their faculty advisors regarding enrollment for dissertation hours first and ensure they are aware of current credit hour and policy requirements for graduation via the Office of Graduate Studies;

- 2) Preparing a proposal draft that outlines the project(s) that the student intends to undertake. The Dissertation Proposal should be prepared by the student in consultation with the student's Supervising Committee. Per Graduate Studies guidelines, this proposal should include: 1) a tentative title of the research describing the topic as accurately and briefly as possible, 2) the background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field, 3) a schedule of the remaining research activities, including major completion milestones, and 4) a set up of five “key words” to assist in establishing the data base on theses and dissertations.
- 3) A student must be registered for at least three semester credit hours of graduate course work during the semester in which the Dissertation proposal is submitted for approval per the Graduate Dean’s office. Any student who intends to conduct research, on or off campus, in partial or complete fulfillment of a course requirement, thesis or dissertation, which would involve human beings as subjects must obtain permission, prior to undertaking the research, from the University's Institutional Review Board for the Protection of Human Subjects (IRB). Any research activity, including but not limited to surveys, questionnaires, interviews, standardized and non-standardized tests, and/or simple research experiments, which include the participation of human beings, regardless of age of participant, must have approval from the IRB. The required forms to request approval may be obtained from the Office of Research Compliance on the university website;
- 4) Defense of the proposal by the student before the committee and such other members of the faculty and the public who choose to attend the defense (the proposal is announced publicly throughout the university during the fall or spring regular semesters--once this date is set, the student must inform the Program Assistant so that this announcement can be made);
- 5) After its approval within the Criminology Program, the proposal will then be forwarded to the Dean of Graduate Studies, together with the Program's nominations for Chair and members of the Supervising Committee and the anticipated time of completion. The proposal should be prepared by the student in consultation with the student's Committee Chair, who will approve the document before its submission to the Graduate Director;
- 6) Once the committee has approved the final work(s) as ready, which in the three paper option case includes the requirement that at least one of the papers has been submitted for peer-review at an appropriate journal and two of these papers are sole authored, the student proceeds to a formal oral defense of the dissertation before the committee, other faculty, and members of the public. This defense date is set within the academic calendar year of the fall or spring regular semesters and must provide sufficient time for the committee to review and critique the final

written draft prior to the oral defense (as a rule a minimum of two weeks or more). IMPORTANT: Per the Graduate Dean's Office, if a doctoral student is enrolling for his/her last semester (i.e., they will orally defend and anticipate having all their final materials submitted to the graduate school by the deadline to graduate that semester), the required number of mandatory credit hours to be taken is one hour. This policy only applies for doctoral students – not master's students-- and any doctoral student may only do this once. If, for some reason they do not pass the final oral exam or have too much to correct in their dissertations and, as a result, are not able to use the inabsentia option, then they must enroll in 3 hours as they would have already used up the last semester 1 hour enrollment "gift." This is applicable to all doctoral students, not just students with some form of funding (TA's and RA's).

- 7) The presentation and defense of the Dissertation will constitute the Final Oral Examination for the doctoral candidate. Specifics on the scheduling and conduct of the examination are contained in the "Guide for the Preparation of Master's Theses and Doctoral Dissertations." The initial phase of the examination will be open to the public. Following the public presentation, the candidate will be examined by the members of the examining committee. This part of the examination is not open to the public. Other Criminology faculty may also attend that part of the examination. This portion of the examination will be chaired by the representative of the Dean of Graduate Studies. The examination will focus primarily on the candidate's research contribution, although aspects of the general field in which the candidate's research was conducted may also be covered;
- 8) One of five possible results of the examination will be reported: (1) passed the oral examination and manuscript accepted, (2) passed the oral examination and manuscript accepted pending specified revisions, (3) second oral examination required, but manuscript accepted or accepted with specified revisions, (4) major revisions of the manuscript and a second oral examination required, or (5) oral examination failed, manuscript not accepted and the committee recommends dismissal from the program. If a recommendation for re-examination is made, the second Final Oral Examination must be taken between six months and one year after the first examination. In no cases will a third Final Oral Examination be given. See also Policy on Procedures for Completing a Graduate Degree (87-III.25-48), in the University's Handbook of Operating Procedures and/or the "Guide for the Preparation of Master's Theses and Doctoral Dissertation" or visit <http://www.utdallas.edu/dept/graddean/> ;
- 9) Upon acceptance by the committee of the final revised written work, each doctoral candidate must prepare and submit for examination a written Dissertation meeting the guidelines specified in the "Guide for the Preparation of Master's Theses and Doctoral Dissertations." A copy of the guide can be obtained from the office of the Dean of Graduate Studies or visit <http://www.utdallas.edu/dept/graddean/>. Three final, approved hard copies and one disk copy are required. After final, approved hard copies have been bound:

- one hard copy will be available to the public in the university library
- one hard copy will be sent to the Supervising Professor
- one hard copy will be sent to the program office
- one electronic copy will be sent to UMI

UMI will publish and make the dissertation/thesis available to the public for purchase both on the web and in hard copy. In addition, students are urged to have bound copies prepared for the other serving members of their Supervising Committee.

IMPORTANT: This catalog and handbook is subject to change at any time pending university, graduate dean's office, and program amendments. Students are fully responsible for staying informed of and in compliance with new Graduate Studies policies and should meet with the Graduate Director to ensure that all requirements are met on a regular basis throughout their attendance in the program and prior to graduation applications being processed. The policies set forth in this handbook default to new university policies that may be amended without notice.

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