Criminology Graduate Student Handbook

Effective Fall 2011
MASTER OF SCIENCE IN CRIMINOLOGY

School of Economic, Political and Policy Sciences
University of Texas at Dallas
Master of Science in Criminology

Faculty:

Professors: Drs. Bruce Jacobs, James Marquart, and John Worrall (Program Director)

Associate Professors: Drs. Denise Paquette Boots, Tomislav Kovandzic, and Lynne Vieraitis (Graduate Director)

Assistant Professors: Drs. J.C. Barnes, Nadine Connell, and Robert Morris

Clinical Professors: Dr. Elmer Polk

Clinical Assistant Professors: Drs. Timothy Bray and Sarah Maxwell

Mission:

The Mission of the Master of Science in Criminology program at the University of Texas at Dallas (UTD) is threefold:

- To deliver high-quality education to a diverse body of students in terms of the etiology, control, and variation of law-breaking across space and time.
- To serve local, regional, and national communities through professional development programs, public policy analyses, program, and policy design and evaluation research.
- To advance the understanding of criminology through a multidisciplinary mix of theoretical and applied research, as well as to provide a forum for new ideas and approaches to the study of crime.

Objectives:

The Master of Science in Criminology provides students with a coherent yet intellectually challenging degree that prepares them to conduct interdisciplinary research among the many aspects of criminology and criminal justice, varying with individual interests and areas of specialty. Graduates of the M.S. program will be competent to teach at the community college and at the University level as adjunct lecturers. Graduates will also be ready to enter into analytic and administrative posts within a vast array of research and policy institutions, criminal justice organizations, and in the private sector.
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Admissions

The admissions requirements for the MS program are as follows:

- Minimum undergraduate cumulative GPA of 3.2 as reflected on official transcripts from the undergraduate institution and strong academic performance
- Preferred combined verbal and quantitative Graduate Records Examination (GRE) score of 1,000 as shown on official score report
- Letter of intent from applicant explaining why he or she seeks admission into the program
- Two to 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)

To be considered for Fall admission, MS Program applications must be submitted in full by July 1. Students with less than a complete application file may be denied or not considered for admission. Students with complete and exceptional packages will be considered for admission into the graduate program in semesters other than the Fall semester, but students generally are strongly encouraged to consider applying for Fall admission at the beginning of the academic year. Due to course sequencing and orientations, students who start in a non-traditional semester (Spring or Summer) may not be able to take classes in the suggested course sequence.

Student orientations are provided for all entering students in each academic calendar year. These meetings are held in August before the start of classes and all students are required to attend, regardless of semester of admission. Students who miss this orientation meeting or who enter the program in non-traditional semesters are responsible for reviewing the handbook and curriculum policies independently to ensure they understand the requirements necessary for satisfactory progress in their degree plan.

Facilities

Students have access to the computing facilities in the School of Economic, Political and Policy Sciences (EPPS) as well as the University’s Computing Center. EPPS has three computing laboratories which have 15-25 computers each, 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 in certain labs. 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
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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.

Prerequisites

For the Master of Science 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 criminal justice, but such training will help to facilitate the pursuit of advanced degrees in criminology. Applicants need to have a passing grade in an upper division, undergraduate statistics course.

If these conditions are not met, the applicant may be required to take undergrad prerequisite courses as a part of the graduate program.

Non-Degree Seeking Option

Students who lack sufficient criminological background and/or fail to meet other program requirements may be eligible for admission under the Graduate Non-Degree Seeking program. A student can complete up to 15 hours in order to fulfill program prerequisites, because of other admission criteria deficits, or simply to “test the waters” in order to determine whether criminology graduate education is for them. After the conditional period, a subsequent application is necessary (no charge will be incurred for the application to continuing students) for admission to the graduate program, at which time the program head and/or graduate director will review progress and make a determination as to full admittance into the Degree seeking program. All credits acquired during the non-degree seeking time period will be transferred directly to the graduate program, but a minimum grade of B must be earned for a class to be eligible for transfer. Students should consult the graduate catalog for additional details on the non-degree seeking option.

