



**Ph.D. PROGRAM
STUDENT HANDBOOK
2026-2027**

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PURPOSE STATEMENT

This program handbook is designed to assist students who are interested in pursuing or have been admitted to the doctoral program in Criminal Justice at Rutgers University–Newark. It describes relevant policies, procedures, and requirements of the program and of the Graduate School–Newark. It is intended to provide students with a clear understanding of how to navigate their way through the doctoral degree program successfully. For further information, students should refer to the Graduate School–Newark Catalog.

The Effective Date of This Version is Fall 2026

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



Graduate School–Newark Website:

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

MESSAGE FROM THE DEAN

Welcome to Rutgers School of Criminal Justice!

Thank you for your interest in us. Whether you are a current or prospective student, a parent, a fellow researcher, or just generally curious, our [website](#) provides lots of opportunities to learn about us.

Founded in 1974 by an act of the New Jersey Legislature, the School of Criminal Justice is committed to advancing education and scholarship on crime and justice at the highest level. Our mission is to prepare graduates to become thoughtful, effective, and respected professionals in the field. Our faculty are leaders in shaping criminal justice policy and advancing criminological theory, while our alumni rank among the most productive and influential scholars and professionals nationwide. We are driven by a deep concern for public safety and social justice, employing rigorous methodologies and diverse theoretical perspectives to address complex issues that impact people's lives. This commitment fosters meaningful engagement with communities, professionals, and policymakers, all in service of shaping both the understanding and the practice of justice.

Importantly, our school is committed to engaging in authentic partnerships in the Newark community, providing data analysis and research support to inform efforts to improve safety and access to justice in the city we call home.

If you haven't already done so, please check the updates at the bottom of our [homepage](#). There, you will find news about our faculty and students' work, ranging from our publications and press releases to awards we've been given to apps we've developed. Together, we are driven by a passionate concern about problems of crime, public security, inequality, and social justice and aim to apply our knowledge and scholarship to address these challenges. Our interests are as diverse as our backgrounds, our training, and the local environment within which we work.

Our [Undergraduate](#) and [Graduate](#) pages provide details about our programs, such as our joint degree programs and our [Bachelor of Arts in Social Justice](#). Our [Research page](#) provides links to our activities, such as the Newark Public Safety Collaborative and the NJ-Step prison education program. Our involvement with these centers reflects our deep engagement with people, policymakers, advocacy groups, and the public, both here and abroad.

As researchers and instructors, we are committed to supporting a more humane criminal justice system, to changing the way people think about crime and justice, and to advancing ideas for how to better address inequalities.

Again, thank you for visiting our website and for your interest in us. Please reach out to me and other members of the Rutgers School of Criminal Justice community with your questions and comments.

All the best.

Nancy La Vigne, Dean

Rutgers University School of Criminal Justice

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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.

Lecturers

<https://rscj.newark.rutgers.edu/people/part-time-lecturers/>

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 scholarships 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, students and faculty alike, are scientists who are driven by passionate concerns about problems of crime, public security, and social justice. Our specific interests are as diverse as our backgrounds, our training, and the local environments within which we work. We bring a wide array of rigorous methods and sharply honed theoretical perspectives to tackle critical problems that affect people’s lives. This leads us to a deep engagement with people, policymaking, 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 intervention in the justice world.

DOCTORAL PROGRAM LEARNING GOALS

Learning Goal 1: Students will demonstrate foundational knowledge of the theories, policies, and research methodologies of criminology and criminal justice.

Learning Goal 2: Students will generate original contributions to research in criminology and criminal justice.

Learning Goal 3: Students will exhibit a level of professional socialization required for a career in criminology and criminal justice.

ADMISSION

Requirements for Admission

The minimum academic requirement for admission to the School of Criminal Justice is the completion of a bachelor's degree in a college or university accredited by the appropriate accrediting association. It is the policy of the school to admit those students who, in the opinion of the Admissions Committee, show promise of succeeding in the 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, writing samples, applicable professional experience, and scores on the Graduate Record Examination (GRE).

Admissions Procedures

An application for admission 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 non-refundable application fee, which is also payable online.

