

**DOCTOR OF PHILOSOPHY IN CRIMINOLOGY**

**School of Economic, Political and Policy Sciences University of Texas at Dallas**

**AY 2017-2018**

Professors:	Drs. Bruce Jacobs, Alex Piquero, Nicole Leeper Piquero, Robert Taylor, and John Worrall
Associate Professors:	Drs. Denise Boots (Program Head), Nadine Connell (Ph.D. Advisor), Tomislav Kovandzic, Lynne Vieraitis
Assistant Professors:	Drs. Jonathan Maskaly, Andrew Wheeler
Clinical Professors:	Dr. Elmer Polk
Clinical Assistant Professors:	Dr. Timothy Bray
Senior Lecturer:	Dr. Galia Cohen
Master's Advisor	Nora Hernandez
Graduate Program Administrator	Rita Medford

### **Doctoral Program Requirements**

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

- Year 1 (Section A—see below) course work (18 hours)
- Qualifying Examination (Section B)
- Year 2 (Section C) course work (12 hours)
- Comprehensive Examination (Section D)
- Doctoral Dissertation/Three-Paper Option Writing Requirement (9 Hours) – (Section F)
- Complete a minimum of 36 hours of graduate coursework beyond the master's level (as outlined below - see Section E).

### **Section A: Year 1 Coursework (18 hours)**

The first year of the Ph.D. program consists of 18 hours of required courses:

#### **Year 1- Fall Semester**

- CRIM 6301: Research Design I
- EPPS 7313: Descriptive & Inferential Statistics
- CRIM 7305: Professional Development in Criminology

#### **Year 1- Spring Semester**

- CRIM 6307: Measures & Correlates of Crime
- EPPS 7316: Regression and Multivariate Analysis
- CRIM 7315: Evidence-Based Crime Prevention

**IMPORTANT:** Students should understand that 9-hours is considered a “full load” in graduate school. There is no requirement that 9 hours are taken each semester. However, all Year 1 coursework must be completed prior to sitting for the Qualifying Examination (in addition to other requirements noted herein). Also note that funded students **MUST** be enrolled in at least 9 graduate hours to receive funding during a regular semester.

## **Section B: Qualifying Examination Following Year 1 Coursework**

Doctoral students are required to sit for the criminology Qualifying Examination (QE) after completing Year 1 coursework (18hrs). The Qualifying Examination will be taken on a specified date (at the end of the spring semester) in a computer lab on the UTD campus. The Qualifying Examination is generally within the framework of substantive matter covered in the Year 1 coursework (i.e., research methods/statistics). Students will be given 4-hours to complete the exam and will not have access to outside materials while completing the exam. Qualifying Exams are graded on a PASS/FAIL basis.

Students will be notified of their exam outcome from the Program Head. Students failing the Qualifying Examination must retake the examination in August of the same year. Students not passing the qualifying examination on the 2<sup>nd</sup> attempt will be dismissed from the program. Qualifying Examinations will be graded by a committee of tenured/tenure-track CRIM faculty members.

**IMPORTANT: Students can sit for the qualifying exam only after ALL year 1 required coursework (18 hours) is completed and they may not take Tier II coursework until they pass the QE.**

## **Section C: Year 2 Coursework**

The second year of coursework consists of 12 hours of required criminology, methods/statistics, and comprehensive examination preparatory hours. These classes may vary from semester to semester, and other relevant courses, as determined by the Program Head or Ph.D. Advisor, may be approved on a case-by-case basis.

### **Year 2- Fall Semester**

- A Statistics or Methods Elective (may be from within EPPS or otherwise)
- CRIM 7300: Advances in Criminological Theory
- CRIM 7301: Seminar in Criminology Research and Analysis

### **Year 2 – Spring Semester**

- CRIM 8V02: Comprehensive Exam Preparation
- Other required electives (if still needed)

**IMPORTANT: Students on funding MUST be enrolled in at least 9 graduate hours during the semester to which the funding is applied. These hours may exceed the required coursework hours outlined above. Most students should expect to take additional electives.**

## **Section D: Comprehensive Examination**

Students are required to sit for the criminology comprehensive exam after completing both Year 1 and Year 2 coursework and before entering the dissertation phase. A student **must** be registered for at least

three (3) semester credit hours of graduate course work (typically independent study or electives) during the semester in which he or she wishes to take the Comprehensive Examination. Students on funding may need to enroll in additional hours as required by their student fellowships and should consult with their major professors or Ph.D. Advisor for appropriate classes to take during their Comprehensive Exam semester (such as directed study, CRIM/Non-CRIM 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.

Students accepted to the Criminology Doctoral Program under the Fall 2014 Catalogue and thereafter, will be required to pass a Comprehensive Examination consisting of two sections prior to moving to the ABD (All But Dissertation) phase of the degree. The two sections will consist of: (a) Criminological Theory and (b) Crime & Justice Policy. Research methods and statistics may be blended into each of these sections. Students should expect to have a mastery of research methods and statistics beyond the level required for the Qualifying Exam in order to pass the Comprehensive Examination. Students will be eligible to sit for the Comprehensive Examination no sooner than the 5<sup>th</sup> academic semester upon admission to the doctoral program, having passed the Qualifying Examination and successfully completed other required coursework. Both sections of the Comprehensive Exam must be taken on the same day.

The Comprehensive Exam takes place over one full day. For each of the topical areas, students will be able to choose one question from a set of questions. The Comprehensive Examination will be taken on a specified date in a computer lab on the UTD campus... Students are not to bring any outside materials to the Comprehensive Exam (no books, notes, USB drives, etc.). On the Exam day, two questions will be answered with a 1-hour break between each.

