



**Ph.D. PROGRAM  
STUDENT HANDBOOK  
2023 - 2024**

## Contents

<b>PURPOSE STATEMENT .....</b>	<b>3</b>
<b>MESSAGE FROM THE DEAN .....</b>	<b>4</b>
<b>MISSION STATEMENT .....</b>	<b>6</b>
<b>ADMISSION .....</b>	<b>7</b>
Requirements for Admissions .....	7
Admissions Procedures .....	7
Deadlines .....	7
Notification .....	8
International Applicants .....	8
Conditions on Admission .....	8
Readmission .....	9
<b>AWARDS, ASSISTANTSHIPS &amp; SCHOLARSHIPS.....</b>	<b>10</b>
Graduate Student Assistantships (TA/GA) .....	10
Expectations for TA/GAs .....	10
Applicability of Graduate School-Newark Policies .....	10
Criteria for Satisfactory Progress in the Program .....	11
Criteria for Evaluating Performance as a Graduate Assistant .....	11
Dean's Research Grant Awards .....	11
Conference Travel Support.....	11
Research and Training Support .....	12
Other School Support .....	12
Additional Funding Opportunities: Rutgers Fellowships .....	13
<b>ACADEMIC OVERVIEW.....</b>	<b>15</b>
The Doctor of Philosophy in Criminal Justice .....	15
Program Overview.....	15
General Requirements .....	15
Coursework .....	16
Coursework Planning.....	17
<b>EMPIRICAL PAPER.....</b>	<b>18</b>
Proposal Submission .....	18
Paper Submission and Grading Procedures .....	18
Receipt of a 'Revise-and-Resubmit' or 'No-Pass' .....	19
<b>DISSERTATION .....</b>	<b>20</b>
Step 1: Selection of the Dissertation Committee .....	20
Step 2: Dissertation Prospectus .....	20
Admission to Candidacy .....	21
Failure to Pass the Prospectus Defense .....	22
Step 3: Completion and Defense of the Dissertation .....	22
Dissertation Format, Deadlines, and Graduate School-Newark Requirements .....	23
Failure to Pass the Dissertation Defense.....	24
Independent Study and Fieldwork .....	24
Inter-University Exchange Opportunities .....	25

<b>ACADEMIC ADVISEMENT .....</b>	<b>26</b>
<b>Office of Academic Programs and Student Services (APSS) .....</b>	<b>26</b>
General Overview .....	26
Registration .....	26
Change of Registration and Withdrawals .....	27
<b>GRADUATION AND COMMENCEMENT .....</b>	<b>29</b>
<b>ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>30</b>
Transfer of Credit .....	30
Grades .....	30
Student Grade Complaints .....	31
Time Limits for Incompletes .....	31
Evaluation of Academic Performance and Progress .....	32
Due Process for Required Examinations .....	33
Time Limits for the Doctoral Degree .....	33
Deadline Extensions and Matriculation Continued Option .....	33
Protection of Human Subjects .....	34
Academic Standing .....	34
Academic Integrity .....	34
Academic Probation and Program Dismissal .....	35
Appeal of a Decision for Dismissal .....	36
<b>CAMPUS RESOURCES AND SUPPORT .....</b>	<b>37</b>
International Student and Scholar Services .....	37
Program in American Language Studies .....	37
Health Services and Immunizations .....	37
Financial Aid .....	38
Tuition and Billing Information .....	38
Housing .....	38
Parking .....	38
Bookstores .....	38
Photo Identification Cards .....	39
Libraries .....	39
The Don M. Gottfredson Library of Criminal Justice .....	39
Other libraries at Rutgers – Newark .....	39
Computer Center .....	40
Counseling Center .....	40
Career Development Center .....	40
Disability services .....	40
Student Government Association .....	41
<b>COURSE DESCRIPTIONS .....</b>	<b>42</b>

# PURPOSE STATEMENT

This program guide is designed to assist students who are interested in pursuing or who have been admitted to the criminal justice doctoral program at Rutgers University-Newark. 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 his or her 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 program handbook.

## The Effective Date of This Version Is Fall 2024

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### Contact Information:

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Assistant Dean of Graduate Programs and Enrollment Services  
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Email: [jimmyca@scj.rutgers.edu](mailto:jimmyca@scj.rutgers.edu)

### School of Criminal Justice Website:

<http://rscj.newark.rutgers.edu>

### Graduate School – Newark Website:

<http://gsn.newark.rutgers.edu>

## MESSAGE FROM THE DEAN

It gives me great pleasure to welcome you to Rutgers University Newark (RUN) School of Criminal Justice for the 2023-2024 academic year. Some of you know the school well, having done your undergraduate or master's degree at RUN or having already started your doctoral studies; for others, this will be your first semester. It is an exhilarating time for all of us.

I am particularly excited by the diversity of courses that we have scheduled this year. Faculty will be teaching seminars on both quantitative and qualitative data analysis and we are planning to have elective courses on juvenile justice, psychology, the law, organized crime, courts, inequality, and the economics of crime and justice.

I am also thrilled about our growing faculty. Last year, Dr. Keisha April and Dr. Ebony Ruhland and I joined the school. Dr. April's research examines racial and ethnic disparities in the juvenile justice system. Dr. Ruhland's research focuses on how parole, probation and other criminal justice policies and practices impact individuals, families, and communities. This year, two more faculty members are joining us, Dr. Brenden Beck and Dr. Pilar Larroulet. Dr. Beck studies policing, city budgets, and housing. Dr. Larroulet's research focuses on offending over the life course, incarceration, and the consequences of interaction with the criminal legal system.

Our department faculty and staff will offer many opportunities to learn, do research, and build relationships and community. I look forward to following your progress this year.