A complete application generally consists of an 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
35 Warren Street
Visitor Center
Newark, NJ 07102-1896
United States
(973) 353-5205

Deadlines

The deadline for application to the School of Criminal Justice doctoral program is December 1st 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 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 admission packet by email within several days after they have been formally admitted. The admission 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 (TA/Gas) 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. Immigrant 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://rutgers.my.site.com/ApplicantPortal/AppPortalCustom>. Admitted applicants need to make sure to confirm their residency status for tuition billing purposes. 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 officially withdrawn 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, AND SCHOLARSHIPS

Graduate Student Assistantships (TA/GAs)

All incoming full-time doctoral students are classified as TA/GAs and are funded for five years, contingent on satisfactory performance in the TA/GA role, as evaluated by supervising faculty, and successful academic progress through the program. Normally, applicants are not admitted into the doctoral program unless they can be funded for full-time study through a TA/GA line or other funding source. TA/GA funding includes stipends and related benefits (health insurance, tuition remission, etc.).

Expectations for TA/GAs

Students are assigned a role as a Teaching Assistant or a Graduate (Research) Assistant during the first five years in the program, contingent upon satisfactory performance in the TA/GA role as well as successful academic progress through the program. An assistantship is both a job and an opportunity for additional training. Students on assistantship are required to spend 15 hours a week on assignments (see below) and are required to spend a majority of these hours on campus under 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. Students serving as TA/GAs are employees of Rutgers University, and all relevant university policies apply.

During the first two academic years, students are normally assigned to duties as a Teaching Assistant for 15 hours per week. Students may also be bought out of their TA responsibilities to serve as a Graduate Research Assistant on a grant-funded project with a faculty member (up to 15 hours per week), with duties to be determined by the faculty member. Teaching Assistants may have responsibilities that include providing course support under the supervision of a faculty instructor in, for example, Introduction to Criminal Justice (47:202:103) or Criminology (47:202:102). These duties often entail overseeing a discussion section or online discussion board, holding office hours, creating and grading regular assignments and exams, administering exams, and guest lecturing. During the third and later 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).

Criteria for Evaluating Performance as a Teaching/Graduate Assistant (TA/GA)

Students who are awarded assistantships will be reviewed annually to assess their performance in assigned activities. Failure to adequately perform assigned TA/GA duties may result in loss of funding and related benefits, including health insurance, tuition remission, and other benefits. This can occur mid-year or in the following academic year, depending on the timing of the assessment and steps taken by the student to correct their performance.

In order for their performance to be considered 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; be available when needed and complete assignments fully and in a timely manner; and provide written work that is clear, accurate, and

well organized. TA/GA funding will also be terminated if a student is dismissed from the Ph.D. program due to poor academic performance (see Evaluation of Academic Performance and Progress, pg. 35, and Academic Probation and Program Dismissal, pg. 39).

Failure to perform satisfactorily as a TA/GA will initially result in a verbal warning, followed by a formal letter of warning if performance does not improve. Continuing failure to meet expectations following verbal and written warnings may result in a loss of TA/GA funding. Note that the School of Criminal Justice is **not** obligated to provide alternative funding if TA/GA funding is lost.

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.

In order for their academic progress to be deemed satisfactory by the Graduate School, students employed as TA/GAs must maintain a 3.0 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 within one year.

Note that these are university-level requirements that are not specific to the School of Criminal Justice. 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 Rutgers University–Newark.

See below (Evaluation of Academic Performance and Progress, pg. 35, and Academic Probation and Program Dismissal, pg. 39) for expectations regarding academic performance specific to the School of Criminal Justice.

Additional Forms of Support: Awards and Scholarships

Dean’s Research Grant Awards

To foster and support student research, the Dean of the School of Criminal Justice 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. Students will not normally 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.

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 available 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) is eligible to apply for travel funds in years in which funds are available,

contingent on the following criteria: When available, conference travel funding will be allocated at the discretion of the Research and Professional Development Committee. Priority for conference funding will be decided based on good standing within the doctoral program, whether or not the student is presenting solo or first-authored work, and the cost of the conference relative to the number of applicants. To be eligible for travel funding, students must demonstrate that a conference abstract was approved by a faculty mentor and/or all faculty co-authors prior to conference submission, and students must complete a practice presentation to the satisfaction of School faculty.

Research and Training Support

Contingent on School resources, additional calls for applications for research and training support are typically offered annually. 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 no longer than two single-spaced pages. Students must also include a budget and budget justification. 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 Rutgers Grants and 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 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.

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 currently allows for a \$10,000 stipend annually for three 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. Candidates are nominated by Graduate

Directors and the faculty of the School of Criminal Justice and will be notified by the Graduate School if successful.

Rutgers GSN Dean's Dissertation Fellowship

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 \$30,833. The Dean's Dissertation Fellowship application, which is normally due in November for consideration for the following academic year, is available online through the GSN Hub within the Rutgers Canvas LMS system.

This fellowship requires a separate application. Please contact the Graduate School–Newark for more information or see <https://gsn.newark.rutgers.edu/rutgers-funding-opportunities>.

