Introduction

This program guide is designed to assist students who are interested in pursuing or who have been admitted to the doctoral program in Criminal Justice at Rutgers University. It describes relevant policies, procedures and requirements of the program and of the Graduate School-Newark. It is intended to give the student a clear understanding of how to successfully make her or his way through the doctoral degree program. For further information, the student should refer to the Graduate School-Newark Catalog and the School of Criminal Justice Catalog.

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Criminal Justice at Rutgers University: Our Mission

The School of Criminal Justice at Rutgers University-Newark was founded in 1972 by an act of the New Jersey Legislature—the only school in America with this kind of legal charter. Its purposes have always been to (1) produce scholarship of the highest quality on crime and justice (2) provide state and local justice agencies with crucial evidence and consultation about the policy and practice of criminal justice, and (3) produce graduates who take their places as productive and respected scholars in the field.

We are, students and faculty alike, scholars who are driven by a passionate concern about problems of crime, public security, and social justice. Our specific interests are as diverse as our backgrounds, our training, and the local environment within which we work. We bring a wide array of rigorous methods and sharply honed theoretical perspectives to tackle important problems that affect peoples’ lives. This leads us to a deep engagement with people, policy-making, citizens, and professional and lay groups, both here and abroad. Our signal aim is to have impact: we want to change the way people think about crime and justice as well as the way we do the work of justice. Our job is to be at the leading edge of thought about and intervention into the justice world.
The Doctoral Program

The Ph.D. program is designed to provide students with a command of criminological theory, research methods, and criminal justice policy; as well as in-depth knowledge in areas of specialization within criminology and/or criminal justice. The doctoral degree is awarded based on evidence that the candidate has achieved a high level of proficiency in independent scholarship and research. This is assessed through course grades, the qualifying exam, the production of a publishable quality empirical paper, and successful defense of the dissertation.

GENERAL REQUIREMENTS

The doctoral program in criminal justice requires students to complete a minimum of 60 credits towards the degree, including 42 hours of coursework and 18 hours of dissertation research. All requirements for the Doctor of Philosophy should be completed within five (5) years, and must be completed within seven (7) years of the first matriculation in the criminal justice Ph.D. program.

As part of their doctoral education, students are expected to regularly participate in professional development activities, including Professional Development Seminars, SCJ Colloquia, Distinguished Speaker Series, meeting with job candidates and attending their presentations, and attendance/presentation at professional conferences such as the American Society of Criminology Annual Meetings.

Specific Credit Requirements for the Ph.D. in Criminal Justice Include:

1. A minimum of 60 credits for the doctorate
2. A minimum of 42 credits of coursework, including 7 required 3-credit courses (described below) and 21 hours of electives.
3. A minimum of 18 credits in dissertation research taken toward the degree.
4. Grades of a B or better in all required courses. A grade of less than a B in a required course indicates an academic deficiency. Any required course in which the student earns less than a B must be repeated until a B grade is earned.
5. No more than 3 credits with a grade of C+ or lower are allowed in meeting the requirements for the degree; these cannot be in a required course.
6. The overall GPA for coursework in the program must be a 3.2 or better.
7. No credits from undergraduate courses may be used for the doctoral degree.
8. Up to 12 graded credits may be transferred from other graduate degree-granting institutions (see Transfer of Credit, p. 8).
9. A full-time, one-year residency (9 credits per semester for the first two semesters) is required for the first year of the program. After the first year, students may enroll part or full time for the remainder of the program.
10. Courses taken to satisfy the requirements for the master’s degree in Criminal Justice at Rutgers may, with approval, be counted toward the doctorate.
COURSEWORK

Ph.D. students take seven required courses (21 credits). The required courses include a two semester theory sequence (foundations and contemporary); a two semester statistics sequence (introductory and intermediate), research methods, policy, and an advanced statistics or methods course. In addition to the required courses, students must complete seven elective courses (21 credits), for a total of 42 credits of coursework toward the degree.

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<tr>
<th>Required Courses (21 Credits)</th>
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<tr>
<td>Foundations of Criminological Theory (27:202:511)</td>
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<tr>
<td>Contemporary Criminological Theory (27:202:518)</td>
<td>3</td>
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<tr>
<td>Criminal Justice Policy (27:202:521)</td>
<td>3</td>
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<tr>
<td>Introductory Statistics (27:202:542)</td>
<td>3</td>
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<tr>
<td>Intermediate Statistics (27:202:543)</td>
<td>3</td>
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<tr>
<td>Research Methods (27:202:640)</td>
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One of the Following (Advanced Research Requirement)

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<th>Credits</th>
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<td>Advanced Statistics1 (27:202:641)</td>
<td>3</td>
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<tr>
<td>Research Design for Causal Inference (27:202:647)</td>
<td>3</td>
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<tr>
<td>Qualitative Research Methods (27:202:648)</td>
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<th>Elective Courses (21 Credits)</th>
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<td>Seven (7) Elective Courses</td>
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The additional elective coursework is to be distributed among the university’s offerings. Only graduate-level courses may be included. No more than 12 credits may be earned at institutions other than Rutgers. Most coursework is expected to be taken in the School of Criminal Justice, augmented and enriched through the graduate offerings in other programs or units. Students who wish to take credits within other academic units at Rutgers should seek approval from the Ph.D. Director, and contact the department offering the course(s) to determine whether they accept students from other units. When possible, electives should be selected to create a concentration in one or more areas of study.

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<tr>
<th>Dissertation Research (18 Credits)</th>
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<tr>
<td>Dissertation Research (26:202:701, 702, 703, 704)</td>
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TOTAL CREDITS | 60

1 Advanced Statistics can be repeated for credit, with approval, when different statistical approaches are taught under the same course number.
COURSEWORK SEQUENCE

Coursework must be completed in the following sequence, except with approval:

**Year 1 – Fall Semester**
- Foundations of Criminological Theory
- Criminal Justice Policy
- Introductory Statistics

**Year 1 – Spring Semester**
- Contemporary Criminological Theory
- Research Methods
- Intermediate Statistics

**Year 2 – Fall/Spring Semesters**
- Advanced Research or Statistics
- Electives

**Year 3 – Fall Semester**
- Electives; Completion of coursework

TRANSFER OF CREDIT

The School of Criminal Justice will allow up to 12 transfer credits of related coursework from appropriate Master of Arts or Master of Science degree programs. These can include transfers that replace required courses in the program, but with particularly close evaluation for continuity of content. Courses may be considered for transfer credit after completing at least 12 credits with grades of (B) or better in the School of Criminal Justice and with the following stipulations:

- Courses must have been graded with letter or numerical grades; neither Pass nor Satisfactory will be accepted;
- The student must have earned a grade of B or better in the course;
- Courses may not include work for a master’s thesis or related research;
- Courses must normally form a part of the student’s program in his or her field of concentration;
- Courses must normally have been taken during the six-year period prior to the qualifying examination; and

The responsibility for requesting transfer credit lies with the student. In applying for the transfer of credit, a student must obtain an official transcript of the grades to be transferred, a copy of the course syllabus or course description, and complete a Transfer of Credit Form that is available in the Office of the Dean, School of Criminal Justice. Once completed, the form, syllabi, and official transcript should be submitted to the Ph.D. Director for approval. The Ph.D. Director then submits both documents to the Dean of the Graduate School-Newark for review and final authorization. When the transfer is approved, the registrar’s office will record the transfer of credits on the student’s transcript. Students completing a master’s degree in criminal justice/criminology at another university must meet with the Ph.D. Director to review their transcripts. This will ensure there is not course duplication at Rutgers.

SCHEDULE OF CLASSES

The Rutgers schedule of classes is located at: [http://soc.ess.rutgers.edu/soc](http://soc.ess.rutgers.edu/soc)
INDEPENDENT STUDY AND FIELDWORK

Students who wish to take an independent study or fieldwork course should be aware of the following rules and procedures. A student must complete 18 credits of coursework prior to enrollment in either independent study or fieldwork. Students may accumulate no more than a total of six credits in either independent study or fieldwork, or a combination of the two, toward the degree. During the term prior to enrollment in the course, each student must obtain the approval of a faculty member who agrees to supervise the independent study or fieldwork.

The student must complete an application (Appendix B) that describes her or his course of study, provides a rationale for the course, and is signed by both the student and the supervising faculty member. Once completed, the form should be submitted to the Ph.D. Director for approval, along with (1) a class syllabus; (2) meeting schedule; (3) reading list; and (4) grading plan. The student is not permitted to enroll in independent study or fieldwork without a completed application that has been approved by the SCJ Dean. Scheduling convenience and paper-writing opportunities are not satisfactory reasons to take independent study coursework. Instead, the rationale must relate to (1) the courses that are available in the school, the university, and its affiliated programs, and (2) the relationship of the independent study content to the student’s research agenda.