Bill McCarthy  
*Dean and Professor*

# ADMINISTRATION & FACULTY

## Office of the Dean

### Bill McCarthy

Dean and Professor  
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## Ph.D. Program Director

### Robert Apel

Professor  
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## Office of Academic Programs & Student Services (APSS)

### Graduate Programs:

#### Jimmy Camacho

Assistant Dean, Graduate Programs and Enrollment Services  
Suite 578B, CLJ  
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### Undergraduate Programs:

#### Christal Harry

Assistant Dean, Undergraduate Programs and Enrollment Services  
Suite 578D, CLJ  
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## Office of Community Engagement

### Lori Scott-Pickens

Director of Community Outreach  
Room 579E, CLJ  
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## Office of Finance & Administration

### Dennis Ng

Business Manager  
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## Core Faculty

See <https://rscj.newark.rutgers.edu/people/faculty> for the most up-to-date list of faculty members and their respective areas of specialization

## MISSION STATEMENT

“The mission of the School of Criminal Justice is to study the individual and social dynamics of crime and the criminal legal system through multidisciplinary and collaborative approaches, and to use this understanding to achieve equitable justice practices that promote public safety.”

The School of Criminal Justice at Rutgers University-Newark was founded in 1974 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, scientists 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 single aim is to have an 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.

# ADMISSION

## Requirements for Admissions

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 doctoral program. 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, policy, 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.

## 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.

A complete application generally consists of the online application, a writing sample, three letters of recommendation, an application fee, official transcripts of previous academic work, a personal statement, and test scores. Most of the application materials are submitted electronically, any supplemental materials sent via regular mail should go directly to:

### **The Office of Graduate and Professional Admission**

Rutgers, The State University of New Jersey  
190 University Avenue  
Engelhard Hall, Room 101  
Newark, NJ 07102- 1896 U.S.A.

## Deadlines

The deadline for application to the School of Criminal Justice doctoral program is January 5th 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.

Note: The School of Criminal Justice doctoral program reserves the right to close admission prior to stated deadlines or to extend deadline dates if sufficient time exists in which to make decisions. Individuals should apply for admission and financial assistance as early as possible. The university may withdraw applications from students whose applications are incomplete at the deadline.



## Notification

Candidates who are admitted to the criminal justice doctoral program are notified by the Office of Graduate and Professional Admissions and by the School of Criminal Justice. The school may cancel a student's registration, however, if he or she fails to satisfy the conditions of admission.

An admitted candidate will receive an admissions packet via U.S. mail within several days after he or she has been formally admitted. The packet contains a formal certificate of admission along with information for admitted students about the enrollment process. Candidates are expected to register for the semester for which they were admitted. Those who fail to do so must notify the Office of Graduate and Professional Admissions and the School of Criminal Justice, as they may be required to submit a second application and fee to be reconsidered for admission at a later date. In addition, they may have to provide a transcript(s) of any intervening college work.

## International Applicants

Satisfactory English proficiency is a prerequisite for graduate study at Rutgers. Admitted students may be required to take a test of English proficiency soon after they arrive at the university, and they may also be required to take coursework in English as a Second Language (ESL).

International applicants are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if English is not their native language. For further information about the test, visit <http://www.toefl.org> or write to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151. The telephone number is 609-771-7100. To learn more about the IELTS, visit the website at <http://www.ielts.org>.

New international students appointed as teaching assistants are required to take an oral proficiency test regardless of their TOEFL scores. They are also required to take two-weeks of intensive training during the summer sponsored by the Graduate School–Newark and the Program in American Languages. They will be notified of said training by the Graduate School–Newark and the corresponding departments. Nonimmigrant students also must present evidence that they have adequate financial resources to meet their educational and living expenses. The university may deny admission to international applicants who lack proficiency in English.

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/information/international-students>.

## Conditions on Admission

In order to declare their intent to attend the doctoral program, admitted applicants can confirm their attendance at <https://admissionservices.rutgers.edu/graduate/programStatusLogon.app> or return the Admission Acknowledgement Form that is provided in the admission's packet. This form needs to be emailed or mailed to the Office of Graduate and Professional Admission at 190

University Avenue, Engelhard Hall, Room 101, Newark, NJ 07102. Admitted applicants need to make sure to confirm their residency status for tuition billing purposes on the AAF. For more information, visit <http://gradstudy.rutgers.edu/apply/admitted-whats-next>.

## **Readmission**

The Office of the Dean of the Graduate School–Newark, not the admissions office, handles all applications by former students who are seeking readmission to the school. The readmission procedure is required of all students who:

1. have withdrawn officially from school;
2. did not receive a degree in the program for which they were enrolled;
3. failed to maintain continuous registration through coursework or matriculation continued status.

The student will be assessed a \$60 readmission fee, which is payable to Rutgers University and is paid through the registrar's office.

Appropriate forms are available from the Office of the Dean of the Graduate School–Newark and on its website at <http://gsn.newark.rutgers.edu>.

# AWARDS, ASSISTANTSHIPS & SCHOLARSHIPS

## Graduate Student Assistantships (TA/GA)

All incoming doctoral students are classified as TA/GAs for four 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 TA/GA line, which is one of several funding opportunities (see Additional Funding Opportunities: Rutgers Fellowships, pg. 14), 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 TA/GAs

Students are assigned a role as a teaching assistant or a graduate assistant during the course of the first four years in the program, contingent upon successful progress through the program. An assistantship is both a job and an opportunity for additional training. Assistants are required to spend 15 hours a week on assignments (see below), and are required to spend a majority of these hours on campus in normal circumstances. Assistantships are designed to enhance students' academic ability and professional development, and are awarded to students on the basis of their ability to perform the work tasks open for assignments. Participation in all professional development activities (including seminars, brown bags, and colloquia) is required.

During the first two academic years, students are normally assigned to duties as a Teaching Assistant for 15 hours per week. They may have responsibilities that include overseeing a discussion section of a large introductory course under the supervision of a faculty instructor in, for example, Introduction to Criminal Justice (47:202:103) or Criminology (47:202:102). These duties could entail a weekly 50-minute recitation with the section, office hours, creation and grading of regular assignments, exam administration, and guest lecturing. During the third and fourth academic years, depending on the needs of the School and the capabilities of the student, students could be assigned to duties as an Instructor of record for an undergraduate course, or else to duties as a Research Assistant on a grant-funded project with a faculty member (up to 15 hours per week).

Students who are awarded assistantships will be reviewed annually 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 his or her 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. Please refer to

the Graduate School-Newark Handbook (available at: <https://www.gsn.newark.rutgers.edu/>) for additional policies applicable to all Ph.D. students at RU-N.