Educational Opportunity Fund (EOF)

The New Jersey Educational Opportunity Fund (EOF) offers financial aid and support services to New Jersey residents from educationally and economically disadvantaged backgrounds who are pursuing graduate degrees at participating institutions, including Rutgers University–Newark. Graduate students who received EOF grants as undergraduates are given priority for graduate EOF grants, with eligibility based on ongoing financial need. For more details, visit <https://afc.newark.rutgers.edu/about-us/> or <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.

A list of additional Graduate School–Newark travel grants, fellowships, and scholarships available to doctoral students is available online in the GSN Hub within the Rutgers Canvas LMS system or at <https://gsn.newark.rutgers.edu/funding-opportunities-1>.

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 attending Professional Development Seminars, School of Criminal Justice Colloquia, and Distinguished Speaker Series; meeting with job candidates and attending their presentations; and attending/presenting 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 8 required 3-credit courses (described below) and 18 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 in elective courses or two courses with a grade of C or C+ may be used in meeting the requirements for a master's degree or doctoral degree. The overall GPA for coursework in the program must be a 3.0 or better.
6. No credits from undergraduate courses may be used for the doctoral degree.
7. Up to 15 credit hours of graded, graduate-level coursework, not research credits, may be transferred from other graduate degree-granting institutions (see [Transfer of Credit](#), pg. 34). 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 master's degree granted by another institution.

8. A full-time, one-year residency (9 credits per semester for the first two semesters) is required for the first year of the program.
9. 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 eight required courses (24 credits). The required courses include a two-semester theory sequence (foundations and contemporary), a two-semester statistics sequence (introductory and intermediate), research methods, qualitative research methods, policy, and one additional advanced statistics or methods course (eligible options listed below). In addition to the required courses, students must complete six elective courses (18 credits), for a total of 42 credits of coursework toward the degree.

Required Courses (24 Credits)	Credits
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
Qualitative Research Methods (27:202:648)	3
<i>One of the Following (Advanced Research Requirement):</i>	
Advanced Statistics ¹ (27:202:641)	3
Other Advanced Methods (Mixed, Survey, GIS, Advanced Qual., Etc.)	3
Elective Courses (18 Credits)	
Six (6) Elective Courses	18
Dissertation Research (18 Credits)	
Dissertation Research (26:202:701, 702, 703, 704)	18
TOTAL CREDITS	60

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–

¹ 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.

Camden, 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.

It is by no means an exhaustive list, but some examples of elective courses that have been offered in the School of Criminal Justice are the following: Communities and Crime; Comparative Crime and Criminal Justice; Crime Mapping and GIS for Public Safety; Criminal Justice and Inequality; Economics of Crime and Justice; Environmental Criminology; Gender and Crime; Human Trafficking; Law and Society; Probation, Parole, and Intermediate Sanctions; Race, Crime, and Justice; Wrongful Conviction.

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 Semester

Qualitative Research Methods
Advanced Methods/Statistics or Elective 2
Elective 1

Year 2 – Spring Semester

Elective 2 or Advanced Methods/Statistics
Elective 3
Elective 4

Year 3 – Fall Semester

Elective 5
Elective 6
Dissertation Research (3 credits)

All Later Semesters

Dissertation Research (credits determined by accumulated dissertation research and whether or not student had advanced to candidacy)

Independent Study and Fieldwork

Students who wish to take an independent study or fieldwork course 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.

Students must complete an Application for Supervised Academic Work form (available online at <https://rscj.newark.rutgers.edu/graduate-program/handbook/>) that describes their 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 arranged in a typical syllabus format, and (2) a list of suggested readings.

The student is not permitted to enroll in an independent study or fieldwork course without approval 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

School of Criminal Justice 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 the School of Criminal Justice 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 <https://grad.rutgers.edu/academics/inter-university-exchange>. 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.

EMPIRICAL PAPER

Students must complete an empirical paper as they are approaching the completion of their coursework. This paper must be judged to be of sufficiently quality to be consistent with publication in a peer-reviewed journal, as determined by the evaluation of a committee of three faculty members. The goal of this paper is to demonstrate (1) familiarity with criminological theory and 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 their empirical paper, but the final product must be solo-authored, independent work.