Graduate Transfer Credit Policies

Students may be awarded up to 9 hours of transfer credit (no more than 9 of the 36 required hours), which will be applied toward their degree plan upon consultation with the graduate director. However, students must earn a grade of B or above in a class for it to be considered eligible for transfer credit. Also, the graduate director has sole discretion to decide the manner in which transfer credits will be applied. 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. These policies are subject to change and it will be the student’s responsibility to verify compliance with current policy at the time of their transfer into
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the Program. See http://www.utdallas.edu/provost/documents/PM-48.pdf for more information on the graduate transfer credit policy.

Fast Track Program for UT Dallas Undergraduate Students

Undergraduate students at UT Dallas who have been admitted to Fast Track programs at UT Dallas leading to baccalaureate/master's degrees may, with the permission of the student's Undergraduate Associate Dean and graduate advisor, take a maximum of 15 specified semester hours of graduate work as an undergraduate. The graduate hours may be used to complete the bachelor's degree and also to satisfy requirements for the master's degree. When this option is chosen, credit for the fast track hours used for an undergraduate degree will not be computed in the graduate GPA. However, they reduce the total number of graduate hours required to earn the respective degree. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied and may not change option once declared. Exceptions to the 15-hour maximum may be granted by petition to the Deans of Graduate and Undergraduate Education submitted through the relevant program's director of graduate studies.

In order to apply, an application should be filed with the Undergraduate Advisor. The Undergraduate Advisor will verify eligibility, after which point the graduate director will approve or deny the petition. Approval must then be secured from the EPPS Assistant Dean for Undergraduate Education, followed by the Dean of Graduate Education (4 steps in total).

Fast Track Program Requirements

- Students must have a minimum overall cumulative GPA of 3.25 at UTD, and 3.25 in criminology courses. A student should not have D or F grades on their record, or they must obtain additional justification from the program director.

- Students must be within 30 hours of graduating.

- Students may not initiate the application process during their last semester as an undergraduate.

- Students who have already been accepted into Fast Track must have earned a B or better in their graduate classes to continue in the Fast Track program AND to be considered for admission into a master's program in EPPS.

- Students who successfully complete the Fast Track requirements do NOT need to complete the letters of recommendation, the GRE, or the personal narrative to apply to a EPPS master’s program, BUT they must complete the graduate application to enter into the master’s program.
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- If a student loses his or her Fast Track status, the student will be required to fulfill the admissions requirements, if the student decides to apply to the master’s program at UTD in the future.

- Students need to complete 9 graduate credit hours to complete the Fast Track program.

Students enrolling in a Fast Track Program will be academically evaluated in the same manner and held to the same grading standards as graduate students in their graduate courses (in graduate courses, anything below a B is not considered passing and students will not earn credit for the course toward a graduate degree).

Degree Requirements

Students seeking a Master of Science in Criminology degree must complete 36 semester hours of criminology coursework, including 15 hours of required core classes, six hours of independent research with a faculty member to satisfy the analytical paper writing requirement, and another 15 hours of electives. Students not wishing to continue on to the Ph.D. may omit the writing requirement and substitute six hours of additional hours of electives (see Non-Writing Option section below).

Important: Students who enter the Criminology program as doctoral-track are not automatically awarded a MS degree upon completing the course requirements. Students are required to file the “Addition of Master’s degree for Doctoral Students” form by the first day of classes for the semester in which they plan to graduate. In addition, they must submit an application for this degree through the Graduate Dean’s website no earlier than the semester prior to the anticipated graduate date and no later than the deadline for that semester as published in the academic calendar. 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.

Independent Study

Independent studies (CRIM 8V01) be repeated for elective credit up to a maximum of 9 hours for MS students and 12 hours for Ph.D. students. Student performance is assessed by instructor as pass/fail only.