### **Criteria for Satisfactory Progress in the Program**

In order for their progress to be deemed satisfactory, Teaching/Graduate Assistants (TA/GAs) 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, complete the empirical paper within a year of completion of coursework, defend a dissertation prospectus 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, Teaching/Graduate Assistants (TA/GAs) 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, contingent on school resources. The competition will be announced by the Research and Professional Development Committee Chair each year in which funding is available. Normally students will not be awarded a Dean's Research Grant more than once, 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.

### **Conference Travel Support**

To support the professional development of doctoral students, the School of Criminal Justice offers annual monetary support for student travel to scholarly conferences, contingent upon school resources. Any Ph.D. 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 up to \$500 in travel funds annually in years in which funds are available, contingent on the following criteria:

To be eligible for funding, students must have their abstract reviewed and approved by a faculty mentor, and the abstract must be emailed to the Chair of the Research and Professional Development Committee prior to the conference submission deadline. The email should cc the faculty mentor who reviewed and signed off on the abstract. Students who wish to have the Research Committee review their proposals in lieu of a faculty mentor should email a copy of the abstract to the Chair of the Research and Professional Development Committee at least two weeks prior to the submission deadline, to give the Research and Professional Development Committee appropriate time to review. Students are responsible for identifying and adhering to these deadlines.

The student must also present the paper in a practice session at SCJ. For ASC papers, this will normally be part of a scheduled ASC Practice Talk session, organized by the Research and Professional Development Committee, typically in October. Students who receive funding to present at another conference are responsible for identifying and adhering to the deadline, and providing the Chair of the Research and Professional Development Committee with notification six weeks prior to the conference, in order to schedule a practice presentation.

Each student may be eligible for a total of up to \$500 in conference travel money per year, contingent upon school resources. These funds can be split among presentations at multiple conferences, with the policies above applying for each presentation at each conference.

First year doctoral students may be eligible for a total of up to \$500 to attend the American Society of Criminology meetings, without the expectation that they present a paper, contingent upon school resources. Funded students will be expected to attend the Rutgers Reception held annually at the conference.

## **Research and Training Support**

Requests for research and training support will normally be considered three times per year, contingent upon school resources; proposals should be emailed to the Chair of the Research and Professional Development Committee by 5 pm on October 1, February 1, and May 1 for consideration, for years in which funds are available. Ph.D. students are eligible to submit requests for research or training support. Requested funds are expected to offset expenses related to training and research-related activities (including software licenses, webinar fees, non-conference professional travel for data collection, training opportunities, etc.). Proposals should describe the activities and their relevance for the student's research or training needs in a narrative not more than 2 pages in length. Students must also include a budget and budget justification. The maximum award for these requests is up to \$300. Funding will be competitive and dependent on budgetary constraints. Students may not apply for these funds more than once per year, and awardees must submit a report upon completion of the activity.

## **Other School Support**

Students may submit ad-hoc proposals for funds to host special functions, such as guest speakers, film screenings, etc. to which the entire school is invited. Proposals should describe the event and include a budget and budget justification. Requests will be evaluated by the Research

and Professional Development Committee on a rolling basis. Contact the Chair of the Research and Professional Development Committee for details about submission requests.

### **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 stipend (the amount varies by funding availability but is often on the order of \$10,000 to \$15,000) plus tuition remission to exceptional incoming fulltime students. The award was established with the aim of increasing diversity among the graduate student body. 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.

#### **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 \$15,000 stipend annually for 5 years 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 submitted to the Graduate School.*

#### **Rutgers GSN 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. The Dissertation Fellowship Award application, which is normally due on February 1st annually for consideration for the following academic year, is available online.

*The following fellowships require a separate application. Please contact the financial aid office for further information or see <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. Graduate grants up to \$2,600 per year depending on college cost and financial need. Decisions are made by the Rutgers University Financial Aid Office (<https://financialaid.rutgers.edu/types-of-aid/grants/>).

**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.



# ACADEMIC OVERVIEW

## The Doctor of Philosophy in Criminal Justice

### Program Overview

The criminal justice doctoral program is designed to provide students with a command of criminological theory, research design and 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 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. Students who do not complete the degree within seven years may apply to the Graduate School–Newark for a one-year extension, although a waiver may not be granted.

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 6 credits with a grade of C or 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 40% of graded coursework (15 credit hours), not research credits, may be transferred from other graduate degree-granting institutions (see [Transfer of Credit pg.](#)



30). Note that at least 6 credit-hours of electives must be taken in the School of Criminal Justice during the degree, irrespective of the number of credit hours that students transfer in from a masters degree granted by another institution.

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.
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 one additional advanced statistics or methods course (eligible options listed below). 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.

<b><u>Required Courses (21 Credits)</u></b>	<b><u>Credits</u></b>
Foundations of Criminological Theory (27:202:511)	3
Contemporary Criminological Theory (27:202:518)	3
Criminal Justice Policy (27:202:521)	3
Introductory Statistics (27:202:542)	3
Intermediate Statistics (27:202:543)	3
Research Methods (27:202:640)	3
One of the Following (Advanced Research Requirement):	
Advanced Statistics <sup>1</sup> (27:202:641)	3
Research Design for Causal Inference (27:202:647)	3
Qualitative Research Methods (27:202:648)	3

<b><u>Elective Courses (21 Credits)</u></b>	<b><u>Credits</u></b>
Seven (7) Elective Courses	21

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<sup>1</sup> Advanced Statistics can be repeated for credit, with approval from the Ph.D. Director, when different statistical approaches are taught under the same course number.

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 through Inter-University Exchange Opportunities or in other departments at Rutgers Newark, Rutgers New Brunswick, or CUNY schools, for example. 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.

<b><u>Dissertation Research (18 Credits)</u></b>	<b><u>Credits</u></b>
Dissertation Research (26:202:701, 702, 703, 704)	18
<b><u>TOTAL CREDITS</u></b>	<b><u>60</u></b>

## Coursework Planning

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 Methods or Statistics  
Electives

### **Year 3 – Fall Semester**

Electives  
*Completion of coursework*

## EMPIRICAL PAPER

After successful completion of required coursework, 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 design and analytical methodology, 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, although the final product 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 style of a peer-review journal article, such as *Criminology* or *Justice Quarterly*. Ordinarily, the empirical paper should be submitted by the end of the second year in the program. It must be submitted within one year of the completion of all coursework.