The paper must not exceed 40 double-spaced pages in length (inclusive of tables, figures, appendices, and references) and must be formatted in the style of a peer-reviewed journal article, such as *Criminology* or *Justice Quarterly*. Ideally, 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 School of Criminal Justice faculty members. Deviation is allowed only in exceptional circumstances, and when prior approval has been obtained from the Ph.D. Director in consultation with the Dean. The student will submit a one- to two-page proposal to the committee, which will provide a plan for 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. Students should initiate their proposal review early since completion of this stage of the process is included in the one-year timeline. 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. When the Chair of the Empirical Paper Committee has certified the paper as ready for distribution and review, the paper must be submitted via email to the members of the Empirical Paper Committee. The full committee will evaluate 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 the 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 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. Students must electronically submit their successfully completed empirical paper to the Ph.D. Director for inclusion in the doctoral program repository.

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 School of Criminal Justice 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, pg. 39). If further revisions are disallowed, the student will be dismissed from the Ph.D. program. Students who are dismissed from the doctoral program may appeal the decision (see “Appeals Process for Faculty Committee Decisions”).

Admission to Candidacy

Following the successful completion of the empirical paper and all required and elective coursework, the student must apply for admission to candidacy using the [Application for Admission to Candidacy for the Degree of Doctor of Philosophy](#) form. The student must complete the cover page and obtain signatures from the Empirical Paper 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, by Rutgers, to be a post-qualifying Doctoral Candidate.

Once doctoral students have finished all required coursework and the empirical paper, they can apply for an MA degree through the Ph.D. program standard. To do so, they should contact the Assistant Dean of Graduate Programs for guidance. For application details, visit <https://myrun.newark.rutgers.edu/diploma-information>.

All doctoral students, even when they have completed their required coursework and advanced to candidacy, must remain continuously enrolled until they graduate in order to maintain active status in the doctoral program. Doctoral candidates 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. Students must check the Graduate School–Newark for more information (https://catalogs.rutgers.edu/generated/nwk-grad_current/pg34.html). Note that students who have exhausted their assistantship funding from the School of Criminal Justice and have not yet advanced to candidacy will be expected to pay for nine credits each semester, rather than one credit.

DISSERTATION

A 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 demonstrates that candidates are capable of independent research and analysis, have reported their research in the required scholarly style, and have attained a high degree of scholarly expertise.

Step 1: Selection of the Dissertation Committee

The Dissertation Committee consists of the Dissertation Chair and three Dissertation Committee members: two members from the School of Criminal Justice faculty and one member from outside the School of Criminal Justice faculty. The Dissertation Committee Chair supervises the investigation, must be a member of the full-time graduate faculty in 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 School of Criminal Justice faculty members. Deviation is allowed only in exceptional circumstances, and when prior approval has been obtained from the Ph.D. Director in consultation with the Dean. The outside member must be approved by the School of Criminal Justice Dean and can be a member of the Rutgers graduate faculty or a suitable scholar outside Rutgers. Students are responsible for completing the form, "Appointment of the Dissertation Committee" (<https://rscj.newark.rutgers.edu/graduate-program/handbook/>), which formally establishes the Dissertation Committee.

Dissertation Committee members serve on committees because they are specialists in the proposed dissertation's substantive topic or proposed methodology. The Chair is ordinarily a faculty member who is knowledgeable in the proposed dissertation topic and willing to supervise the study. Students who are uncertain about a topic or a Chair may consult with the Ph.D. Director. The Dissertation Chair assists students 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. Students should consult frequently with the committee, particularly the Chair, when developing their prospectus, executing the research, and writing their 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 it includes a review of the relevant literature. Its structure, format, and length are determined by the Dissertation Committee Chair, with the 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 before 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. Students **must** distribute the completed prospectus to their Dissertation Committee at least **one full month** before the targeted defense date to ensure sufficient time for review.

An official Prospectus Defense Announcement will be distributed to all School of Criminal Justice faculty, staff, and Ph.D. students at least two weeks before the scheduled defense date by the Assistant Dean of Graduate Programs and Enrollment Services. The announcement includes 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. The prospectus defense must take place during the academic year (i.e., September to May), except with permission from the Ph.D. Program Director and Dissertation Committee. 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 and then questions from other members of the audience. Once this portion of the defense is complete, the student and audience leave so the Dissertation Committee can deliberate. The Dissertation Committee alone is responsible for deciding the outcome of the prospectus defense. They evaluate the student's (1) proposal, (2) presentation, and (3) demonstrated competence in addressing committee members' and others' questions and concerns. Once a decision is rendered, the student is 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 for inclusion in the doctoral program repository.

A student is considered to be All-But-Dissertation, or ABD, following successful completion of the prospectus defense. 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 until they graduate. Failure to enroll in dissertation or matriculation continued credits in each semester following the completion of required coursework will result in inactive status; inactive students must reapply for admission to the program.