Non-Writing Option

MS students on a terminal track who do not wish to be considered for admission into the doctoral program have the option of taking 6 hours of any EPPS graduate classes as electives in lieu of a writing requirement. All students must achieve at least a 3.0 grade point average in both the criminology core courses as well the overall grade point
average to complete graduation requirements and receive the MS in Criminology degree.

Writing Option

Students who wish to track into the doctoral program or otherwise want to satisfy a writing requirement rather than take 6 hours of electives may complete one of two options. In order for MS students to track into the UTD doctoral program, they must complete the writing requirement.

The first writing requirement option is an analytical research paper. It is an original empirical research project that formally tests one or more specific research questions. The analytical paper option is typically reserved for students who wish to enter the Criminology program at UTD. Students who pursue this option must select a three-member faculty committee to supervise the project. The committee chair can be any clinical, tenure-track, or tenured faculty member in the Criminology program. At least one of the other committee members must be a clinical, tenure-track, or tenured faculty member in the Criminology program. The composition of the committee must be approved by the graduate director. The committee helps the student guide the paper through to completion, at which point the student defends the paper before the committee. Students who pursue this option must enroll in 6 hours of CRIM 6V98. The analytical paper is completely “in house,” meaning that the student does not need to work with or through the graduate dean’s office. Also, there are no formatting requirements other than those imposed by the committee.

The second writing requirement option is a traditional thesis. This paper is akin to the analytical writing paper, but adheres to the UTD policy memorandum, *Policy on Procedures for Completing a Graduate Degree* (87-III.25-48)—with the added requirement that the committee chair must be a faculty member in the Criminology program. The thesis option is typically reserved for students who either wish to complete a traditional thesis or who will pursue further graduate studies at another university that requires (or prefers) a traditional thesis. The procedures for writing a thesis, formatting it, selecting a committee, and defending the final product are made available through the graduate dean’s office. Students who pursue this option must enroll in 6 hours of CRIM 6V96.

For both the analytical paper and the thesis option, 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 (see the graduate Dean’s website regarding IRB conditions or consult the Office of Research homepage for more information).

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 submit a subsequent application to the program by stated deadlines and be admitted into that program in accordance with the normal admission standards.

**Dual Master’s Degrees**

Per the Graduate Dean’s office, students are encouraged to pursue additional master’s degrees with The University of Texas at Dallas. To the extent that the requirements of some master’s degrees overlap, especially within the school of EPPS, some of the credit hours taken in pursuit of previous or simultaneously earned master’s degrees at UT Dallas may be counted toward an additional master’s degree. The only limitation being that one-half of the credit hours for any master’s degree earned at UT Dallas must be satisfied by new course work. Thus, any student wishing to gain a MS in Criminology is required to take a minimum of 18 hours with new course work from this program. A student is required to develop an approved plan of studies through the Criminology MS with the graduate director prior to enrolling in a dual degree. Similarly, a student wishing to earn two master’s degrees concurrently must develop an approved plan of studies through both relevant departments and programs and all coursework for any degree must meet the academic standards of that degree.

**Funding Opportunities**

Students who are applying to the graduate program with their Bachelors 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. Students should also 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.

**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. This regulation applies to specific course work and the number of credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of supplements to the graduate catalog and subsequent revisions to the handbook.
### Masters of Science in Criminology Degree Plan Details

#### 15 Hours of Required Criminology Core Classes:
- CRIM 6300: Proseminar in Criminology
- CRIM 6303: Etiology of Crime and Criminality
- CRIM 6311: Crime and Justice Policy
- EPPS 6310: Research Design I
- EPPS 6313: Introduction to Quantitative Methods

#### 15 Hours of Electives:
- 9 hours in Criminology graduate courses
- 6 hours open graduate-level electives including any program or school

**Plus:** 6 hours of CRIM 6V96 or CRIM 6V98 (for Ph.D. track students)

OR 6 hours of graduate-level course electives (for students wishing to terminate at MS)

**Total Masters in Criminology Hours: 36**

### Suggested Curriculum Sequence for MS in Criminology
*(with 9 hours of classes per semester)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>CRIM 6300</td>
<td>CRIM 6311</td>
</tr>
<tr>
<td></td>
<td>CRIM 6303</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>EPPS 6313</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>EPPS 6310</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>6 hours of CRIM 6V96/6V98 or electives</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>
Master of Science in Criminology

Academic Standing

In order to qualify for graduation, students must maintain a 3.0 grade point average for all graduate courses (including those taken outside of criminology). Students must also earn a grade of B or better in all required core classes.