### Proposal Submission

To initiate the empirical paper, the student will form an Empirical Paper Committee comprised of a Chair and two faculty readers. Committee members must be tenured or tenure-track SCJ faculty members. Deviation is allowed only in exceptional circumstances, and when prior approval has been obtained by the Ph.D. Director in consultation with the Dean. The student will submit a one-page proposal to the committee, who will provide an assessment of the proposed study. Ordinarily the proposal will be assessed within approximately two weeks of its receipt by the committee. When a proposal is not approved by the Empirical Paper 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. The proposal may be submitted at any time during the academic year.

### Paper Submission and Grading Procedures

Empirical papers will be accepted for submission at any time during the academic year. The paper must be submitted via email to the members of the 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,” “Revise-and-Resubmit,” or “No-Pass.”

Once independent assessment is completed, the Chair of the Empirical Paper Committee will prepare a decision letter, submitted to the Ph.D. Director as well as to the student, which includes an assessment of the paper’s strengths and limitations and the committee’s grading decision. Ordinarily, grading of the empirical paper will be completed and students notified of their results within approximately four weeks of the paper’s submission.

### **Receipt of a ‘Revise-and-Resubmit’ or ‘No-Pass’**

For a “Revise-and-Resubmit,” the student is advised to meet with the Chair of the Empirical Paper Committee to discuss reviewer comments and revision plans. The student should submit to the committee, via email, a revised paper with a revision memo. The revision memo should reflect the style used for peer-review journals, which provides a narrative description of the response to reviewer concerns. It is generally expected that the student will submit the revised empirical paper and revision memo within three months.

If after review of a revised empirical paper, the Empirical Paper Committee feels there are still deficiencies that compromise the quality of the work, the student may receive a decision of “No-Pass.” Upon this decision, the Ph.D. Director will convene a meeting of the SCJ faculty to deliberate about the student’s performance in the program, and whether further revisions of the empirical paper are to be allowed or disallowed (see Academic Probation and Program Dismissal, p. 35). Students who are dismissed from the doctoral program may appeal the decision (see Appeal of a Decision for Dismissal, p. 36).

# DISSERTATION

The dissertation is required of all Ph.D. candidates and is the culmination of 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, including all required and elective coursework and completion of the empirical paper. The doctorate requires that each doctoral candidate perform original research in the form of a doctoral dissertation. The dissertation is an investigation of an area 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 members from the SCJ faculty and one member from outside the SCJ faculty. The Dissertation Committee Chair, who supervises the investigation, must be a member of the full-time graduate faculty in the School of Criminal Justice (<https://rscj.newark.rutgers.edu/people/faculty/>) and must have been approved for supervising doctoral research. The two internal members must be tenured or tenure-track SCJ faculty members. Deviation is allowed only in exceptional circumstances, and when prior approval has been obtained by the Ph.D. Director in consultation with the Dean. 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.

Members who serve on the Dissertation Committee do so because they are specialists in some aspect of the proposed dissertation, namely, because the substantive topic or proposed methodology is within their area of expertise. The Chair is ordinarily a faculty member who is knowledgeable and interested in the proposed dissertation topic and willing to oversee the study. Students who are uncertain about a topic or a Chair may consult with the Ph.D. Director. 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 prospectus, executing 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 proposed research plan for the dissertation. The prospectus explains what the student intends to study, its importance to the field, and the proposed methods of investigation,

and includes a review of the relevant literature. Its structure, format, and length are determined by the Dissertation Committee Chair, with approval of the Dissertation Committee. To obtain Committee approval, the student is expected to meet with Dissertation Committee members to share their plan for the prospectus in terms of format, structure, length and timing of the defense prior to commencing work on the prospectus.

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. Program Director. To ensure sufficient time for review, students must distribute the completed prospectus to their Dissertation Committee at least one full month prior to the scheduled defense.

An official Prospectus Defense Announcement is to be distributed to all SCJ faculty, staff, and Ph.D. students at least two weeks prior to the defense date by the Assistant Dean of Graduate Programs and Enrollment Services. The announcement is to include the following information provided by the student: date, time, and location of the prospectus defense; prospectus title; names of the candidate, dissertation chair, and committee members; and an abstract of approximately 350 words. A paper copy of the Prospectus Defense Announcement will be prominently displayed on School of Criminal Justice bulletin boards. Except with permission from the Ph.D. Program Director and Dissertation Committee, the prospectus defense must take place during the academic year. It is the student's responsibility to ensure that all timelines, deadlines, and procedures are met.

Ordinarily, the prospectus defense begins with a brief presentation by the student, followed by questions from members of the Dissertation Committee, then questions from other members of the audience. Once this portion of the defense is complete, the student and audience will leave so 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 into the defense. 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 an electronic copy of the final approved prospectus to the Ph.D. Director.

Following successful completion of the prospectus defense, a student is considered to be All-But-Dissertation, or ABD. This is not an official designation, but it has implications for a student's eligibility for fellowships, many of which require that the student be in good academic standing and that all program milestones except for the dissertation be completed. Students who are ABD must still be continuously enrolled in dissertation research credits until they graduate.

### **Admission to Candidacy**

Following the successful defense of the prospectus and all required and elective coursework, the student will apply for admission to candidacy using the [Application for Admission to Candidacy](#)

[for the Degree of Doctor of Philosophy](#) form. The student is to complete the cover page, and then obtain signatures from the Chair and Dissertation Committee in Section A of the Qualifying Examination Committee Report. Once signed by the committee, the application should be sent to the Ph.D. Director for final signature, and then to the Assistant Dean of Graduate Programs and Enrollment Services, who will forward it to the Graduate School-Newark, Dean's Office. At this point, the student is considered a post-qualifying Doctoral Candidate.