Empirical Paper Revision and Expansion Requirement

The empirical paper is a required milestone designed to assess students' research competencies and readiness for advanced independent scholarship. Under certain conditions, this work may serve as the foundation for subsequent dissertation research. Students may incorporate material from the empirical paper into the dissertation only when the work has undergone substantial revision and expansion. Acceptable incorporation requires clear evidence of meaningful intellectual development beyond the original submission. Such development may include, but is not limited to:

- Significant theoretical advancement or reframing.
- Expanded or refined research questions.
- New or substantially enhanced data, analysis, or methodology.

- Additional empirical chapters or comparative components.
- Deeper engagement with relevant literatures.

The dissertation must represent a distinct and more advanced scholarly contribution than the empirical paper.

Advisor-Guided Determination

The scope and sufficiency of revision and expansion are determined through consultation with the student's Dissertation Chair and internal committee members. Expectations for revision and expansion should be explicitly discussed and agreed upon during dissertation planning, ideally prior to formal proposal approval.

Final determination of whether the revised work meets doctoral-level standards rests with the Dissertation Chair and committee.

Disclosure and Academic Integrity

When prior program work is incorporated into the dissertation, students must disclose this continuity in an appropriate location (e.g., a preface or chapter note). Such disclosure is intended to ensure transparency and does not, by itself, indicate a violation of academic integrity. Verbatim reuse of text from the empirical paper should be limited and justified by scholarly necessity. Students are responsible for adhering to university and disciplinary standards regarding self-plagiarism and proper attribution.

Failure to Pass the Prospectus Defense

Students who fail to pass the dissertation prospectus defense may sit for the prospectus defense a second time within six months of the original defense. Student must submit a revised prospectus to their 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. 39). Students who are dismissed from the doctoral program may appeal the decision (see [Appeals Process for Faculty Committee Decisions](#), pg. 40).

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. The dissertation defense is a scheduled meeting that is open to the public. The dissertation defense date is set by the Dissertation Committee Chair, with the approval of the Ph.D. Director.

Dissertation Distribution, Defense, and Degree Conferral Timeline

Dissertation Distribution, Review, and Defense Readiness

Students must distribute a defense-ready version of the completed dissertation to all members of the Dissertation Committee no later than six (6) weeks prior to the targeted defense date. This distribution initiates the formal review period for the dissertation defense.

It is strongly recommended that students submit the dissertation earlier than 6 weeks ahead of the last possible date to complete a defense for degree conferral to allow for sufficient time for committee review, defense scheduling, and completion of required revisions while still meeting university conferral deadlines. Even in the case of a successful defense, extensive revisions are common and GSN formatting requirements are substantial; we strongly urge students to leave ample time to complete these tasks following the defense.

Internal Committee Readiness Confirmation

Within three (3) weeks of receipt of the submitted dissertation and no later than three (3) weeks prior to the targeted defense date, internal committee members are expected to communicate to the Dissertation Chair whether, in their judgment, the dissertation as submitted is ready to be defended.

A determination that the dissertation is “ready to defend” does not imply that the dissertation will pass the defense, nor does it limit the committee’s evaluative authority at the defense itself, nor does it preclude the possibility of extensive revisions following the defense. Instead, this certification simply states that it is *possible* that the submitted dissertation could be successfully defended and that it is appropriate to proceed with the defense.

Defense Scheduling and Responsibility

Students may schedule the dissertation defense only after the Dissertation Chair has approved the dissertation for distribution and internal committee members have had sufficient opportunity to review the dissertation and communicate their readiness determination. Students are free to discuss scheduling and possible defense dates with their committee members before this, but the defense should not be finalized and publicly announced until the Chair and internal committee members have certified the dissertation as “ready to defend.”

Dissertation Deadlines by Degree Conferral Term

Each year, there are three degree conferral terms: January, May, and October. The tables below depict ideal timelines as well as the latest possible due dates for meeting program requirements for each degree conferral term. Students are strongly encouraged to follow the suggested ideal timeline to ensure the desired degree conferral timeline requirements are met.