Graduate Grading and Grade Point Average

The following grading scale is used in all Graduate coursework at the University:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS PER SEMESTER HOUR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Failure of either a Pass/Fail or Graded Course</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure of either a Pass/Fail or Graded Course</td>
</tr>
<tr>
<td>X</td>
<td>Incomplete</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
</tbody>
</table>

Important: This handbook is subject to change in accordance with university and program amendments. Students are responsible for remaining updated and in compliance with policies 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.

Last revised: 08/18/2010
DOCTOR OF PHILOSOPHY IN CRIMINOLOGY

School of Economic, Political and Policy Sciences
University of Texas at Dallas
Doctor of Philosophy in Criminology

Faculty:

Professors: Drs. Bruce Jacobs, James Marquart, and John Worrall (Program Director)
Associate Professors: Drs. Denise Paquette Boots, Tomislav Kovandzic, and Lynne Vieraitis (Graduate Director)
Assistant Professors: Drs. J.C. Barnes, Nadine Connell, and Robert Morris
Clinical Professors: Dr. Elmer Polk
Clinical Assistant Professors: Drs. Timothy Bray and Sarah Maxwell

Mission:

The Mission of the Doctor of Philosophy in Criminology program at the University of Texas at Dallas is threefold, to:

- Deliver high-quality education to a diverse body of graduate students regarding the etiology, control, and variation of law-breaking across space and time.
- Serve local, regional, and national communities through professional development programs, public policy analyses and evaluation research, program and policy design, and as a forum for new ideas and approaches to the study of crime.
- Advance the understanding of criminology through a multidisciplinary mix of theoretical and applied research.

Objectives:

The doctoral program in Criminology is an interdisciplinary, research-oriented degree offered in conjunction with 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 a coherent, yet intellectually challenging degree that adequately prepares them to conduct research among the many aspects of criminology and criminal justice, varying with individual interests and areas of specialty. Graduates of the Ph.D. program will be qualified to teach at the University level as professors. Graduates will also be competent to enter into analytic and administrative posts within the vast array
Doctor of Philosophy in Criminology

of research and policy institutions, criminal justice organizations, and in the private sector.

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 the undergraduate institution and strong academic performance with 3.5 GPA or higher in graduate-level coursework taken to date
- Preferred combined verbal and quantitative Graduate Records Examination (GRE) score of 1,000 as shown on official score report
- Letter of intent from applicant explaining why he or she seeks admission into the program
- 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 doctoral program)

To be considered for Fall admission and funding opportunities, applications must be submitted in full by February 15th. Students can apply as late as July 1, per university policy, but they will likely not be considered for funding opportunities. Students with less than a complete application file may be denied or not considered for admission. Students with complete and exceptional packages will be considered for admission into the graduate program in semesters other than the Fall semester, but students generally are strongly encouraged to consider applying for Fall admission at the beginning of the academic year. Due to course sequencing and orientations, students who start in a non-traditional semester (Spring or Summer) may not be able to take classes in the suggested course sequence.

Student orientations are provided for all entering students in each academic calendar year. These meetings are held in August before the start of classes and all students are required to attend, regardless of semester of admission. Students who miss this orientation meeting or who enter the program in non-traditional semesters are responsible for reviewing the handbook and curriculum policies independently to ensure they understand the requirements necessary for satisfactory progress in their degree plan.

For the Doctor of Philosophy in Criminology, students with an undergraduate or Master’s degree in Criminology or a related field will have the necessary academic foundation to begin their graduate coursework. Applicants are not required to have a degree in criminology or criminal justice, but such training will help to facilitate the pursuit of advanced degrees in criminology. Applicants need to have a passing grade in
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an upper division, undergraduate statistics course, and those who lack appropriate criminology background are strongly encouraged to complete undergraduate criminological theory and research methods courses.