Students may also be permitted to advance to candidacy earlier than the successful dissertation prospectus defense if they have met the following conditions: (1) appointed an internal dissertation committee of one SCJ faculty chair and two SCJ faculty committee members; (2) completed a concept paper of approximately 10 pages in length describing the dissertation project, to be approved by the internal committee; and (3) submitted the Appointment of Dissertation Committee form, the approved concept paper, and the Application for Admission to Candidacy form with required signatures to the Ph.D. Director for approval. This does not substitute for the necessity of a successful dissertation prospectus defense at a later date.

As a Doctoral Candidate, to maintain active status in the doctoral program, students must be continuously enrolled until they graduate. They do so by registering each semester for dissertation research credits. Once students have completed the required 18 hours of dissertation research credits, they may register for one of three continuing statuses—full-time matriculation continued, full-time study on campus, or full-time study off campus—plus one dissertation research credit. These continuing statuses have different fee structures and financial aid implications, so students are referred to the Graduate School-Newark for more information ([https://catalogs.rutgers.edu/generated/nwk-grad\\_current/pg34.html](https://catalogs.rutgers.edu/generated/nwk-grad_current/pg34.html)). Note that students who have exhausted their assistantship funding from SCJ and have not yet advanced to candidacy will be expected to pay for nine credits each semester, rather than one credit.

### **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 or her committee and schedule a new prospectus defense, following the procedures described above. Students normally will not be permitted a third prospectus defense. Instead, they will be dismissed from the doctoral program (see [Academic Probation and Program Dismissal](#), pg. 35). Students who are dismissed from the doctoral program may appeal the decision (see [Appeal of a Decision for Dismissal](#), pg. 36).

### **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 existing knowledge. The structure, format, and length of the dissertation are determined in consultation with the Dissertation Committee Chair, with approval of the Dissertation 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, faculty, friends, and family. The dissertation defense date is set by the Dissertation Committee Chair, with the approval of the Ph.D. Director.

To ensure sufficient time for review, students must distribute the completed dissertation to their Dissertation Committee at least one full month prior to the scheduled defense. For students planning for May degree conferral, the last possible date for a defense is April 1st, meaning the completed dissertation must be distributed no later than March 1st. For students planning for October degree conferral, those dates are September 1st and August 1st, respectively.

An official Dissertation Defense Announcement is to be distributed to all SCJ faculty, staff, and Ph.D. students at least two weeks prior to the defense date by the Assistant Dean of Graduate Programs and Enrollment Services. The announcement is to include the following information provided by the student: date, time, and location of the dissertation defense; dissertation title; names of the candidate, dissertation chair, and committee members; and an abstract of approximately 350 words. A paper copy of the Dissertation Defense Announcement will be prominently displayed on School of Criminal Justice bulletin boards. Except with permission from the Ph.D. Director and Dissertation Committee, the dissertation defense must take place during the academic year. It is the candidate's responsibility to ensure that all timelines, deadlines, and procedures are met.

Prior to the dissertation defense, the candidate shall obtain the [Dissertation Defense Report 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 from members of the Dissertation Committee, then questions from 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 I of the Dissertation Defense Report for Degree of Doctor of Philosophy. It shall be presented to the Ph.D. Director, along with an electronic copy of the dissertation.

## **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 Dissertation Defense Report for the Degree of Doctor of Philosophy to the Assistant Dean of Graduate Programs and Enrollment Services, to copy and file in the student's academic file. The original form shall be taken by the candidate to the Graduate School-Newark, Dean's Office. Additional materials to be submitted at this time include two paper copies of the title page of the 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>, 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/>. 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 for Dismissal](#), p. 36).

## **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, except with approval from the Ph.D. Director. 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 for Supervised Academic Work form (available in the APSS Office, Suite 572) 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. Program Director for approval, along with (1) a description of the plan of work; and (2) a list of suggested readings. The student is not permitted to enroll in independent study or fieldwork without a completed application that has been approved by the Ph.D. Program Director. 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). In addition, Ph.D. students in SCJ may receive permission to take courses through the Inter-University Doctoral Consortium. Rutgers-New Brunswick and various CUNY schools, for example, are participating members. For more information, see <http://gsnb.rutgers.edu/consortium.php3>. Students wishing to take credits through the Consortium, or through exchange with NJIT, should seek approval from the Ph.D. Director and complete the necessary paperwork for approval.

## ACADEMIC ADVISEMENT

All doctoral degree students are assigned a faculty advisor upon admission into the Ph.D. program. Students should plan to meet with their faculty advisor once, at minimum, each semester. In addition, especially during their first year in the program, they will receive academic advising by the Ph.D. Program Director.

The assigned advisor may or may not become the student's major advisor as the student moves through the program. Student should continuously have an academic advisor and, therefore, if or when the student wishes to switch advisors, a Change of Advisor form should be completed by the student, signed by the current advisor, signed by the new advisor, and submitted to the Ph.D. Director. Faculty advisors assume responsibility for the student's current and future academic advisement. At the dissertation stage, the student's dissertation chair should be designated as the student's formal advisor through the regular channels (i.e. completion of a change of advisor form).

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 41. Students should refer to the website for all other registration information.

## Office of Academic Programs and Student Services (APSS)

### General Overview

The SCJ Office of Academic Programs and Student Services is responsible for overseeing and implementing enrollment services; reviewing and approving graduation certification; retaining student academic records; ensuring adherence to University and School academic policies and procedures; coordinating student services across the University; and supporting the Ph.D. Committee.

The SCJ Director of Community Outreach is responsible for providing guidance and support for fieldwork placements. He/she identifies potential opportunities for placements/internships for graduate students and serves as the liaison between SCJ and the various regional partner/host agencies. The SCJ Director of Outreach also supports the development and structure of the fieldwork course, which will be overseen by the Ph.D. Program Director as the instructor of record and academic sponsor of all placements.

### Registration

Before the start of the fall and spring semesters, registration instructions are posted on the registrar's website (<http://registrar.newark.rutgers.edu>). Most registration is done via the web registration system ([WEBREG](#)) during announced dates.

After the deadline dates, initial registration must be done in person at the Office of the Registrar through the ninth calendar day of the semester. Students who have registered can make necessary adjustments to their schedules via the web registration system through the ninth calendar day of the class. Confirmation of registration can be secured from the web registration system or a copy can be requested at the Office of the Registrar. Course offerings for the semester can be found on the Schedule of Classes (<http://sis.rutgers.edu/soc>).