Ideal Dissertation Timeline for JANUARY Degree Conferral			
Phase	Suggested Timing	Required Timing	Key Action
Chair Certification	July	August 1	Chair certifies as “ready to defend”

Dissertation Distribution	Mid-August	September 15	Dissertation shared with full committee
Internal Member Certification	Mid-to-late-September	Within 3 weeks of dissertation receipt	Internal members certify as “ready to defend” to Chair
Announce Defense	Mid-to-late-September	No later than 3 weeks before the defense	Finalize defense date/time and announce
Diploma Application	Mid-to-late-September	October 1	Doctoral candidate applies for diploma
Defense	October	November 1	Defense completed
For Pass or Pass with Revisions Results	October–November	January 5	Committee signs off on revisions; all required documents and dissertation submitted to GSN
Degree Conferral	January	January	Degree awarded

Ideal Dissertation Timeline for MAY Degree Conferral

Phase	Suggested Timing	Required Timing	Key Action
Chair Certification	December	January 1	Chair certifies as “ready to defend”
Dissertation Distribution	Mid-January	February 15	Dissertation shared with full committee
Internal Member Certification	Mid-to-late-February	Within 3 weeks of dissertation receipt	Internal members certify as “ready to defend” to Chair
Announce Defense	Mid-to-late-February	No later than 3 weeks before the defense	Finalize defense date/time and announce
Diploma Application	Mid-to-late-February	March 1	Doctoral candidate applies for diploma
Defense	March	April 1	Defense completed

For Pass or Pass with Revisions Results	March–April	May 5	Committee signs off on revisions; all required documents and dissertation submitted to GSN
Degree Conferral	May	May	Degree awarded

Ideal Dissertation Timeline for OCTOBER Degree Conferral

Phase	Suggested Timing	Required Timing	Key Action
Chair Certification	May	June 1	Chair certifies as “ready to defend”
Dissertation Distribution	Mid-June	July 15	Dissertation shared with full committee
Internal Member Certification	Mid-to-late-July	Within 3 weeks of dissertation receipt	Internal members certify as “ready to defend” to Chair
Announce Defense	Mid-to-late-July	No later than 3 weeks before the defense	Finalize defense date/time and announce
Diploma Application	Mid-to-late-July	August 1	Doctoral candidate applies for diploma
Defense	August	September 1	Defense completed
For Pass or Pass Results	August–September	September 15	Committee signs off on revisions; all required documents and dissertation submitted to GSN
Degree Conferral	October	October	Degree awarded

The Assistant Dean of Graduate Programs and Enrollment Services will distribute an official Dissertation Defense Announcement to all School of Criminal Justice faculty, staff, and Ph.D. students at least two weeks before the defense date. The announcement will 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. The dissertation defense must take place during the academic year, except with

permission from the Ph.D. Director and Dissertation Committee. It is the candidate's responsibility to ensure that all timelines, deadlines, and procedures are met.

Prior to the dissertation defense, the candidate shall complete the online Diploma Application. They shall also obtain the [Dissertation Defense Report for the Degree of Doctor of Philosophy](#) form from the Graduate School–Newark. Both forms are available on Canvas via the GSN Hub, and the latter can be completed via DocuSign. Ordinarily, the dissertation defense begins with a presentation by the candidate, followed by questions from members of the Dissertation Committee, and then questions from other members of the audience. Once this portion of the defense is complete, the candidate and audience 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 evaluate the candidate's (1) dissertation, (2) presentation, and (3) 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 for inclusion in the doctoral program repository.

Failure to Pass the Dissertation Defense

A student who fails the oral defense will be provided with an opportunity for an additional defense **within six (6) 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 will not normally 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 [Appeals Process for Faculty Committee Decisions](#), pg. 40).

Step 4: Dissertation Format, Deadlines, and Graduate School–Newark Requirements

Once the Ph.D. Director certifies that all program requirements have been completed for the Degree of 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 **must** 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 and the GSN Hub on Canvas. In addition, all materials must be submitted no later than the announced deadlines for completing degree requirements. For further details about deadlines and requirements, see [the GSN Hub on Canvas](#). 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.

It is imperative that students keep in mind that a successful dissertation defense does not equate to conferral of the degree. Following a successful dissertation defense, students **must** complete several steps to result in a degree conferral, as described above. More information on [all steps](#) required by the graduate school can be found in the GSN Hub on Canvas (along with accompanying submission links). Once these steps are complete, the Graduate School begins a degree audit process to ensure that all requirements have been completed correctly. **This process takes 10–14 business days** and is completed in batches for students the month before the degree due date (i.e., May, October, and January).

Diplomas are awarded once a year in May. A candidate who completes all degree requirements by October or January will receive a diploma the following May.

Interim Certificates, certifying that students have successfully completed a degree audit, must be requested, in writing, from the Dean of the Graduate School. The degree audit process is not completed as materials are submitted, but in batches the month before each deadline (i.e., May, October, and January). Students **must** account for these timelines and plan accordingly, making sure to leave adequate time for degree certification before beginning employment that requires confirmation of Ph.D. receipt.