INTER-UNIVERSITY EXCHANGE OPPORTUNITIES

SCJ doctoral students may take up to 12 hours of coursework through inter-university exchange. Doctoral students may be eligible to take graduate courses at the New Jersey Institute of Technology (NJIT) or the University of Medicine and Dentistry of New Jersey (UMDNJ). In addition, Ph.D. students in SCJ may receive permission to take courses through the Inter-University Doctoral Consortium. Rutgers-New Brunswick is a participating member. For more information, see http://gsnb.rutgers.edu/consortium.php3. Students wishing to take credits through the Consortium, or through exchange with NJIT or UMDNJ should seek approval from the Ph.D. Director and complete the necessary paperwork for approval.

TIME LIMIT FOR INCOMPLETE GRADES

Doctoral students are strongly discouraged from taking incomplete grades in their coursework. When this occurs, up to one year is allowed for incomplete work to be completed and for a grade change to be authorized by the instructor. After a year, no grade change may be made and the incomplete grade will become an F and remain on the student’s permanent record.

If a doctoral student accumulates 12 or more credits of incomplete coursework, future course registration shall be denied unless waived in a specific case by the Dean of the Graduate School-Newark.
QUALIFYING EXAMINATION

Students must pass a written qualifying examination covering (1) criminological theory and (2) criminal justice policy, which will be evaluated by a rotating committee of three faculty members appointed by the SCJ Dean. Ordinarily, the qualifying exam is to be taken the week before the start of the Fall Semester of the student’s second year in the program. Approval from the Ph.D. Director is required for deviating from the ordinary schedule. The qualifying examination will take place in the School of Criminal Justice. Students will use a computer for this eight hour exam (9am-5pm), and will be provided with an ungraded copy of their exam upon its completion.

The purpose of the qualifying exam is to test (1) students’ familiarity and understanding of central issues, concepts, and debates in criminology and criminal justice; and (2) their ability to present a thorough, well-reasoned, and critical assessment of these enduring issues. Preparation for the qualifying exam is facilitated by taking required courses in theory and policy. In addition, students will be provided with a recommended reading list for the exam, which includes key scholars and works in theory and policy. Passing the qualifying examination signals that students are ready to move on to the next stages of the degree—the empirical paper and dissertation—which require mastery of a substantive research area, demonstration of methodological competence, and an independent contribution to knowledge.

GRADING PROCEDURES

The SCJ Dean will appoint a rotating committee of three faculty members who will set and evaluate the qualifying exam. Each committee member will receive a copy of the exam for the purpose of conducting an independent evaluation. Examinations will be identified by a randomly assigned code number, rather than by student name or RUID number.

For each section of the exam, each committee member will independently assign one of three grades: “Pass with Distinction,” “Pass,” or “Fail.” Once the grading is complete, the Qualifying Examination Committee members will meet to make a final assessment of the student’s grade, and resolve any major differences in assessments. The committee will forward their results to the Ph.D. Director, who will notify students of the outcome of their exams. Ordinarily, grading will be completed and students notified of their results within two weeks of the exam.

RECEIPT OF A FAILING GRADE

Students may normally sit for the qualifying exam twice. If a student fails to pass one or both sections of the exam at their first sitting, they ordinarily will re-sit for the failing section(s) of the qualifying examination the week before the Spring Semester of their second year in the program. Approval is required for deviating from the ordinary schedule.
Upon receipt of a failing grade, the student should meet with both the Ph.D. Director and faculty members of the comprehensive examination committee to discuss the deficient area(s) of their examination and how to prepare for the next examination opportunity.

When a student fails to pass the qualifying exam after two sittings, SCJ faculty will meet to decide whether to dismiss the student from the program. Students who are dismissed from the doctoral program may appeal the decision (see Appeal of a Decision to Dismiss, p. 19).

EMPIRICAL PAPER

After successful completion of the qualifying examination and required courses, students must complete a sole-authored empirical paper. This paper must be judged to be of sufficiently high quality to be consistent with publication in a leading journal, as determined by the evaluation of a committee of three faculty members. The goal of the paper requirement is to demonstrate (1) familiarity with criminological theory and a relevant substantive literature, (2) competence in research methods, and (3) an ability to imaginatively use these skills and knowledge to address research questions of relevance for the field. Students are encouraged to seek guidance and feedback from relevant faculty and colleagues while working on the empirical paper, though it must be sole-authored, independent work.

The paper must be limited to 40 pages in length (inclusive of tables, figures, appendices, and references) and formatted in the current style of the journal Criminology. Ordinarily, the empirical paper should be submitted by the end of year three. It must be submitted within one year of the completion of all coursework.

PROPOSAL SUBMISSION

To initiate the empirical paper, the student will submit a one page proposal and accompanying preliminary bibliography to the Ph.D. Director. The proposal may be submitted at any time during the academic year. The Ph.D. Committee, chaired by the Ph.D. Director, will review the proposal and appoint an Empirical Paper Committee, which will provide an assessment of the proposal. Ordinarily the proposal will be assessed within two weeks of its receipt by the committee. The proposal assessment will include suggestions and guidance for the paper, and will be graded as “Pass” or “No-Pass.” When a proposal is not passed by the committee, the student must submit a revised proposal, accompanied by a copy of the original proposal. Proposals can be submitted to the committee for review up to two times. Since completion of this stage of the process is included in the one year timeline, students are strongly encouraged to initiate their proposal review early.
PAPER SUBMISSION

Empirical papers will be accepted for submission twice yearly: October 1st and April 1st. The paper must be submitted via email to the Ph.D. Director by 5pm on the due date. The student must provide a brief description of the history and evolution of the paper, including the names and contact information of all persons who have commented on it.

GRADING PROCEDURES

The paper will be reviewed by the appointed Empirical Paper Committee. It will be evaluated based on the substantive knowledge reflected in the paper, the application of relevant theory, the use of appropriate data and research methods, the clarity of communication, and its innovative contribution to the field. Each committee member will receive a copy of the paper for the purpose of conducting an independent evaluation, and will grade the paper as a “Pass” or “No-Pass.”

Once independent assessment is completed, the Empirical Paper Committee members will meet to make a final decision. The committee will prepare a decision letter, submitted to the Ph.D. Director, which includes an assessment of the paper’s strengths and limitations and the committee’s grading decision. The Ph.D. Director will then notify the student of the outcome of the empirical paper assessment and provide a copy of the committee’s decision letter. Ordinarily, grading of the empirical paper will be completed and students notified of their results within three weeks of the paper’s submission.

RECEIPT OF A ‘NO-PASS’

If the committee deems the paper of insufficient quality to merit a “Pass,” the student must submit a new or revised paper within six months of the original decision. Upon receipt of a “No-Pass,” the student should meet with both the Ph.D. Director and members of the Empirical Paper Committee to discuss the deficient area(s) of their paper and the steps they should take in revising the manuscript for re-review.

If the second round of reviews also is not successful, SCJ faculty will meet to decide whether they will permit the student to make an additional set of revisions, or will dismiss the student from the program. Students who are dismissed from the doctoral program may appeal the decision (see Appeal of a Decision to Dismiss, p. 19).
DISSERTATION

The dissertation is required of all Ph.D. candidates, and is the culmination of the advanced study leading to the doctoral degree. It demonstrates the student’s scholarly expertise and independent contribution to knowledge. The dissertation process formally begins when all other requirements of the Ph.D. program have been met, and includes 18 credits of dissertation research. The doctorate requires that each doctoral candidate perform original research in the form of a doctoral dissertation. The dissertation is an investigation of a problem of significance that makes a unique contribution to the field. It must demonstrate that the candidate is capable of independent research and analysis, reported in accepted scholarly style, and that s/he has attained a high degree of scholarly competence.

STEP 1: SELECTION OF THE DISSERTATION COMMITTEE

Within six months of the completion of the empirical paper, a student must constitute their Dissertation Committee. The committee consists of the Dissertation Chair and three additional Dissertation Committee members, two from within the criminal justice faculty and one member from outside the criminal justice program. The Dissertation Committee Chair, who supervises the investigation, must be a member of the graduate faculty and must have been approved for supervising doctoral research. The outside member must be approved by the SCJ Dean and can be a member of the Rutgers graduate faculty or a suitable scholar outside Rutgers. To establish the Dissertation Committee, students are responsible for the completion of the form Appointment of the Dissertation Committee (Appendix C).

Faculty who serve on the Dissertation Committee do so because they are specialists on some aspect of the proposed dissertation. The student should identify a faculty member who is knowledgeable and interested in the proposed dissertation topic. Once the Chair has accepted, s/he will assist the student in identifying appropriate faculty to serve on the committee. The Dissertation Committee assists in selecting and developing the research problem and evaluates the student’s scholarly work. The student should consult frequently with the committee, particularly the Chair, when developing their dissertation proposal, doing the research, and writing the dissertation. The primary duties of the Dissertation Committee are to (1) examine and evaluate the student’s dissertation proposal at the prospectus defense, and (2) examine and evaluate the student’s completed doctoral dissertation at the final oral examination.