A student admitted into the doctoral program is expected to maintain continuous registration in every fall and spring semester thereafter until completing the program and earning the degree. Normally a student registers for courses or research (i.e. dissertation credits), but, if necessary and applicable, may register for matriculation continued to maintain continuous registration. The Graduate School limits matriculation continued status to two consecutive semesters. Once those are complete, the student is ineligible for matriculation continued status unless the Graduate School approves a waiver for extraordinary circumstances. For more information, contact the Ph.D. Director.

A student who fails to maintain continuous registration may not resume formal graduate study or register again in the School of Criminal Justice without first applying through the SCJ Office of Academic Programs and Student Services and the Graduate School-Newark for readmission.

Students will be able to register online after completing their first semester at SCJ. In preparation, students should familiarize themselves with [WEBREG](#) and browse the University Schedule of Classes online (<https://sis.rutgers.edu/soc>).

In order to expedite the registration process, students should create their NetID accounts prior to the start of their first semester at SCJ. To create a [NetID](#) please visit <https://registrar.newark.rutgers.edu/netid>.

## **Change of Registration and Withdrawals**

The schedule for any change of registration and of withdrawals without academic penalty is as follows:

1. Adding courses: from registration through the ninth calendar day of the semester.
2. Dropping courses: from registration through the ninth week of classes. Courses dropped through the eighth calendar day of the semester are deleted from the student's record. Courses dropped from the ninth calendar day of the semester through the ninth week result in a "W" grade.

Students may withdraw from the school through the 12th week of classes as long as they have obtained signed permission to do so from the Office of Academic Programs and Student Services. A student who drops a course without notifying the registrar automatically receives a grade of F in that course. A student who withdraws from school without notifying the registrar automatically receives a grade of F in all courses. No withdrawals of any sort are permitted

during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades for the semester.

## GRADUATION AND COMMENCEMENT

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):

Diploma Date	Diploma Application Deadline	Candidacy Application
October Degree	August 1	October 1
January Degree	November 1	January 4
May Degree	March 1	May 1

Commencement occurs in May annually. For more information, visit:  
<http://www.newark.rutgers.edu/commencement>.

The electronic diploma application can be accessed at:  
<https://grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fDiploma>

# ACADEMIC POLICIES AND PROCEDURES

## Transfer of Credit

The School of Criminal Justice will allow up to 40% of SCJ required course credits (15 credits) 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:

- The student must have earned a B or better in the course being transferred, and neither Pass nor Satisfactory is acceptable.
- The course may not include work for a thesis, independent study, or 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 five-year period prior to admission to the program.

Ph.D. students are not allowed to transfer more than 40 percent of the required minimum number of course credits. Research and independent study credits are not eligible for transfer.

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 a detailed course description, and complete an [Application for Transfer of Credit](http://gsn.newark.rutgers.edu) form that is available online at the Graduate School-Newark website; <http://gsn.newark.rutgers.edu>. Once completed, the form, syllabi, and official transcript should be submitted to the Ph.D. Program Director for approval. The Ph.D. Program 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. Program Director to review their transcripts. This will ensure there is not course duplication at Rutgers.

## Grades

In computing the academic average of a student, all grades for all courses taken in the program are included. In particular, if a student has taken a course more than once, each grade received shall be included in the calculation of the cumulative grade-point average (GPA).

Normally, grades received in courses from other schools or departments are not included in the cumulative grade-point average. However, grades received in courses from other schools or departments may be approved by the Ph.D. Committee for inclusion in the degree program and

will be included in the cumulative GPA. To calculate the cumulative GPA the grade received in each course is multiplied by the credits, the sum of which is then divided by the total credits.

No more than 6 credits or 2 courses with a grade of C or C+ may be used in meeting the requirements for a doctoral degree. These may not be in a required course.

The School of Criminal Justice requires that all students enrolled in the Ph.D. program maintain a minimum cumulative B or better average during each semester in order to remain enrolled. If the student's academic performance falls below the expected standard, the school may review the record and make recommendations concerning that student's future registration in the Ph.D. program. Failure to maintain the minimum cumulative average may result in academic dismissal.

## **Student Grade Complaints**

Student complaints about grades shall, where possible, be handled within the School of Criminal Justice, in accordance with the procedures of the Graduate School-Newark. First, the student should confer informally with the instructor who recorded the grade in question. This conference shall take place within 10 school days of official notification of the grade. If the instructor and student fail to resolve the dispute, the issue becomes dead unless the student takes further action within 10 school days of meeting with the instructor. A student wishing to pursue a grade complaint must request in writing, within that 10-day period, that the Ph.D. director (or a designate) review the complaint or attempt to mediate the issue. The director (or the designate) has 10 school days from receiving the student's written request to 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 anyone it chooses. In extraordinary cases, it may ask third parties chosen from among the faculty to review the grade in question.

Any appeal by the student from the program faculty's decision must be made by the student in writing to the dean of the Graduate School-Newark. The student has 10 days from receiving the program faculty's decision to submit an appeal and lay out the grounds for this action. The grounds for appeal are (1) technical error, (2) new information, or (3) extenuating circumstances. The dean will then render a decision and the GSN Dean's decision is final.

## **Time Limits for Incompletes**

After the end of a course, up to one year is allowed for incomplete work to be made up and for a change of grade to be authorized by the instructor. After a year, no change of grade may be made, and the incomplete grade will remain on the student's permanent record.

If a criminal justice Ph.D. student accumulates 12 or more credits of incomplete course work, future course registration shall be denied unless waived by the Dean of School of Criminal Justice.



## 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 and faculty, are responsible for completion of this assessment. Students are required to submit an Annual Activities Summary Report to the Ph.D. Director in the Spring semester every year (the Ph.D. Director will send out an email with the relevant deadline). The Ph.D. Committee will then provide a 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 (including teaching and research accomplishments); 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 6 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 course work and other degree requirements in a timely manner. Reasonable progress for full-time students includes completion of the following:

- Required courses 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 Report:** Students who expect to be registering in the program for the following Fall semester are required to complete a detailed Annual Activities Report in the spring of every year. The Ph.D. Director will notify students of the deadline via email. In preparation for this report, record-keeping should be treated as a high priority and attended to carefully. Students are responsible for setting up a meeting with their faculty advisors after submission of the report to the Ph.D. Director and their faculty advisor, at which time they will discuss their progress.