ACADEMIC ADVISEMENT

All doctoral degree students are assigned an initial faculty advisor upon admission into the Ph.D. program. Students should 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 primary advisor as the student moves through the program. Student must continuously have an academic advisor and, therefore, if or when the student wishes to switch advisors, a [Change of Advisor form](#) (found on the School of Criminal Justice website) 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 <https://sims.rutgers.edu/webreg/>, which will link to the online Schedule of Classes. School of Criminal Justice course descriptions are provided in this Handbook (pg. 45). Students should refer to the website for all other registration information.

OFFICE OF ACADEMIC PROGRAMS AND STUDENT SERVICES (APSS)

General Overview

The School of Criminal Justice Office of Academic Programs and Student Services (APSS) 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.

Registration

Registration instructions are posted on the registrar's website before the start of the fall and spring semesters (<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 School of Criminal Justice 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 the School of Criminal Justice. 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 the School of Criminal Justice. 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 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 will 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 are 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 GSN Hub on Canvas.

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 GSN Hub on Canvas to ensure this information remains up to date):

Diploma Date	Application for Admission to Candidacy & Diploma Application Deadline	Dissertation Defense Deadline
October Degree	August 1	September 1
January Degree	October 1	November 1
May Degree	March 1	April 1

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

The electronic diploma application can be accessed in the GSN Hub on Canvas, or 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 15 credits of School of Criminal Justice required course credits to be transferred 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 students' program in their field of concentration.
- Courses must normally have been taken during the five years prior to admission to the program.
- Research and independent study credits are not eligible for transfer.

The responsibility for requesting transfer credit lies with the student. A student must obtain an official transcript of the grades to be transferred and a copy of the course syllabus or a detailed course description, and they must also complete an [Application for Transfer of Credit](#) form that is available online in the GSN Hub on Canvas. Once completed, the form, syllabi, and official transcript should be submitted to the Ph.D. Program Director for approval. The Ph.D. Program Director 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 no 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 GPA. 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 GPA value correspondent to the grade received in each course is multiplied by the course's 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 to meet the requirements for a doctoral degree. These may not be in required courses.

Incomplete Grades

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. All “IN” grades must be resolved within twelve months after the end of the course. After twelve months, the incomplete will be considered “abandoned”, and the grade will remain on the student’s permanent record. Students facing extenuating circumstances may request an extension-of-time to resolve incomplete grades beyond the twelve-month timeline for completion.

Once abandoned, no change of grade may be made. 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 the School of Criminal Justice.

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 Graduate School–Newark Dean’s decision is final.

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 School of Criminal Justice 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 and supervisor evaluations related to research progress, performance

in TA/GA roles, and in the classroom. Pursuant to evaluation by the faculty, students are considered by the School of Criminal Justice to be in “good standing” when not on probation or otherwise at risk of dismissal.

Coursework: Candidates for the doctorate are expected to show evidence of success in their coursework, demonstrated by a grade point average (GPA) of 3.0 (B) 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. Failure to maintain appropriate performance in coursework may result in probation or program dismissal (see [Academic Probation and Program Dismissal](#), pg. 39).

Normal Progress: Students are expected to complete coursework and other degree requirements in a timely manner. Failure to complete milestones in a timely manner (i.e., before the required deadline) may result in academic probation or program dismissal (see [Academic Probation and Program Dismissal](#), pg. 39). Reasonable progress for full-time students entails completion of the program milestones by the following dates:

Milestone*	Expected Progress*	Completion Required*
Required courses completed	Spring of Year 2	Fall of Year 3
Empirical paper completed	Fall/Spring of Year 3	Within one year of completing coursework / Fall of Year 4
Dissertation prospectus defense completed	Spring of Year 4	Spring of Year 5
Dissertation defense completed	Spring of Year 5	Spring of Year 7

*Students who enter the program without a M.A./M.S. degree may take one additional semester to complete coursework and/or the empirical paper. As noted above ([Empirical Paper](#), pg. 20), the empirical paper must be completed within one year of finishing coursework.

Professional Development: Students are expected to participate in professional development activities. This includes events held at the School of Criminal Justice — 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. Frequent or consistent failure to engage in professional development activities may be considered grounds for academic probation or program dismissal (see [Academic Probation and Program Dismissal](#), pg. 39).

Annual Activities Report: Students who expect to register 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 must submit their annual report to the Ph.D. director and to their respective advisors.