STEP 2: DISSERTATION PROSPECTUS

Once the Dissertation Committee is selected, the student develops a dissertation prospectus, which is the research plan for the dissertation. The prospectus explains what the student intends to study, its importance to the field, proposed methods of investigation, and a review of the relevant literature. Its structure, format, and length are determined by the Dissertation Committee Chair, with approval of the Committee.
Once the prospectus is completed and reviewed by the Dissertation Committee, the student presents and defends it at a scheduled public meeting that is open to fellow students and faculty. The prospectus defense date is set by the Dissertation Committee Chair, with the approval of the Ph.D. Director and the SCJ Dean, and conveyed to the Dean of the Graduate School-Newark. It should be scheduled in CLJ 572.

The defense must be scheduled at least four weeks in advance, with notification provided to the SCJ Dean, Ph.D. Director, Executive Associate Dean, and Dean of the Graduate School-Newark. Two weeks prior to the defense, the student must email a Prospectus Defense Announcement, with full information (date, time, location of the prospectus defense; prospectus title; names of the student, dissertation chair and committee members; and an abstract of approximately 350 words), to all faculty, staff, and Ph.D. students. At this time, a paper copy of the Prospectus Defense Announcement must be prominently displayed on School of Criminal Justice bulletin boards. In addition, a paper copy of the full prospectus must be placed for review in the Don M. Gottfredson Library at least two weeks prior to the defense, and paper copies provided to the Ph.D. Director and Dissertation Committee. Except with permission from the Ph.D. Director and Dissertation Committee, the prospectus defense must occur during the academic year. It is the student’s responsibility to ensure that all deadlines and procedures are met.

Prior to the prospectus defense, the student shall obtain an Application for Admission to Candidacy for the Degree of Doctor of Philosophy form from the Graduate School-Newark. Ordinarily, the prospectus defense begins with a brief presentation by the student, followed by questions by members of the Dissertation Committee, then questions by other members of the audience. Once this portion of the defense is complete, the student and audience will leave the room so that the Dissertation Committee can deliberate. The Dissertation Committee alone is responsible for deciding the outcome of the prospectus defense. They will evaluate the student on (1) their proposal, (2) their presentation, and (3) their demonstrated competence in addressing committee members’ and others’ questions and concerns. Once a decision is rendered, the student will be invited back in the room. The student may (1) pass the defense; (2) provisionally pass, pending successful completion of required revisions; or (3) fail to pass. Upon final approval of the prospectus defense, the student must submit a paper copy to the Ph.D. Director.

Admission to Candidacy

Following the successful defense of the prospectus, the student may apply for admission to candidacy. To do so, the student submits the Application for Admission to Candidacy for the Degree of Doctor of Philosophy form to the Dissertation Committee Chair, to obtain signatures from the Chair and Dissertation Committee members. The cover page and Part I (Qualifying Examination Committee Report) of this form are completed at this time. Once properly signed, the application should be returned to the Graduate School-Newark. The candidate must
continue to register for dissertation research or matriculation continued in order to maintain status as a candidate.

Failure to Pass the Prospectus Defense

If the student fails to pass the dissertation prospectus defense, s/he may sit for the prospectus defense a second time within six months of the original defense. The student must submit a revised prospectus to his/her committee and schedule a new prospectus defense, following the procedures described above. Students normally will not be permitted to have a third prospectus defense. Instead, they will be dismissed from the program. Students who are dismissed from the doctoral program may appeal the decision (see Appeal of a Decision to Dismiss, p. 19).

STEP 3: COMPLETION AND DEFENSE OF THE DISSERTATION

The third major step of the dissertation process is the execution of the dissertation. This includes collecting data or identifying and preparing an available dataset; analyzing it as described in the prospectus; and reporting the results, implications, and contribution of the research to theory and extant research in the written dissertation. The structure, format, and length of the dissertation are determined in consultation with the Dissertation Committee Chair, with approval of the Committee.

Once the dissertation is completed and reviewed by the Dissertation Committee, the candidate schedules the oral dissertation defense. Like the prospectus defense, the dissertation defense is a scheduled public meeting that is open to fellow students and faculty. The dissertation defense date is set by the Dissertation Committee Chair, with the approval of the Ph.D. Director and SCJ Dean, and conveyed to the Dean of the Graduate School-Newark. It should be scheduled in CLJ 572.

The defense must be scheduled at least four weeks in advance, with notification provided to the SCJ Dean, Ph.D. Director, Executive Associate Dean, and Dean of the Graduate School-Newark. It must take place, and any required revisions must be completed and approved, at least three weeks prior to Commencement. Students should plan accordingly; the Dissertation Committee will not pass the dissertation defense simply because to do otherwise will delay the student’s graduation.

Two weeks prior to the defense, the candidate must email a Dissertation Defense Announcement, with full information (date, time, location of the dissertation defense; dissertation title; names of the candidate, dissertation chair and committee members; and an abstract of approximately 350 words), to all faculty, staff, and Ph.D. students. At this time, a paper copy of the Dissertation Defense Announcement must be prominently displayed on School of Criminal Justice bulletin boards. In addition, a paper copy of the full dissertation must be placed for review in the Don M. Gottfredson Library at least two weeks prior to the defense, and paper copies provided to the Ph.D. Director and Dissertation Committee. Except with permission from the Ph.D. Director and Dissertation Committee, the dissertation defense must
occur during the academic year. It is the candidate’s responsibility to ensure that all deadlines and procedures are met.

Prior to the dissertation defense, the candidate shall again obtain their Application for Admission to Candidacy for the Degree of Doctor of Philosophy form from the Graduate School-Newark. Ordinarily, the dissertation defense begins with a presentation by the candidate, followed by questions by members of the Dissertation Committee, then questions by other members of the audience. Once this portion of the defense is complete, the candidate and audience will leave the room so that the Dissertation Committee can deliberate. The Dissertation Committee alone is responsible for deciding the outcome of the dissertation defense. They will evaluate the candidate on (1) their dissertation, (2) their presentation, and (3) their demonstrated competence in addressing committee members’ and others’ questions and concerns. Once a decision is rendered, the candidate will be invited back in the room. The candidate may (1) pass the defense; (2) provisionally pass, pending successful completion of required revisions; or (3) fail to pass.

Following the successful dissertation defense, the candidate shall provide a cover sheet for the Dissertation Committee to sign. In addition, each member of the Committee shall sign Part II (Final Examination Committee Report) of the Application for Admission to Candidacy for the Degree of Doctor of Philosophy form. It shall be presented to the Ph.D. Director, along with a paper copy of the dissertation, then taken by the candidate to the Graduate School-Newark, along with required copies of the dissertation and other materials to be filed.

**Dissertation Format, Deadlines, and Graduate School-Newark Requirements**

Once the Ph.D. Director certifies that all program requirements have been completed for the degree Doctor of Philosophy, the candidate returns the signed Application for Admission to Candidacy for the Degree of Doctor of Philosophy form to the Graduate School-Newark. Additional materials to be submitted at this time include two paper copies of the title page of your dissertation with the original signatures in black ink of all dissertation committee members, an electronic copy of the dissertation uploaded to [http://etd.libraries.rutgers.edu](http://etd.libraries.rutgers.edu), and additional surveys and forms as required. Both copies of the title page must be printed on 8 ½” x 11” white, 16 or 20 pound weight, 100% rag content paper. The final dissertation should be prepared in strict accordance with the instructions provided in the *Electronic Doctoral Dissertation Instructions: Guide for Preparing and Uploading*, available from the Graduate School-Newark. In addition, all materials must be submitted to no later than the announced deadlines for completing degree requirements. For further details about deadlines and requirements, see [http://gsn.newark.rutgers.edu/](http://gsn.newark.rutgers.edu/). The names of those who fail to meet the Graduate School’s deadlines will be removed automatically from the commencement list for that degree date. It is the candidate’s responsibility to ensure that all Graduate School-Newark deadlines and requirements are met.
Failure to Pass the Dissertation Defense

A student failing the oral defense will be provided with a second opportunity for an additional defense within six months of the original defense. The timing and requirements of the subsequent defense, including any revisions to the dissertation, will be determined by the Dissertation Committee. The second defense must follow the procedures described above. Students normally will not be permitted to have a third dissertation defense. Instead, they will be dismissed from the program. Students who are dismissed from the doctoral program may appeal the decision (see Appeal of a Decision to Dismiss, p. 19).

GRADUATION

It is the responsibility of the student to complete all requirements for graduation by the scheduled dates. Degrees are conferred by the University, and diplomas awarded once a year at the annual spring commencement, only after a formal application has been filed, and upon recommendation of the faculty. The Graduate School Diploma Application is available on the website of the Graduate School-Newark (http://gsn.newark.rutgers.edu/).

Students who file the applications and meet all other requirements for the degree by the announced October or January dates will have a diploma dated for the respective month. However, they will not receive the official diploma until Commencement. Students may request a temporary certificate of completion by submitting a written request to the Graduate School-Newark.