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. Students should also understand that subject matter not covered in coursework will likely be required to successfully answer Comprehensive Exam questions.

The Comprehensive Examination will be offered a minimum of once a year, typically at the beginning of the Fall semester. For students who fail to pass one or more sections of the exam, a retake may be offered no fewer than two months and no more than one year after the first attempt (see UTD policy UTDP1052).

Students wishing to take the Comprehensive Exam must announce their intent to sit by completing an "Intent to Sit for Ph.D. Comprehensive Exams" form and turning it in to the Graduate Program Administrator **at least 21 days in advance of the exam.**

If students need to withdraw from the Comprehensive Exam prior to its administration, they must inform the Graduate Program Administrator and the Ph.D. Advisor **in writing** before the exam is handed out to students. There is no penalty for withdrawing from the Comprehensive Exam before seeing the exam questions.

The questions are chosen by a committee of tenured/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 both 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 will change from semester to semester, though past questions will be made available for reference. Students should also understand that Comprehensive Exam questions will cover material that goes beyond classroom course work and should prepare accordingly.

Grading will be pass/fail. Students in the Criminology program who fail the examination on the first attempt must retake the failed portion(s) no fewer than two months but no more than one year after receiving notification of the outcome of the exams. Students failing the second examination will not be allowed to pursue a doctoral degree in that program and will be formally dismissed from the program. 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 Ph.D. Advisor, lose their funding if they fail any area of the first exam. Funding may be reinstated following successful completion of the retake.

## Section E: Curriculum Sequence Ph.D. Coursework

(with 9 hours of classes per semester)

75-hour Ph.D. suggested sequence with 36 M.S./M.A. hours applied

	Fall	Spring	End of Spring
Year 1	-CRIM 6301: Res. Design I* -EPPS 7313: Descriptive & Inferential Stats -CRIM 7305: Prof Development in Crim.	-CRIM 6307: Measures & Correlates of Crime -EPPS 7316: Regression and Multivariate Analysis -CRIM 7315: Evidence-Based Crime Prevention	Qualifying Exam
Year 2	-Statistics or Methods Elective -CRIM 7300: Advances in Theory -CRIM 7301: Seminar in Crim. Research	-Elective and/or -Comprehensive Exam Prep **	Comprehensive Exam
Year 3	On market -Dissertation***	-Dissertation	

\* If student previously took this course or EPPS 6310 at UTD and passed with a B or better, the course will need to be substituted with an additional advanced EPPS graduate statistics or methods course.

\*\* Minimum of three hours

\*\*\* Minimum number of hours to reach 75-hour degree requirement

## Section F: Doctoral Candidacy and Dissertation/Three Paper Option

### Doctoral Candidacy

Students will enter into doctoral candidacy with a designation of ABD (All But Dissertation) upon successful completion of (1) all Criminology program Year 1 and Year 2 coursework, (2) passing the Qualifying and Comprehensive Examinations, and (3) 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 credit hour minimum requirements.

### Doctoral Dissertation/Three Paper Option Requirement

The Criminology program 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.

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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 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 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 M.S. 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 their best decision based on their long-term goals 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 UTD Policy UTDP1052—with the added requirement that the committee chair must be a tenured/tenure track 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. A course may not be repeated more than once.

## **Graduate Grading and Grade Point Average**

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

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GRADE	GRADE POINTS PER SEMESTER HOUR	DESCRIPTION
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
F	0.00	Failure of either a Pass/Fail or Graded Course
I	Incomplete	Grades of F, X, P & W do not produce Grade points
P	Pass	Grades of F, X, P & W do not produce Grade points
W	Withdraw	Grades of F, X, P & W do not produce Grade points
NR	0.0	Non-recorded, used for ONLY grades that indicate the student grade awaits review from the Office of Judicial Affairs

**Enrollment/Registration Requirements (see UTDPP1052 sec. 7):**

A student **must** be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination, Comprehensive Examination, or Final Oral Examination (i.e., thesis/dissertation final defense) is taken, or during the semester in which the proposal is submitted for approval.

*Continuous Enrollment for Thesis or Dissertation:* Once a student has enrolled in thesis or dissertation, **unless a leave of absence has been granted**, that student must maintain continuous enrollment (not necessarily for thesis or dissertation) of at least 3 semester hours during consecutive long semesters until the final approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies. If the approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies too late to permit graduation during that semester, but before the Census Day of the Full-Term session (as defined in the academic calendar) of the subsequent semester, the student may register in absentia for his/her final semester of graduation.

*Enrollment During the Semester of Graduation:* With the exception of in absentia registration, doctoral students who have successfully defended the dissertation, but did not graduate during that semester, must be enrolled in at least 1 credit hour in the semester in which they graduate. Enrollment for 1 semester credit hour in the final semester is only allowed once.

**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.



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## Funding Opportunities

Funding opportunities are competitive, merit-based, and can range from a small stipend to a full assistantship with tuition assistance dependent upon available funding. Students should note their desire to be considered for funding as a teaching or research assistant on their application and 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 Ph.D. Advisor 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.

Doctoral student funding is **limited to four academic years of funding**. Exceptions may be granted in rare circumstances at the direction of the Program Head. In no case will a student be funded who has in excess of 99 hours of coursework on his/her transcript (129 hours inclusive of the M.S.).

## 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.