If these conditions are not met, the applicant may be required to take undergrad prerequisite courses as a part of the graduate program.

Non-Degree Seeking Option

Students who lack sufficient criminological background and/or fail to meet other admission requirements may be eligible for admission under the Graduate Non-Degree Seeking program. A student can complete up to 15 hours in order to fulfill program prerequisites, because of other admission criteria deficits, or simply to “test the waters” to determine whether criminology graduate education is for them. After the conditional period, a subsequent application is necessary (no charge will be incurred for the application to continuing students) for the program, at which time the program head and/or graduate director will review progress and make a determination as to full admittance into the Degree seeking program. All credits acquired during the non-degree seeking time period will be transferred directly to the program to which the student applies.

Facilities

Students have access to the computing facilities in the School of Economic, Political and Policy Sciences (EPPS) as well as the University’s Computing Center. EPPS has three computing laboratories which have 15-25 computers each, 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 in certain labs. 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.

Graduate Transfer Credit Policies

A student who has previous graduate course work comparable to the curriculum of the UT Dallas Graduate Criminology program may be considered for transfer credit. Transfer decisions are made in consultation with the graduate director. However, the graduate director has sole discretion to decide the number of manner in which transfer credits will be applied. Final transfer credit determinations will also be awarded in accordance with the policies and procedures outlined in the University’s General Academic
Doctor of Philosophy in Criminology

Regulations after a review of official transcripts. Transfer of master’s level credit into a doctoral program is limited to a maximum of 36 hours.

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. In most cases, transfer courses will be substituted for elective credit, lessening the required hours needed for the Ph.D. In some cases, credit may be awarded for a core class at the discretion of the graduate director, provided an official transcript and a syllabus accompanies the transfer request. Such decisions are made on a case-by-case basis. Finally, students requesting credit for the thesis or analytical paper must also produce the written work for evaluation along with proper documentation on the student’s official transcript.

All petitions for transfer of course credit should be submitted by the student to the graduate director in the first semester of active enrollment in the program; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at UT Dallas with a GPA of at least 3.0. All petitions must be processed and approved no later than the semester prior to the student’s anticipated graduation.

No more than 15 semester credit hours taken as a non-degree student at UT Dallas can be subsequently applied to a degree program at UT Dallas. Exceptions to these transfer policies may be granted only on petition to the program and approved by the Dean of Graduate Studies. These policies are subject to change and it is the student’s responsibility to verify they are in compliance with current policies at all times. See http://www.utdallas.edu/provost/documents/PM-48.pdf for more information on the graduate transfer credit policy.

Please note that graduate students who transfer to UT Dallas with a Master’s degree from another appropriate institution of higher learning are required to satisfy the writing requirement (thesis or analytical paper) if they have not done so. This writing requirement can be met by completing an analytical paper at UT Dallas during their doctoral-level coursework. Students are encouraged to discuss this requirement upon admission, as they will follow the same process and committee structure as detailed in Section D of this document.

Students wishing to transfer into the Criminology Graduate Program from another graduate program at UT Dallas (outside the school of Economic, Political and Policy Sciences) must submit an application through Enrollment Services (there will be no charge for continuing students) and be formally admitted into the program. A student wishing to change programs within the School of EPPS must complete the “Graduate Change of Program Form” and secure written approval from the Program Director or
Doctor of Philosophy in Criminology

graduate director, who will determine if the student meets the admission requirements prior to formal admission into the program.