The current dates by which applications for diplomas and candidacy must be filed are as follows (please check the website to ensure this information remains up-to-date):

<table>
<thead>
<tr>
<th>Diploma Date</th>
<th>Diploma Application Deadline</th>
<th>Candidacy Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>October Degree</td>
<td>August 1</td>
<td>October 1</td>
</tr>
<tr>
<td>January Degree</td>
<td>November 1</td>
<td>January 4</td>
</tr>
<tr>
<td>May Degree</td>
<td>March 1</td>
<td>May 1</td>
</tr>
</tbody>
</table>

Commencement occurs in May. Doctoral program graduates are strongly encouraged to attend. Information about commencement can be found at: http://www.newark.rutgers.edu/commencement/
SCHOOL OF CRIMINAL JUSTICE POLICIES

Evaluation of Academic Performance and Progress

Doctoral students’ academic performance and progress will be assessed, at minimum, on an annual basis. The Ph.D. Director and Ph.D. Committee, in consultation with the SCJ Dean, are responsible for completion of this assessment. The committee will provide written evaluation for each student that summarizes the Committee’s evaluation of progress and standing, conveys special commendations or concerns, and states any specific risks to good standing with steps and deadlines for correcting any problems. This evaluation will be based on (1) performance in coursework; (2) timely progress in the completion of degree requirements; (3) participation in professional development activities; (4) the student’s Annual Activities Summary; and (5) faculty evaluation.

COURSEWORK: Candidates for the doctorate are expected to show evidence of success in their coursework, demonstrated by a grade point average of 3.2 or better in the formal coursework. No more than 3 credits bearing the grade of C+ or lower will be allowed in meeting the requirements for the degree, none of which can be received in a required course.

NORMAL PROGRESS: Students are expected to complete coursework and other degree requirements in a timely manner. Reasonable progress for full-time students includes completion of the following:
- Required courses and the qualifying exam in the first 2 years
- All coursework and the empirical paper in the first 3 years
- The dissertation prospectus defense within the first 4 years
- The dissertation defense within 5 years

PROFESSIONAL DEVELOPMENT: Students are expected to participate in professional development activities. This includes events held in SCJ—such as Professional Development Seminars, Colloquia and Speaker Series—as well as local, regional, and/or national involvement in professional activities including, for example, attendance and presentation at conferences.

ANNUAL ACTIVITIES SUMMARY: Students are required to submit a detailed Annual Activities Summary (Appendix A) during the Spring Semester of each year. In preparation for this Summary report, record-keeping should be treated as a high priority and attended to carefully.

FACULTY EVALUATION: Faculty advisors will be asked to submit a progress report for each student with whom they work. Other faculty may also submit comments on students’ performance for the Committee’s consideration.
Academic Probation and Program Dismissal

When academic performance or progress problems occur, the Ph.D. Committee will notify the student in writing of its concerns, specify the source of concern, the applicable rules, and the proposed action. This warning will state when and on what basis a recommendation for program dismissal will be considered by the faculty.

Students may be placed on probation when they fail to meet certain minimum requirements of the program, including the required GPA, receipt of more than one grade of C+ or below, or non-adherence to the expectations for normal progress in the program. After a one-semester probationary period, the student’s performance and progress will be re-reviewed by the Ph.D. committee, in consultation with the SCJ Dean. If it is determined that the student has failed to meet the provisions of the probationary warning, the Ph.D. Committee may recommend the student’s dismissal from the program. If some, but not all, provisions have been met, the Committee may choose to extend the probation for an additional semester, subject to re-review.

When a performance problem is sufficiently severe, students may be recommended for dismissal from the program without a probationary period. Such severe problems include but are not limited to:

1. Failure of the qualifying exam in two attempts
2. Failure of the empirical paper in two attempts
3. Failure to successfully defend the dissertation prospectus in two attempts
4. Failure to successfully defend the dissertation in two attempts
5. Non-adherence to the Time Limits (See Time Limits for Doctoral Degree, p. 20)
6. Gross or intentional violations of Institutional Review Board procedures (See Protection of Human Subjects, p. 21)
7. Violations of academic integrity (See University Code of Conduct and Academic Integrity, p. 22)

If the SCJ faculty vote to dismiss a student from the program, this decision will be put in writing, will specify the reasons for the dismissal, and will document all warnings communicated to the student.

APPEAL OF A DECISION FOR DISMISSAL

Students may appeal the SCJ faculty’s decision to dismiss a student from the program. The appeal must be made in writing to the Dean of the Graduate School-Newark. It must be made within 10 school days of receipt of the program faculty’s decision and shall state the grounds for appeal. Grounds for appeal are: (1) technical error; (2) new information; and (3) extenuating circumstances. The Dean of the Graduate School-Newark, whose decision is final, shall render a decision within ten school days of receipt of the appeal. For the purpose of this and other relevant procedures, “school day” is any day classes are in session, excluding summer session.
Student Grade Complaint Procedures

Student complaints about grades shall, where possible, be handled within the School of Criminal Justice. The student should first confer informally with the instructor who recorded the grade in question. Such conference shall take place within ten school days of notification of the grade. If the matter is not resolved between the student and the instructor, the student should, within ten school days, take the issue to the Dean of the School of Criminal Justice or a designee for review and mediation. The Dean, or designee, within ten school days of notification of the dispute, shall consult with all parties and propose a resolution. If this is unsuccessful, the matter shall be referred to the Ph.D. Committee. This Committee shall render a decision within 15 school days. In arriving at a decision, the Committee may consult with whomever it chooses and may, in extraordinary cases, ask third parties from among the faculty to review the grade in question.

Appeal of the Ph.D. Committee’s decision may be made to the Dean of the Graduate School-Newark. Such an appeal shall be in writing, shall be within ten school days of receipt of the Ph.D. Committee’s decision, and shall state the grounds for appeal, as listed above under Appeal of a Decision for Dismissal (p. 19). The Graduate School Dean, whose decision is final, shall render a decision within ten school days receipt of the appeal.

Due Process for Required Examinations

Students will be notified in a timely manner of the Qualifying Examination, Empirical Paper, Prospectus Defense, and Dissertation Defense results. Students who fail any of these exams will be provided with an explanation for the negative decision.

In cases in which a student believes that the examination policies/procedures outlined in this document have not been followed, resulting in a failed examination, the student may appeal to the Ph.D. Director, in writing, within ten school days of receipt of the examination grade, and shall state the grounds for the appeal, citing evidence of policies/procedures not adhered to, and how the non-adherence resulted in the failed examination. The Ph.D. Director will consult with the Dean, whose decision is final. They shall render a decision within ten school days of receipt of the appeal. For the purpose of this procedure, “school day” is any day classes are in session, excluding summer session.

Time Limits for the Doctoral Degree

All requirements for the degree of Doctor of Philosophy must be completed within seven years of the first matriculation in the criminal justice Ph.D. program. Students passing the five year mark will be reminded of the seven year limit set by the Graduate School.
Deadline Extensions and Matriculation Continued Option

Students may request deadline extensions by submitting a request to the Ph.D. Director, who will consult with the SCJ Dean in making a decision. The request must include a projected schedule that shows when requirements will be met. Students must be explicit about the reasons for their request. Family and medical leave are the most common reasons for approved extensions of deadlines. Extensions also may be approved for special academic needs such as study abroad.

Students who are obliged to interrupt their studies may, with the approval of the Ph.D. Director, register for matriculation continued. There is no tuition fee for this registration, although a student fee is charged. This category of registration is available only to students not present on campus and not using faculty time and university research facilities. Students who are away from campus but working on their dissertations and are in contact with their committees should register for one or more credits of dissertation research.

Protection of Human Subjects

Much of the research we undertake in criminology and criminal justice involves research with vulnerable individuals, who are offered special protections under Federal Regulations for the Protection of Human Subjects. Upon entrance into the doctoral program, all students must familiarize themselves with Rutgers University’s Institutional Review Board (IRB) policies for the protections of human subjects in research (see http://orsp.rutgers.edu/Humans/default.php), and familiarize themselves with the ethical concepts behind IRB regulations. In addition, within the first semester in the doctoral program, students must complete the Rutgers Office of Research and Sponsored Program’s online Institutional Review Board Certification training and exam (see http://orsp.rutgers.edu/Humans/hscp.php), and submit a copy of their certification to the Executive Associate Dean, to be placed in the student’s records.

Students also must adhere to Rutgers’ IRB policies and procedures. Anytime a student embarks on research—including but not limited to when (1) collecting primary data; (2) utilizing secondary data; (3) completing a class project in which the student intends to use the data for any purpose outside the classroom; (4) the student believes the project does not require IRB review; and (5) for the dissertation—they are required to contact the IRB prior to the start of the project to determine whether they need to submit an IRB proposal. The response to this query and (if required) the IRB approval must be submitted to the Executive Associate Dean, to be placed in the student’s records.
Doctoral students who have not completed the IRB Certification will be denied access to future course registration until a copy of the certificate is submitted. Students who fail to obtain IRB approval or exemption for their dissertation research may be denied the opportunity to defend the dissertation or have it rejected by the Graduate School-Newark. Any student who commits gross violations of human research ethics in their research, or who knowingly violates Rutgers’ IRB policies and procedures may be dismissed from the doctoral program.