**Faculty Evaluation:** Faculty advisors will be asked to prepare comments on the student's annual activities report for each student with whom they work for submission to the Ph.D. Committee. Other faculty, in particular course instructors or those for whom students TA, may also be asked to submit comments on students' performance for the Committee's consideration. Students will

receive a faculty evaluation letter, detailing their progress and the School expectations for the coming year, from the Ph.D. Director typically in May. Failure to submit these annual reports may affect registration in the following year.

## **Due Process for Required Examinations**

Students will be notified in a timely manner of the 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 10 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 SCJ Dean, whose decision is final. They shall render a decision within 10 school days of receipt of the appeal. For the purpose of this procedure, “school day” is any day classes are in 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-Newark.

## **Deadline Extensions and Matriculation Continued Option**

Students may request deadline extensions by submitting a request to the Ph.D. Program Director, who will consult with the Ph.D. Committee and 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. After 7 years, students who are allowed to remain in the program must adhere to an approved plan for completion, in consultation with the Ph.D. Director, and formally request (on an annual basis) approval of an ‘extension of time’ from the Graduate School – Newark. Any student exceeding 7 years in the program will be placed on permanent academic probation until the completion of the degree.

Students who are obliged to interrupt their studies may, with the approval of the Ph.D. Director, register for matriculation continued (800). 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. Matriculation continued status must not exceed two consecutive semesters, except in extraordinary circumstances, in accord with the policy set by the Graduate School-Newark. Waiver requests are not automatically guaranteed.

## 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 <https://orra.rutgers.edu/pickirb>), 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 <https://orra.rutgers.edu/TrainingandEducation>), and submit a copy of their certification to the Business Manager, 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 Business Manager, 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.

## Academic Standing

SCJ faculty and staff are fully invested in supporting students to navigate successfully all course requirements in accordance to our program goals. The SCJ Office of Academic Programs and Student Services will facilitate this process by providing guidance in connection to student life, course registration, and career development.

## 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://academicintegrity.rutgers.edu/academic-integrity-policy/>).

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://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>). 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 concerns 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.

## **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, specifying 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 two or more grades of C+ or below, receipt of an F in a required course, 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, the Ph.D. Program Director will refer a student to the full faculty for consideration of dismissal from the program without a probationary period. Such severe problems include but are not limited to:

- Failure of the empirical paper in two attempts.
- Failure to successfully defend the dissertation prospectus in two attempts.

- Failure to successfully defend the dissertation in two attempts.
- Non-adherence to time limits (See Time Limits for Doctoral Degree, pg. 32).
- Gross or intentional violations of Institutional Review Board procedures (See Protection of Human Subjects, pg. 33).
- Violations of academic integrity (See Academic Integrity, pg. 33).

A student at risk of dismissal will be given an opportunity to submit a memo to convey information that is pertinent to the faculty's deliberation. This memo is to be prepared 48 hours in advance of the faculty's meeting, and should be submitted to the Ph.D. Director, who will disseminate it to the faculty. If the SCJ faculty vote to dismiss a student from the program, this decision will be formalized in writing, will specify the reasons for the dismissal, and when relevant, will document all warnings communicated to the student.

### **Appeal of a Decision for Dismissal**

Students may appeal the SCJ faculty's decision to dismiss them 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 10 days of receipt of the appeal.

# CAMPUS RESOURCES AND SUPPORT

## International Student and Scholar Services

The Office of International Student and Scholar Services, located at Conklin Hall, Room 216, 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 <https://myrun.newark.rutgers.edu/oiss>.

## Program in American Language Studies

The Program in American Language Studies (PALS) is the English as a Second Language (ESL) curriculum at Rutgers. It provides nonnative speakers with the English skills they need for academic work in the United States. PALS offers the following courses in the fall and spring semesters:

- Advanced Pronunciation
- Comprehension and Conversation
- Grammar and Composition
- Graduate ESL Seminar

Class sizes are limited, which permits teachers to give students individualized attention. Students must register to attend PALS courses, and the results of a diagnostic test determine their class placement. Supplemental assistance is available through computer labs. The [PALS office](#) is located at 175 University Avenue, Conklin Hall, Room 226. For more information call 973-353-5013 or email [pals@newark.rutgers.edu](mailto:pals@newark.rutgers.edu).

## Health Services and Immunizations

The Rutgers Student Health Services office is located at 249 University Avenue, Blumenthal Hall, Room 104, Newark campus. Their regular office hours are Monday through Friday, 8:30 AM to 4:30 PM (Phone: (973) 353-5231). This office provides medical services for all full-time domestic students and international students who are registered in the school. Full-time students who have waived the student insurance and part-time students may access some services for no cost (other services may be available on a per-visit/per-event basis).

For more information, visit: <http://health.newark.rutgers.edu/>

The Rutgers Health Services center is staffed by physicians, nurse practitioners and registered nurses, health educators, and other professional staff. A wide range of services are provided, including general primary care, gynecology, health education, alcohol and other drug counseling, mental health services, immunizations, allergy desensitizations, laboratory tests, physical examinations, and referrals to other providers. Surgical and critical medical conditions are

referred to the student's personal physician, the proper specialist, or an outside hospital for treatment.

Rutgers-Newark Health Services 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 out more information at <http://finaid.newark.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. For students receiving assistantships, Student Accounting, Billing, and Cashier (Student ABC) will receive an electronic report of eligible TAs and GAs when they are appointed. This automated process will identify your TA or GA appointment and apply remission to the term bill within the first 2 pay cycles of each semester. Remission cannot be credited to the term bill earlier, since you are not eligible until classes begin and you are on payroll. For information about current tuition rates, see <http://newarkbusinessoffice.rutgers.edu/>. Questions can also be directed to the Cashier's Office at (973) 353-5423.