Funding Opportunities

Funding opportunities are competitive, merit-based, and can range from a small stipend to a full assistantship with tuition assistance depending upon available funding. Students who intend to seek funding should apply for admission as a doctoral track student to be considered for university funding lines, as there are extremely limited funding opportunities for masters students. Students should note their desire to be considered for funding as a teaching or research assistant in their letter of intent to the program, or later should they become interested. Funding is always dependent upon budgets from year to year, is not guaranteed, and is also contingent upon adequate progression in coursework and academic standing as well as satisfactory performance of all job responsibilities and requirements. Funded students must abide by all pertinent UTD policies and procedures, including those pertaining to academic dishonesty. A finding of academic dishonesty from Judicial Affairs will result in automatic revocation of funding. Most funding opportunities run on the 9-month academic calendar, unless otherwise noted.

Funded students will be evaluated each semester by their supervising professor. Both will sign the document and the evaluation will be placed in the student’s permanent file. The program head and assistant program head (graduate director) will also evaluate each funded student at the end of the academic year to make the determination whether funding should be continued in the following academic year.

Funded Students are required to attend all sponsored program functions and support program activities. Additional responsibilities and training may also be required for students to meet specific needs that will advance their professional skills and socialization.

Funded students must be considered full time (enrolled in 9 hours per long semester with one exception noted below) and are responsible for compliance with all policies, including submitting required reports, grade submissions, or other necessary paperwork in a timely manner. Students are responsible for regularly checking their UT Dallas student email account and to respond promptly to all Program communications with faculty and administrators made through email or mail. Failure to comply for any reason may result in a loss of funding without notice.

Time Limits: Doctoral students who are funded after they complete a master’s will be limited to three academic years of funding. All other doctoral students are limited to five academic years of funding. Exceptions may be granted in rare circumstances at the direction of the program head.
Important: If a doctoral student is entering into his/her last semester, will orally defend the Dissertation, anticipates having all final materials submitted to the graduate school by the deadline for binding, and plans to graduate that semester, the student may enroll in as little as one credit hour. This policy only applies for doctoral students, and a student may use this exception only once. If for some reason the student does not pass the final oral exam or has too much to correct in the final piece by the deadline, he or she may not use the one hour rule a second time and must enroll in 3 hours the following semester in order to finish. This is applicable to all doctoral students.

Students are responsible for the vigilant review of the handbook and are strongly encouraged to consult with the Graduate Dean’s website regularly to be aware of any changes to ensure that they comply with all policies as they move toward candidacy.

Time Limits

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. No work exceeding these limits will 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. This regulation applies to specific course work and the number of credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of supplements to the graduate catalog and subsequent revisions to the handbook.

Doctoral Program Requirements

To earn the Ph.D. in Criminology, students must fulfill the following requirements:

- 75 hours of course work in three tiers: 36 hours in Tier I (Section A), 30 hours in Tier II (Section B), and 9 hours in Tier III (Section C)
- Writing Requirement (Section D)
- Comprehensive Examination (Section E)
- Doctoral Dissertation/Three-Paper Option Writing Requirement (Section F)
**Important:** Students who enter the Criminology program as doctoral-track are not automatically awarded a MS degree upon completing the course requirements. Students are required to file the “Addition of Master’s degree for Doctoral Students” form by the first day of classes for the semester in which they plan to graduate. In addition, they must submit an application for this degree through the Graduate Dean’s website no earlier than the semester prior to the anticipated graduate date and no later than the deadline for that semester as published in the academic calendar. 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.

**Independent Study**

Independent studies (CRIM 8V01) can be repeated for elective credit up to a maximum of 9 hours for MS students and 12 hours for Ph.D. students. Student performance is assessed by instructor as pass/fail only.

Doctoral students who completed a master’s at another university may apply ONLY 6 hours of independent study credit to Tier II coursework. Students who completed all their Master’s (Tier I) requirements at UTD can enroll in a maximum of 12 hours of independent study. Students who completed some of their Master’s coursework at another university, but not enough to earn a Master’s at UTD, the graduate director will deal with those cases on a case-by-case basis.
Section A: Tier I Coursework (36 hours)

The first tier of the Ph.D. program consists of 15 hours of required courses in methods, theory, and policy. 15 hours of electives are required, as is 6 hours to satisfy the writing requirement.