**University Code of Conduct and Academic Integrity**

All members of the Rutgers University community are expected to behave in an ethical and moral fashion. In addition, all Rutgers community members are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Doctoral students are required to be familiar with the University’s code of conduct (see [http://policies.rutgers.edu/PDF/Section10/10.2.11-current.pdf](http://policies.rutgers.edu/PDF/Section10/10.2.11-current.pdf)).

The stature and reputation of the School of Criminal Justice are based on the commitments of its faculty, staff, and students to excellence in scholarship and high standards of professional integrity. Students are required to be familiar with Rutgers University’s rules and procedures governing academic integrity, and the principles behind them. These will be strictly enforced in the doctoral program (see [http://studentconduct.rutgers.edu/files/documents/AI_Policy_Effective_9_01_2011.pdf](http://studentconduct.rutgers.edu/files/documents/AI_Policy_Effective_9_01_2011.pdf)). Students who engage in plagiarism, cheating, fabrication, facilitation of dishonesty, academic sabotage, or other forms of academic dishonesty may be dismissed from the doctoral program.

Academic integrity includes a range of practices, including:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with IRB and protection of research subjects
- Collegiality in scholarly interactions
- Adherence to fair and open relationships between senior scholars and their coworkers, including students
ADMISSIONS

Requirements for Admission

The minimum academic requirement for admission to the School of Criminal Justice is the completion of a bachelor’s degree in a college or university accredited by the appropriate accrediting association. It is the policy of the School to admit those students who, in the opinion of the Admissions Committee, show promise of succeeding in the program of the school. Primary consideration is given to the applicant’s scholastic record, including the distribution and quality of work. Ordinarily, a grade point average of 3.5 or better is expected, with strong performance demonstrated in theory, methods, and statistics. Additional evidence of potential for graduate study is demonstrated by letters of recommendation, the personal statement, applicable professional experience, and scores on the Graduate Record Examination. Applicants are advised that it may not be possible to admit all qualified candidates.

Admissions Procedures

Application for admissions to the doctoral program must be completed online. Detailed requirements and procedures for applying are available at the Graduate and Professional Admissions website: http://gradstudy.rutgers.edu/. All applicants are required to pay a nonrefundable application fee, which is also payable online.

Deadlines

The deadline for application to the School of Criminal Justice doctoral program is December 15th for consideration for a fall term admission. The deadline may be extended if there is sufficient time to render a decision, and a position in the program still remains available. Normally the School does not admit doctoral students into the program for spring term admission.

International Applicants

Most international applicants are required to take the TOEFL or IELTS, in addition to the ordinary application requirements. International students can be offered admission but will not be issued an I-20 until satisfactory documentation of finances to meet the full cost of education and living expenses can be provided. Foreign applicants attending or recently graduating from another United States institution are required to submit a Foreign Student Adviser’s Report (FSAR) completed by the appropriate official at the school, along with a copy of the current I-20. For detailed information on the application process and requirements for international applicants, see http://gradstudy.rutgers.edu/inter.shtml.
SCJ RESOURCES AND SUPPORT

Academic Advising and Registration

All doctoral degree students are assigned a faculty advisor for each of their first two years in the program. Students should plan to meet with their faculty advisor, at minimum, each semester. In addition, during their first year in the program, they will receive academic advising by the Ph.D. Director, who will review and discuss each first-year student’s course selection during the fall and spring registration periods.

After year two, the student will choose a faculty advisor, who will assume responsibility for the student’s future academic advisement. If a different faculty member later assumes responsibility as the Dissertation Committee Chair, that faculty member will then assume responsibility for future academic advisement.

Once students have conferred with their academic advisors, they can register online at http://registrar.rutgers.edu/ by following the Newark link, which will link to the online Schedule of Classes. SCJ course descriptions are provided in this Handbook; they can be found on page 32. Students should refer to the website for all other registration information.

Graduate Assistantships

Graduate Assistantships are awarded on a competitive basis for incoming doctoral students. Assistantships are for three years, contingent on satisfactory progress in the program and satisfactory evaluations from supervising faculty. Normally, applicants will not be admitted into the SCJ doctoral program unless they can be funded through a Graduate Assistantship, one of several Rutgers fellowships (see Additional Funding Opportunities: Rutgers Fellowships, p. 27), or another funding source. We expect doctoral students to be active, engaged members of the Rutgers School of Criminal Justice community, and this is best accomplished by providing support to our students.

EXPECTATIONS FOR GRADUATE ASSISTANTS

An assistantship is both a job and an opportunity for additional training. Assistants are required to spend 15 hours a week on assignments, and are required to spend a majority of these hours on campus. Assistantships are designed to enhance students’ academic ability and professional development, and are awarded to students demonstrating the ability to perform the work tasks open for assignments. Participation in all professional development activities (including seminars, brownbags, and colloquia) is required.
All students who are assigned as Teaching Assistantships must complete teacher training prior to the commencement of the teaching assignment. If a student does not successfully complete the teaching training, the School reserves the right not to renew funding for the next semester and/or following academic year. The normal teaching load for the academic year is two courses. Each course taught is weighed at 7.5 hours of prep time, classroom instruction, and office hours. If you are assigned to teach two courses for the semester your 15-hour obligation is met. If you are assigned to instruct one course for the semester, the remaining 7.5 hours will be spent assisting a faculty member, participating in extracurricular academic activities in the school, or in another assigned duty.

Students who are awarded assistantships will be periodically reviewed to assess their performance in assigned activities. A negative assessment can result in placement on probation, and may result in non-reappointment. This can occur mid-year or in the following academic year, depending on the timing of the assessment and steps taken by the student to correct their performance.

APPLICABILITY OF GRADUATE SCHOOL-NEWARK POLICIES

The policies of the Graduate School-Newark, as they appear in the School of Criminal Justice catalog, provide applicable guidelines for multiple awards of scholarships, fellowships, etc. Students who hold assistantships are not permitted to engage in outside employment during the term of the assistantship without special permission from the Graduate School.

CRITERIA FOR SATISFACTORY PROGRESS IN THE PROGRAM

In order for their progress to be deemed satisfactory, Graduate Assistants must maintain a 3.2 grade point average, participate fully in all professional development activities, work with an advisor to develop a plan of study and adhere to it, pass the qualifying exam by the second year, complete the empirical paper within a year of completion of coursework, defend a dissertation proposal within one semester of completing these assignments, and resolve any grade of incomplete before the beginning of each semester. These conditions are stronger than the conditions all students must meet in order to avoid academic probation.

CRITERIA FOR EVALUATING PERFORMANCE AS A GRADUATE ASSISTANT

In order for their performance to be deemed adequate, Graduate Assistants must communicate effectively with the people with whom they are assigned to work, especially staff, faculty, and students; deal with them in a professional and courteous manner; when applicable, demonstrate the skills needed for teaching, including language skills, at a level commensurate with their stage in the program; devote the required amount of time to the Assistantship; and be available when needed, complete assignments fully and in a timely manner, and provide written work that is clear, accurate, and well organized.
Dean’s Research Grant Awards

To foster and support student research, the SCJ Dean awards research grants targeted to doctoral students. The announcement of the competition will be announced early in the Fall Semester each year, and applications will be due by 5pm on December 1st annually. The maximum amount awarded per grant is $2,500. Normally students will not be awarded a grant in two consecutive grant cycles, unless a compelling case is made for additional support. The use of grants as seed money to obtain external funding is strongly encouraged.

SCJ Dean’s Research Grant Award proposals should include a two-page narrative, as well as budget and curriculum vitae. Proposals longer than two pages (excluding the budget and CV) will not be considered. Grantees are required to provide a copy of their IRB approval prior to the release of funds. As a condition of the award, grantees are required to submit a final report within one year of the award date.

Travel Support

To support the professional development of doctoral students, the School of Criminal Justice offers annual monetary support for student travel. Any student presenting a paper at a major national or international conference (American Society of Criminology, Academy of Criminal Justice Sciences, European Society of Criminology, others on approval) will be eligible for $500 in travel funds, contingent on the following criteria:

The abstract must be received via email by the Ph.D. Director at least two weeks prior to the conference submission deadline, to provide sufficient time for the Research Committee to review and approve it. Students are responsible for identifying and adhering to the deadline.

The student must have their presentation prepared to present at a practice session in SCJ one month in advance of the conference. ASC Practice Talks will be scheduled each year. Students who receive funding to present at another conference are responsible for identifying and adhering to the deadline, and providing the Ph.D. Director with notification six weeks prior to the conference, in order to schedule a practice presentation.