## **Housing**

If you plan to live on campus, it is very important that you apply by the deadline. An offer of housing is NOT included with the offer of admission! All students are encouraged to visit the website at <http://housing.newark.rutgers.edu/> for information on our facilities. Click on the Applications link to access a downloadable version of the housing application. International students in particular are advised to download the housing application from the web to expedite the application process. The office phone is (973) 353-1037.

## **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, visit <http://rudots.rutgers.edu/>.

## **Bookstores**

The Rutgers University Bookstore is located in the Hahne's building (42 Halsey Street) and can be accessed on-line at <http://newark-rutgers.bncollege.com> (phone (848)445-2200). The campus bookstore is also the source for commencement caps and gowns, and diploma frames.



## 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 processed at the Photo ID/ Permit Sales window on the 3rd floor of Blumenthal Hall (249 University Ave.). Initial ID cards are issued at no charge; \$20 is currently charged for replacement ID's. Contact the Business Office at (973) 353-5873 or access information on-line at <http://newarkbusinessoffice.rutgers.edu/>.

## Libraries

Students have access to the range of Rutgers University Libraries - a network of 26 libraries across the campuses. There is a robust Interlibrary Loan Service. There are many electronic databases which may be accessed from the libraries website ([www.libraries.rutgers.edu](http://www.libraries.rutgers.edu)).

### The Don M. Gottfredson Library of Criminal Justice

The Don M. Gottfredson Library of Criminal Justice at Rutgers University – Newark located in the Center for Law and Justice building, 3rd floor, 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 to 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 criminal justice 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 edition of Criminal Justice Abstracts, the primary reference source for criminal justice studies.

The SCJ library also maintains a “grey literature” database that tracks and stores technical reports, working papers, government and agency reports, conference proceedings and other documents in key criminal justice issues that are not commercially published. For more information visit: [http://www.libraries.rutgers.edu/rul/libs/crim\\_just/crim\\_just.shtml](http://www.libraries.rutgers.edu/rul/libs/crim_just/crim_just.shtml)

### Other libraries at Rutgers – Newark

Apart from the Don M. Gottfredson Library, students in the School of Criminal Justice are served by 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. The Dana Library has a collection of some 700,000 volumes (including approximately 250,000 federal and state publications), as well as some 792,034 pieces of microform and 15,951 audiovisual items. Subscriptions to more than 3,160 periodicals and other serials currently are maintained.



## Computer Center

Rutgers University Computing Services (RUCS) provides computing, networking, and information services in support of instructional, research, and administrative activities by the Rutgers community. All RUCS facilities and Coordinated Instructional Facilities (CIF) are fully networked and are available to the entire Rutgers community. Each matriculated student is provided with a computing account to access communication, computing, and information services. Some of the services include access to email, access to online library catalogs (including Rutgers' own IRIS catalog), access to the developing Campus Wide Information Service, word processing, spread sheeting, desktop publishing, graphics, and access to national and local electronic discussion groups. 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 use the laboratory for introductory and advanced course work, independent research projects, and their master's essays and dissertations. Specialized software, including that for mapping, qualitative data management, and statistical analysis, allows students to keep up with current developments in criminology and criminal justice. For more information regarding Computing Services, see <https://ncs.newark.rutgers.edu/>.

## Counseling Center

A staff of clinical psychologists and other mental health professionals is available to work confidentially with students experiencing personal problems or difficulty coping with the stresses of university life. Appointments to see a counselor located in Blumenthal Hall (249 University Ave.) may be made by calling (973) 353-5805. For more information visit: <http://counseling.newark.rutgers.edu/>

## Career Development Center

The Rutgers-Newark Career Development Center (CDC) is committed to assisting students with making connections between their academic experience and career paths. To accomplish this mission the CDC promotes, coordinates, and provides services to assist students with career advisement and current job search strategies and opportunities. The staff provides not only general information and support, but also individual career counseling to assist in exploring and setting career goals. For more information visit <http://cdc.newark.rutgers.edu/>

The CDC offers a number of services to students and alumni. We encourage students to activate their Rutgers-Newark Handshakes accounts as they begin their academic career and take advantage of our resources throughout their time at the University and beyond. Access Handshake at: <https://rutgers-newark.joinhandshake.com/login>

Career Services is not a placement office. M.A. fieldwork placements are coordinated by the SCJ Director of Community Outreach.

## Disability services

Rutgers-Newark's Office for Disability Services is located in the Robeson Campus Center. For information about requesting information about services can be found at the university website

<http://ods.rutgers.edu> or by visiting the office in the Paul Robeson Campus Center or calling (973) 353-5300.

## **Student Government Association**

The SCJ Student Government Association (SGA) is a university organization run by graduate students. The SGA is dedicated to upholding a strong peer community, while serving as a liaison between graduate students, faculty and the administration. The SGA works directly with graduate students, faculty and the administration in an effort to open lines of communication and establish an environment conducive for academic and personal growth for graduate students. Specifically, the SGA has four main objectives:

1. Actively sponsoring and promoting both on- and off-campus activities and events for graduate students.
2. Organizing fundraising events to generate funding for SGA sponsored events or for donations to specific organizations.
3. Acting as a medium for graduate students to express their opinions to the faculty and administration.
4. Working directly with the faculty and administration to organize professional development sessions and guest speakers for graduate students.

To contact SGA, email current officers at: [scjsga@gmail.com](mailto:scjsga@gmail.com)

## COURSE DESCRIPTIONS

Note that not all elective courses are offered every year. For the most updated version of courses offered visit: <https://rscj.newark.rutgers.edu/academics/>

### **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.**

**27:202:531 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.

**27:202:542 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.**

### **27:202:556 Fieldwork in Criminal Justice (3)**

First-hand experience in the day-to-day operation of a criminal justice agency in government, research or non-profit settings. Placements are supervised by the M.A. Program Director and a practitioner in the field-placement area. The SCJ Director of Community Outreach provides additional support and guidance. **Prerequisite:** 9 credits of required coursework completed prior to enrollment. Interested students must meet with the M.A. director prior to enrollment.

### **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.

**26:202:701,702,703,704 Dissertation Research in Criminal Justice (3, 3, 3, BA)**

Required of all students involved in preparation, data collection, and writing of Ph.D. doctoral dissertation.

### **26:202:800 Matriculation Continued (Ph.D.)**

### **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.