15 Hours of Required Classes:

CRIM 6300: Proseminar in Criminology
CRIM 6303: Etiology of Crime and Criminality
CRIM 6311: Crime and Justice Policy
EPPS 6310: Research Design I
EPPS 6313 or 7313*: Quantitative Method Requirement

15 Hours of Electives:

9 hours in Criminology graduate courses
6 hours open graduate-level electives in any program or school

Writing Requirement:

6 hours of CRIM 6V96 or 6V98 (may be transferred in with evidence that a thesis or analytical paper was already completed)

* 6313 is an algebra-based course; 7313 is a calculus-based course

Suggested Curriculum Sequence for Tier I Coursework
(with 9 hours of classes per semester)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>CRIM 6300</td>
<td>CRIM 6311</td>
</tr>
<tr>
<td></td>
<td>CRIM 6303</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>EPPS 6313</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>EPPS 6310</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>6 hours of CRIM 6V96/6V98</td>
</tr>
</tbody>
</table>
Section B: Tier II Coursework (30 hours)

The second tier consists of 12 hours of required criminology core classes, 12 hours of electives, and 6 hours of additional EPPS statistics and methods classes. For the 6 hour EPPS statistics/methods requirement, 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 vary from semester-to-semester, and other relevant courses as determined by the program head or graduate director may be approved on a case-by-case basis.

12 Hours of Required Classes:

EPPS 6316 Applied Regression OR EPPS 7316 Regression and Multivariate Analysis
CRIM 6307 Extent of Crime and Measurement
CRIM 7300 Advances in Criminology Theory
CRIM 7301 Seminar in Criminology Research

12 hours of Electives:

6 hours in Criminology graduate courses
6 hours open graduate-level electives in any subject or school

Additional EPPS Statistics/Methods Courses:

6 hours
Section C: Tier III Coursework (9 hours)

The remaining hours necessary to meet the 75 total credit hours for the Ph.D. consists of 9 hours of dissertation credit, unless special permission is granted by the graduate director and the Graduate Dean’s Office. Any students 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 must obtain permission from faculty members before enrollment in dissertation hours. Students are fully responsible for meeting all credit hour requirement and should consult with the Graduate Dean’s website regularly for updated information at http://www.utdallas.edu/dept/graddean/dgFront.htm.
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Section D: Writing Requirement

Students must complete a writing requirement. This is accomplished by one of three means depending on the student’s situation. Students who enter the Ph.D. program and who already have a master’s degree may be able to bypass the writing requirement provided they show evidence of completion of a thesis (i.e., thesis credits may be transferred in). If this condition is not met, then the student must complete one of the following two writing requirements.

The first writing requirement option is an analytical research paper. It is an original empirical research project that formally tests one or more specific research questions. Students who pursue this option must select a three-member faculty committee to supervise the project. The committee chair can be any clinical, tenure-track, or tenured faculty member in the Criminology program. At least one of the other committee members must be a clinical, tenure-track, or tenured faculty member in the Criminology program. The composition of the committee must be approved by the graduate director. The committee helps the student guide the paper through to completion, at which point the student defends the paper before the committee. Students who pursue this option must enroll in 6 hours of CRIM 6V98. The analytical paper is completely “in house,” meaning that the student does not need to work with or through the graduate dean’s office. Also, there are no formatting requirements other than those imposed by the committee.

The second writing requirement option is a traditional thesis. This paper is akin to the analytical writing paper, but adheres to the procedures set by the graduate dean’s office. The thesis option is typically reserved for students who either wish to complete a traditional thesis or who will pursue further graduate studies at another university that requires (or prefers) a traditional thesis. The procedures for writing a thesis, formatting it, selecting a committee, and defending the final product are made available through the graduate dean’s office. Students who pursue this option must enroll in 6 hours of CRIM 6V96.