Each student is eligible for a total of $500 in travel money. These funds can be used for presentations at multiple conferences, with the policies above applying for each presentation at each conference.

First year doctoral students will receive $500 to attend the American Society of Criminology meetings, without the expectation that they present a paper. They will be expected to attend the Rutgers Reception held annually at the conference on Thursday evening.
Don M. Gottfredson Library

The Don M. Gottfredson Library of Criminal Justice at Rutgers University constitutes one of the finest special collections of crime and criminal justice materials in the world. Rutgers acquired the library collection of the National Council on Crime and Delinquency in 1984. Together with annual acquisitions averaging more than 3,000 titles during the past few years, the collection now consists of around 100,000 monographs, 7,000 dissertations, 2,500 bound periodicals, 225 subscriptions of journals and periodicals, and 20,000 documents on microfiche.

The library routinely collects copies of research and statistical reports from many state, federal and international crime agencies. In addition, a significant number of foreign-language periodicals and books have been added to the library in recent years. The library has had a contractual agreement with Sage Publications by which additions to the collection are regularly abstracted, providing a subject access to the collection. A substantial portion of these new acquisitions is published quarterly in the paper section of Criminal Justice Abstracts, the primary reference source for criminal justice studies.

A more complete version of the library’s holdings is available through Illumina. For more information about the library and its services, contact Phyllis Schultze at pschultz@andromeda.rutgers.edu

SCJ Computer Lab

A computer laboratory reserved for the use of students in the School of Criminal Justice provides them with access to specialized software, RUNet servers, and the Internet. Students can use the laboratory for introductory and advanced coursework, independent research projects, and their dissertations. Specialized software, including that for mapping, qualitative data management, and statistical analysis, allows students to keep up with the current developments in criminology and criminal justice.

Additional Funding Opportunities:
Rutgers Fellowships

Both newly entering and continuing doctoral students who have maintained an academic record of excellence are eligible for fellowship consideration. Fellowships are awarded to those full-time students who have records of academic excellence and who show potential for continued scholarly achievement. Normally the Ph.D. Director, in conjunction with the Ph.D. Committee, identifies candidates who will be competitive for these awards. However, students interested in a fellowship for the following academic year should notify the Ph.D. Committee in writing by January 15th. Students should also speak with the Financial Aid office to confirm any eligibility for assistance through loan and grant programs.
The following fellowships do not require a separate application; the admissions application or annual review is used to determine eligibility by the Ph.D. Committee.

**The Ralph Johnson Bunche Distinguished Graduate Award.** This award provides a $15,000 stipend plus tuition to exceptional incoming full-time students with backgrounds of substantial educational or cultural disadvantage. Established in 1979, this fellowship is named after an African American Statesman, Nobel Peace Laureate, and 1949 recipient of an honorary Doctor of Law from Rutgers.

**SCJ Scholarship Award.** These scholarships are given annually. The amount of awards vary. They are provided to outstanding students who have probable financial need and/or bring added diversity to the program along a range of dimensions (age, experience, race, residency, sex.)

**Presidential Fellowship.** The President of Rutgers, The State University of New Jersey, invites outstanding candidates to apply to Ph.D. programs for consideration as Presidential Fellows. The fellowship allows for a $35,000 stipend annually for 2 years, full tuition remission, medical fee remission, mentorship in applying for prestigious national and international fellowship, and three additional years of support for candidates sustaining good standing in their program. Successful candidates are expected to have demonstrated outstanding academic accomplishments and exceptional promise for success in research in their chosen discipline.

The following fellowship requires a separate application (see Appendix D), submitted to the SCJ Ph.D. Director.

**Rutgers Dissertation Fellowship Award.** This award is issued by departments and schools at Rutgers through the Graduate School-Newark on the basis of exceptional academic merit, as evidenced by scholarly promise. The award is currently $20,000. SCJ students are nominated based on the recommendation of the Ph.D. Committee. See Appendix D for the Dissertation Fellowship Award application, which is due on February 1st annually for consideration for the following academic year.

The following fellowships require a separate application. Please contact the financial aid office for further information or see [http://finaid.newark.rutgers.edu/](http://finaid.newark.rutgers.edu/).

**Educational Opportunity Fund (EOF).** New Jersey residents who are full time students and who received EOF money as an undergraduate or can demonstrate backgrounds of financial or academic hardship are eligible. Grants can range from $200 to $2,600. Decisions are made by the Rutgers University Financial Aid Office.

**New Jersey State Grant.** This grant is available to full-time graduate students who are classified as NJ residents and demonstrate financial need. Grants range from $200 to $1,000 per year. EOF recipients are not eligible. Decisions are made by the Rutgers University Financial Aid Office.
UNIVERSITY OFFICES AND RESOURCES

Health Services and Immunizations

Rutgers-Newark Health Services (249 University Avenue, Blumenthal Hall) is a full service primary health care center for eligible students, offering a range of medical services. For more information, see http://health.newark.rutgers.edu/.


Financial Aid

The Rutgers-Newark Office of Financial Aid has a number of resources for financial aid. Students can find more information at http://finaid.newark.rutgers.edu/.

Housing and Residential Life

It is very important for students who plan to live on campus to apply for student housing by the deadline. An offer of housing is NOT included with the offer of admission. For more information, see http://housing.newark.rutgers.edu.

Libraries

In addition to the School of Criminal Justice’s Don M. Gottredson Library, SCJ students are served by two Newark campus libraries: the John Cotton Dana Library and the Law School Library. The John Cotton Dana Library is located in the center of the campus plaza and has a vast collection of books, federal and state publications, microfilm, audiovisual items, periodicals and other serials. Students also have access to the network of 26 Rutgers University Libraries across campuses. There is a robust Interlibrary Loan Service, and many electronic databases that can be accessed at http://www.libraries.rutgers.edu/. Further information about the Libraries is also available on this site.

Newark Computing Services

Newark Computing Services (NCS) provides computing, networking, and information services in support of the university’s instructional, research, and administrative activities. All NCS facilities and Coordinated Instructional Facilities (CIF) are fully networked and are available to the Rutgers community. Students’ computing accounts give them access to email, internet, online library catalogs, and Campus Wide Information Service, among others. For more information, see http://ncs.rutgers.edu/.
Counseling Center

The Rutgers-Newark Counseling Center offers a range of counseling and psychological services. A staff of clinical psychologists and other mental health professionals is available to work confidentially with students experiencing personal problems or difficulty coping with stresses of university life. Appointments to see a counselor located in Blumenthal Hall (249 University Avenue) may be made by calling 973-353-5805. See http://www.rutgersnewarkcounselingcenter.com/CC/ for more information.

International Student and Scholar Services

The Office of International Student and Scholar Services, located at Conklin Hall, 175 University Ave, assists nonimmigrant international students with all matters of special concern to them, and serve as a referral source to other university offices, academics departments, and outside agencies. The office provides direct support for employment, immigration, personal concerns, and other matters. For more information, call 973-353-1427 or see http://oiss.rutgers.edu/.

Disability Services

Rutgers-Newark’s Office for Disability Services is located in the Robeson Campus Center. Students with disabilities should contact Genevieve Sumski at famoso@andromeda.rutgers.edu or 973-353-5300. For more information, see http://robeson.rutgers.edu/studentlife/disability.html. For a detailed list of responsibilities and procedures, please consult the student/coordinator manual available at: http://disabilityservices-uw.rutgers.edu/.

Parking

Vehicle registration materials are mailed during the summer to registered students. Prompt processing by mail or via the website will eliminate the need to wait in line during the first weeks of the semester. Annual Parking Permits are sold to commuter students and are valid from September 1st through August 31st. Parking rates and parking rules may change from time to time. For the latest parking information, including fees, see http://nwkparking.rutgers.edu/transportation.php.

Bookstores

There are two bookstores on campus. The Rutgers University Bookstore is located in Bradley Hall, and can be access online at: http://newark-rutgers.bncollege.com. For more information, call 973-353-5377. The New Jersey Bookstore is located at 167 University Avenue. For information, call 973-624-5383.
**Photo Identification Cards**

The Rutgers ID must be presented for security purposes, student activities, library services, athletic and computer center usage, registration, shuttle service, and as deemed necessary by other university departments. The Business Office processes ID cards for newly-admitted students after registration is completed. Thereafter, all photo ID business is transacted at the Photo ID/Permit Sales window on the 3rd floor of Blumenthal Hall. Initial ID cards are issued at no charge; $15 is currently charged for replacement ID’s. Contact the Business Office at 973-353-5873 or see [http://newarkbusinessoffice.rutgers.edu/](http://newarkbusinessoffice.rutgers.edu/).

**Tuition and Billing Information**

The Cashier’s Office is responsible for the billing and collecting of tuition, fees, housing and dining charges. Students’ term bills must be submitted with payment in full or arrangements must be made with the Cashier’s Office for partial payments by the due date to complete registration. If you register late, please be prepared to pay your term bill at registration. Students receiving fellowships and assistantships must bring their term bills to the School of Criminal Justice Dean’s Office to receive an RT100 Tuition Remission Card. For information about current tuition rates, see [http://newarkbusinessoffice.rutgers.edu/](http://newarkbusinessoffice.rutgers.edu/). Questions can also be directed to the Cashier’s Office at 973-353-5423.
SCJ COURSE DESCRIPTIONS

Please note: not all courses are offered each year.

27:202:511 Foundations of Criminological Theory (3) This is the first course of a two-part graduate sequence introducing students to the major theories of crime and criminal justice. It focuses on the foundations of criminological theory, with an emphasis on classical readings. It familiarizes students with key research questions and assumptions of theoretical approaches, their core propositions and challenges for measurement/testing, as well as policy implications. Required Course – Ph.D.

27:202:516 Offender Rehabilitation (3) This course is designed to give graduate students a strong foundation in the theoretical underpinnings of offender rehabilitation and to examine current knowledge about best practices in promoting offender change. The course will examine interventions and programs in the context of correctional settings and in the community. In addition, the mechanisms of change related to personal identity will be examined, as will strengths-based approaches to change. Students should come away from the class with a sense of the state of the field concerning offender rehabilitation as well as practical concerns regarding program implementation and evaluation. The class will emphasize policy analysis and research experience.

27:202:517 Violent Crime (3) Investigates and analyzes aggression and violence as forms of individual, group, and societal behavior. Includes an assessment of anthropological, biological, philosophical, political, and sociological theories. Combines student presentations and projects with lectures and tutorials.

27:202:518 Contemporary Criminological Theory (3) This is the second course in a two-part graduate sequence introducing students to the major theories of crime and criminal justice. It examines contemporary theoretical contributions in criminology and criminal justice. The aim is to familiarize students with key research questions and assumptions of contemporary theoretical approaches, their core propositions and challenges for measurement/testing, as well as policy implications. Prerequisite: 27:202:511. Required Course – Ph.D.

27:202:521 Criminal Justice Policy (3) This course is designed to give doctoral students a broad overview of criminal justice policies. It examines the goals and values underlying justice policy, the social construction of crime problems and the process of policy development, and the ways that policies shape the day-to-day working of the criminal justice system. It also investigates the specific institutions of the criminal justice system including the juvenile justice system, police, courts, and the correctional system, as well as the specific activities and processes carried out by these entities. The course will also provide an overview of best practices for formulating and evaluating criminal justice policy. Required Course – Ph.D.
27:202:525 Justice, Law, and Policy (3) Multidisciplinary overview of key institutions, processes, and policy issues regarding crime and justice. Includes readings and discussion on: traditional criminal justice institutions and processes; the role of private sector and community organizations in crime control; law and justice policy in a federal system; crime prevention and institutional responses to crime; emerging cross-national issues in crime, law, and policy. Required Course – M.A.

27:202:528 Problem Analysis (3) This course will focus on defining and analyzing problems commonly faced in justice and related agencies. Examples may be drawn from: inmate classification systems; institution population models and prediction; crime analysis; case tracking and analysis for community corrections; application of bail classification matrixes. Topics will include: problem statement and formulation; fundamentals of statistics and data analysis; and documentation and principles of measurement. Required Course – M.A.

27:202:529 Planning and Evaluation (3) This course will focus on program planning and evaluation, the kinds of things executives, managers, and planning and oversight agencies do. Additional topics on statistics and other forms of analysis will be covered. The course will examine traditional evaluation designs and case studies, generally through an action research framework. Topics will include: logic modeling; evaluating/assessing policies and programs; probability and nonprobability sampling; and overview of data collection techniques. Prerequisite 27:202:528. Required Course – M.A.

27:202:531 Probation, Parole, and Intermediate Sanctions (3) Analysis of the theories and practices of probation, parole, and intermediate sanctions. Emphasis on understanding as human-service organizations-the functions of probation, parole, and intermediate sanctions. Special attention given to policy developments in the field.

27:202:532 Corrections (3) Traces the historical development of institutions for confinement and analyzes present trends in correctional practice. Reviews characteristics of various correctional policies and analyzes prison life. Special emphasis on current trends and controversies.

27:202:533 Policing (3) Examines the police role and law enforcement policy, police organization, personnel issues, management, and operations, as well as coordination and consolidation of police service, police integrity, and community relations.

27:202:535 Juvenile Justice (3) Focuses on history and philosophy of juvenile justice, landmark court cases, police handling of juveniles, the juvenile court, and juvenile corrections and rehabilitation.
27:202:536 Comparative Crime and Criminal Justice (3) This course examines crime and criminal justice from a comparative, cross-national perspective. It investigates the benefits and challenges of comparative research on crime and justice, examines the relationship between crime rates and differential criminal justice systems, and analyzes cases that reveal how globalization and socioeconomic development indicators shape the nature of contemporary crime and criminal justice practices.

27:202:537 Race, Crime and Justice (3) This course examines the overrepresentation of racial minorities in the criminal justice system. Specifically, it will examine group differences in offending, processing, and victimization. It also analyzes the ways that theory and practice intersect and are mediated by other social factors.

27:202:539 Gender, Crime and Justice (3) This course examines the role of gender in crime, criminology and criminal justice. The course framework and readings emphasize theoretical frameworks brought to bear in the study of gender, emphasizing the social structures of gender, social constructions of gender, symbolic meaning systems, and intersections of race, class and gender. Topics include the impact and nature of gender in crime commission, criminal victimization, and criminal justice processing.

27:202:541 Foundations of Scholarship (3) Develops rudimentary tools needed for conducting research and for writing reports and scholarly papers in the field of criminal justice. Explores approaches to writing a research paper, report writing, forms of documentation, library resources, data sources, presentation techniques, legal research, and computer usage. Required Course – M.A.

27:202:542 Introductory Statistics (3) This is the first course of a two-part graduate sequence in statistics. It is an introduction to statistics, and provides the background necessary for Intermediate Statistics. The topics to be covered include descriptive statistics, point and interval estimation, statistical inference, measures of association for discrete variables, and regression. No previous knowledge of statistics is necessary; however the course assumes that students will eventually use statistics in their own research. The subject matter will be covered in enough depth for this to be possible.

27:202:543 Intermediate Statistics (3) This is the second course of a two-part graduate sequence in statistics. It is an introduction to the general linear model, including underlying assumptions and diagnostic tests. An introduction to the binary response model will also be provided. The use of the computer for data analysis will be an integral part of the course. Prerequisite: 27:202:542. Co-requisite: 27:202:640. Required Course – Ph.D.
27:202:553 Master's Project Seminar (3) Continuation of 27:202:528 and 529. This is the capstone class for all Masters students. This seminar-style class will examine how research informs policy. Students will produce a comprehensive research paper. This class must be taken in conjunction with the Fieldwork class. Prerequisite 27:202:525, 528, 529, 541. Required Course – M.A.

27:202:555 J.D. /M.A. Degree Essay (6) The 6-credit paper is the heart of the joint-degree program. Intended to ensure that the cross-fertilization of disciplines is successful.

27:202:556 Fieldwork in Criminal Justice (3) Firsthand experience in the day-to-day operation a criminal justice program under the guidance and supervision of a faculty member and a practitioner in the field-placement area. Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their advisers for further information. Required Course – M.A.

27:202:602 Police and Crime Control (3) This class examines major police innovations, such as community policing, broken windows policing, problem-oriented policing, “pulling levers” policing, third-party policing, hot spots policing, Compstat, and evidence-based policing. It considers the evidence on crime control and public safety impacts generated by these approaches, the extent of the implementation of these new approaches in police departments, dilemmas these approaches have created for police management, and critical issues that persist for the policing profession in launching effective crime control strategies such as race, community engagement, and police legitimacy.

27:202:605 Crime Mapping and GIS for Public Safety (3) This course is an examination of techniques associated with the collection, display, analysis, and storage of spatial data, and the use of geographic information systems (GIS) for mapping crime patterns and understanding related public safety issues.

27:202:610 Crime Control Theory and Research (3) Seminar. Analyze theory and research on crime control, including theories of deterrence and social control, their applications in crime control strategies, and the impacts of crime control strategies based on general and specific deterrence, as well as incapacitation strategies. Review and critique research on the effects of criminal and civil legal sanctions and problems in implementing effective sanctions. Methodological issues in the research on crime control assessed. Research on applications of crime control theory to specific crime problems reviewed.

27:202:612 White Collar Crime (3) Surveys the history and scope of the study of white collar crime. Discusses issues of definition, examines empirical evidence, and reviews the contributions of white collar crime studies.
27:202:613 *Victimization (3)* This course examines the 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.

27:202:614 *Communities and Crime (3)* Surveys and analyzes literature on the demography and ecology of crime. Includes reviews of research and theory that address the influences of economics, demography, social organization, and political economy on crimes within cities and neighborhoods. Combines student presentations of published articles with lectures, tutorials, and student projects.