For both the analytical paper and the thesis option, 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 (see the graduate Dean’s website regarding IRB conditions or consult the Office of Research homepage for more information).
Section E: Comprehensive Examination

Students are required to sit for the criminology comprehensive exam after completing Tier I and Tier II coursework. A student must be registered for at least three semester credit hours of graduate course work (typically independent study) during the semester in which he or she wishes to take the Comprehensive Examination. Independent studies taken for the express purpose of comprehensive examination preparation cannot be applied to Tier I and Tier II coursework. Students on funding may need to take more hours as required by their student fellowships and should consult with their major professors for appropriate classes to take during their comprehensive exam semester (such as directed study, electives, etc.). 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:

- Theory
- Policy
- Methods and Statistics

The exam takes place over two days. For each of the three topical areas, students will be able to choose one question from two possibilities. For each of the three questions, students will be able to choose one question from two possibilities. The program will provide students with a computer (with no internet connection, notes, or USB access, etc. allowed) and students have four hours to answer each question. Students are not to bring any outside materials to the comprehensive exam (no 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, students are required to demonstrate their understanding of the central issues facing the discipline and show that they have shaped their own positions on these issues (from course work, research, and outside readings) and 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.
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The comprehensive exam will be offered twice per year, once in the fall and again in the spring. 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 influential 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 completing an “Intent to sit for comprehensive exam” form and turning it in to the graduate director one or before the first day of classes in the semester they intend to sit. In exceptional cases, students who wish to sit prior to the completion of their Tier I and Tier II coursework are required to have their major professor petition the Graduate comprehensive exam committee at least two weeks before the beginning of the semester in which they wish to take the exams.

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

Grading will be pass/fail. Students in the Criminology program who fail the examination on the first attempt must retake the failed portion(s) during the next regularly scheduled comprehensive exam date unless special circumstances arise and the comprehensive exam committee gives explicit permission for a deferral. Comprehensive examination dates will be announced at the beginning of the academic semester by the graduate director or the 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, at the discretion of the program head and graduate director, lose their funding if they fail any area of the first exam. Funding may be reinstated following successful completion of the retake.
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Section F: Doctoral Candidacy and Dissertation/Three Paper Option

Doctoral Candidacy

Students will enter into doctoral candidacy with a designation of A.B.D. (all but dissertation) upon successful completion of (1) all Criminology program Tier I and Tier II coursework, (2) satisfaction of the MS Analytical Writing requirement, (3) passing the comprehensive examination, and (4) assignment of an approved faculty supervising committee through the submission of the Dissertation Committee Form signed by all committee members. In order to graduate, students must complete the dissertation or three paper option and all Tier III credit hour minimum requirements.

Doctoral Dissertation/Three Paper Option Requirement

The Criminology program, as well as most top programs in EPPS, accepts the three paper option as an alternative to the traditional dissertation and students must complete one or the other. A decision should be made before the form is submitted to faculty members for signature although the title is not required at this time. The original form will be forwarded to the Graduate Dean’s office for approval.

The dissertation is an 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 of 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 authored solely by the doctoral candidate, but they may have joint authorship with committee members on one (but no more than one) of the 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.
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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 in mind post-graduation.

Students who use the three paper option follow the same rigorous sequence of defense as the student who writes a traditional dissertation. All requirements for the dissertation also apply to the three paper option and committee members are still the Dissertation Supervising Committee regardless of the preference in format. Students must adhere to the UTD policy memorandum, Policy on Procedures for Completing a Graduate Degree (87-III.25-48)—with the added requirement that the committee chair must be a faculty member in the Criminology program.
Academic Standing

In order to qualify for graduation, students must maintain a 3.0 grade point average for all graduate courses (including those taken outside of criminology). Students must also earn a grade of B or better in all required core classes.

Graduate Grading and Grade Point Average

The following grading scale is used in all Graduate coursework at the University:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS PER SEMESTER HOUR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure of either a Pass/Fail or Graded Course</td>
</tr>
<tr>
<td>X</td>
<td>Incomplete</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Grades of F, X, P &amp; W do not produce Grade points</td>
</tr>
</tbody>
</table>

Important: This handbook is subject to change in accordance with university and program amendments. Students are responsible for remaining updated and in compliance with policies 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.

Last revised: 8/18/2010