27:202:616 *Environmental Crime Prevention (3)* Theoretical background to opportunity-reducing crime prevention through situational prevention (including key concepts of rational choice and displacement) and its relationship to crime prevention through environmental design, defensible space, and problem-oriented policing. Case studies illustrate the practical and policy difficulties of situational prevention.

27:202:618 *Human Smuggling and Trafficking (3)* This course is an examination of two transnational criminal enterprises, the smuggling and trafficking of persons, that draw on similar criminal groups, methods, and motives. It covers analytic approaches to studying the topics; the role of organized and other forms of crime to each; how agents operate in specific geographic contexts; and how state and non-state actors are responding to the smuggling and trafficking of persons.

27:202:619 *Organized Crime (3)* Defines organized crime and its history and examines criminological theories to explain it. Also covers nontraditional or so-called emergent organized crime groups, such as urban street gangs, motorcycle gangs, and prison gangs. Examines various investigation, prosecution, and sentencing policies, and considers the policy implications for the future.

27:202:622 *Gangs (3)* This course examines theory, measurement and research on gangs and gang activity, including definitional issues; gangs in historical context; theories of gang formation; types of gangs; gang involvement in crime, drugs and violence; and gangs in the international context. It also examines gang control programs and policies.

27:202:633 *Evidence and Criminal Justice Policy (3)* This course provides a critical introduction to (i) the policy-making process and the role of research evidence, and (ii) approaches to generating evidence about effective criminal justice policies. The course will highlight contemporary debates about the role of experimental and non-experimental research, the accumulation of knowledge, large-scale implementation of promising programs, factors that compete with evidence in real-world policy-making, and problematic consequences of evidence-based approaches.
27:202:640 **Research Methods (3)** Analyzes research strategies and methods for research in criminal justice and criminology. Includes analysis of links between theories and methods. Provides detailed review of quantitative and qualitative methods, including research design, sampling, measurement, data collection, and ethical concerns. Co-requisite: 27:202:543 Prerequisites: basic knowledge of research design in the social sciences. **Required Course - Ph.D.**

27:202:641 **Advanced Statistics (3)** Topics vary from year to year and may include one or more of the following: design and analysis of longitudinal research, including time series analysis and panel models; quantitative methods for categorical and limited dependent variables; quasi-experimental methods for observational data; or other topics. The course may be repeated for credit when topics change. The use of the computer for data analysis will be an integral part of the course. Prerequisites: 27:202:542, 27:202:543, 27:202:640.

27:202:645 **Advanced Scholarship (3)** Preparation of a paper for submission to a peer-reviewed journal. All aspects of paper presentation addressed, and the differences between a paper for publication in a journal and other forms of professional writing (such as proposal- and report-writing) explored. Prerequisite: 27:202:541 or enrollment in the doctoral program.

27:202:647 **Research Design for Causal Inference (3)** This course will provide a tutorial on research design features (as opposed to statistical models) that enhance a researcher’s ability to establish cause-effect relationships. Such features generally include a well-defined intervention, a generalizable research setting, pre- and post-test measures, comparable treatment and comparison groups, and random assignment. The course will emphasize the potential threats to causal inference that arise when at least one of these elements is absent, compromised, or poorly approximated. Prerequisites: 27:202:542, 27:202:543, 27:202:640.

27:202:648 **Qualitative Research Methods (3)** Ethnographic and qualitative field methods and their applications to problems of crime and criminal justice. Includes definition of appropriate research problems; data collection, interviewing, and participant observation; ethical issues of protecting human subjects; coding and analysis of qualitative data; inductive theory construction; presentation of findings; and coordinating qualitative with quantitative methods. Requires collection and analysis of some original data. Also includes microcomputer-based qualitative data analysis techniques. Prerequisite: 27:202:640.

27:202:650 **Independent Study (3)** Study under the supervision and guidance of a faculty member. Prerequisite: 12 credits of course work completed prior to enrollment. Interested students should meet with their advisers for further information.

27:202:652 **Issues in Criminal Justice (3)** In-depth study of a particular topic in criminal justice.
27:202:653 Issues in Criminology (3) In-depth study of a particular topic in criminology.


27:202:800 Matriculation Continued (M.A.) (E1)

26:202:800 Matriculation Continued (Ph.D.) (E-BA)

27:202:877 Teaching Assistantship Students who hold teaching assistantships are required to enroll in this course for 3 or 6 E credits per term.
APPENDIX A
SCJ Ph.D. STUDENT ACTIVITIES SUMMARY

Name:
Rutgers email address:
Areas of Concentration:

1. Program History

Semester of Entry in Program:
Total Credit Hours Completed:
Semester Coursework Completed (or anticipated completion):
Semester Qualifying Exam (or anticipated completion):
Semester Empirical Paper (or anticipated completion):
Semester Dissertation Proposal Defense (or anticipated defense):
Semester Dissertation Defense (or anticipated defense):
Dissertation Advisor (if established):
Dissertation Committee (if established):

2. Current Year Summary

Academic Advisor/Graduate Assistant Supervisor(s):

Please summarize your academic and professional activities during the last calendar year. If you are a TA/RA, summarize your teaching or other responsibilities. Be sure to describe the activities in which you have engaged and any accomplishments that have resulted from these activities (e.g., grades, teaching evaluation scores, presentations, publications submitted or accepted, grant applications, etc.).
3. Future Goals and Preferences

A. Briefly list your professional goals for the next academic year and indicate how the School can help facilitate those goals. Where possible, please list specific goals you hope to accomplish during the coming year (e.g., finishing coursework, taking exams, conducting presentations, submitting papers, teaching courses, etc.).

B. Identify and rank order up to four faculty members with whom you would like to work next year. For your top two choices, please briefly describe how your career goals would be advanced by working with these faculty members.

Please attach a current curriculum vitae.

SCJ Graduate Student Activities Summaries are due to the Ph.D. Director.
APPENDIX B
Application for Supervised Academic Work

This application must be completed by students registered for Independent Study or Fieldwork in Criminal Justice and submitted to the SCJ Dean’s Office for approval. Failure to submit the completed application prior to the semester in which the student intends to take the course will result in withdrawal from the course. Complete a separate application for each supervised course.

Name of Student ________________________________ Date ____________

Semester Course will be taken:

Fall __________ Spring __________

Course (check one):

___ 27:202:650 Independent Study
___ 27:202:556 Fieldwork

State the broad goal(s) and specific objective(s) of your supervised work.

Describe how you will meet your goal(s)/objective(s).

Describe the written product(s), if any, that will result from this supervised work.

To be completed by the faculty supervisor.

I have reviewed the above student’s proposal for supervised academic work and have agreed to supervise this project.

Signed ________________________________ Date ____________

A signed copy of this form, along with the class syllabus, meeting schedule, reading list, and grading plan must be submitted to the SCJ Dean’s Office for approval.

Please Note: Scheduling convenience and paper-writing opportunities are not satisfactory reasons to take independent study coursework.
APPOINTMENT OF DISSERTATION COMMITTEE

The Dissertation Committee, including the Dissertation Supervisor/Chair, is appointed on the recommendation of the Ph.D. Committee to the Dean. The Committee shall consist of four members who can contribute their expertise to the dissertation study. They include the supervising professor, two additional SCJ graduate faculty, and an outside member approved by the Dean. The outside member can be a graduate faculty member at Rutgers or a suitable scholar outside Rutgers.

STUDENT NAME ________________________________  RUID ________________

DISSERTATION TITLE ________________________________

___________________________________________

COMMITTEE

_____________________________  __________________________
Chair  Signature

_____________________________  __________________________
Member  Signature

_____________________________  __________________________
Member  Signature

_____________________________  __________________________
Member  Signature

APPROVAL:

___________________________  ________________  __________________________
Ph.D. Director  Date  Dean  Date

It is the responsibility of the committee to ensure that the student complies with procedures intended to protect the rights of human subjects in research.
DISSERTATION FELLOWSHIP APPLICATION

1. Name:

2. RUID:

3. Email address:

4. Dissertation chair and committee:

5. Title of Dissertation:

6. Date of prospectus defense:

   *If your prospectus has not yet been defended, please describe your timeline for the prospectus defense, and explain how you plan to complete your dissertation within one year.*

7. List any presentations, publications, or materials in preparation for publication based on your dissertation research.

8. List any scholarly awards, honors, and/or achievements.
9. Describe any additional support you have received for the dissertation research.

10. Attach a two-page overview of the dissertation project and its significance. The project summary must not exceed two pages, and must include the following: (a) the intellectual merit of the research, (b) the broader impact of the study, (c) where the research currently stands and how you will complete it during the award period, and (d) an explanation of how the fellowship will assist with your successful completion of the dissertation.

11. Attach a current curriculum vitae.

_________________________  ______________________________
Student signature               Dissertation Chair signature
Date                           Date

Application due date: February 1st

Please submit your application electronically to the Ph.D. Director