Faculty Evaluation: Faculty advisors will be asked to prepare comments on the student's annual activities report for submission to the Ph.D. Committee. Other faculty, particularly course instructors or those for whom students TA, may also be asked to submit comments for the committee's consideration. School of Criminal Justice faculty may also meet as a group to discuss student progress and provide feedback. Students will receive a faculty evaluation letter from the Ph.D. Director (typically in June) detailing their progress and the School's expectations for the coming year. Failure to submit an annual report may affect registration in the following year.

Graduate School Time Limits for the Doctoral Degree

All requirements for the Degree of Doctor of Philosophy must be completed within seven (7) 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 School of Criminal Justice 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 protection of human subjects in research (see <https://research.rutgers.edu/faculty-staff/compliance/human-research-protection/policies-and-regulations>), 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's online IRB Collaborative Institutional Training Initiative (CITI) training and exam (see

<https://research.rutgers.edu/faculty-staff/compliance/human-research-protection/educational-resources>), and submit a copy of their completion certification to the Business Manager, to be placed in the student's records.

Students must also adhere to Rutgers's IRB policies and procedures. Anytime a student embarks on research — including but not limited to (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) when 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. Upon successful completion of the first year of the doctoral program, students are required to complete the First-Year Annual Survey and submit a copy of their Institutional Review Board (IRB) Certification to the Office of Academic Programs and Student Services. The Assistant Dean of Graduate Programs will place both documents in the student's official academic file.

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's IRB policies and procedures may be dismissed from the doctoral program.

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 <https://academicintegrity.rutgers.edu/sites/default/files/pdfs/current.pdf>).

The stature and reputation of the School of Criminal Justice are based on the commitments of its faculty, staff, and students to excellence in scholarship and high standards of professional integrity. Students are required to be familiar with Rutgers University's rules and procedures governing academic integrity, and the principles behind them. These will be strictly enforced in the doctoral program (see <https://studentaffairs.newark.rutgers.edu/support-services/community-standards/academic-integrity>). 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 academic probation or program dismissal will be considered by the faculty.

Students may be placed on academic probation when they fail to meet certain minimum requirements of the program, including the required GPA (3.0), receipt of two or more grades of C+ or below, receipt of an F in a required course, accumulation of incompletes, non-adherence to the timeline for required progress in the program, or repeated failure to participate in professional development events. Students placed on academic probation are not considered to be in “good standing” in the program and will not be eligible for travel or summer funding through the School of Criminal Justice.

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 School of Criminal Justice 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.
- Gross or intentional violations of Institutional Review Board procedures (See [Protection of Human Subjects](#), pg. 37).
- Violations of academic integrity (See [Academic Integrity](#), pg. 38).

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 School of Criminal Justice 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.

Students who are dismissed from the program may have their work considered for a terminal M.A. degree. In such cases, the faculty will consider the totality of the work completed by the student in the doctoral program and its alignment with expectations in the M.A. program. If the School of Criminal Justice faculty wish to consider a terminal M.A. degree, the Ph.D. Chair will confer with the student’s Empirical Paper Committee Chair and the Director of the M.A. program to determine whether or not a terminal M.A. degree is warranted with respect to work completed.

Appeals Process for Faculty Committee Decisions

Required Examinations

Students will be notified in a timely manner of their empirical paper, prospectus defense, and dissertation defense results. Students who fail any of these will be provided with an explanation for the negative decision.

A student who fails any of these requirements and/or is placed on academic probation who believes that the policies/procedures outlined in this document have not been followed may appeal to the Ph.D. Director, in writing, within 10 school days of receipt of the grade.

The appeal must state the grounds for the appeal, citing evidence of policies/procedures not adhered to, and how the non-adherence resulted in the failure. The Ph.D. Director will consult with the School of Criminal Justice Dean, whose decision is final. They shall render a decision within 10 business days (i.e., Monday–Friday) of receipt of the appeal.

Decision for Dismissal

Students may appeal the School of Criminal Justice 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 business 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

School of Criminal Justice Office of Academic Programs and Student Services

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

International Student and Scholar Services

The Office of International Student and Scholar Services, located in Conklin Hall, 175 University Ave, Room 216, assists international students, scholars, and their dependents. 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>.

Health Services and Immunizations

The Rutgers Student Health Services office is located in Blumenthal Hall, 249 University Avenue, Room 104, Newark campus. Their regular office hours are Monday through Friday, 9 AM to 5 PM (Phone: 973-353-5232). 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 Student Health Services Center is staffed by physicians, nurse practitioners, 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 desensitization, laboratory tests, physical examinations, and referrals to other providers. Surgical and critical medical conditions refer to the student's 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 several resources for financial aid. Students can find out more information at <https://scarlethub.rutgers.edu/financial-services/>.

Tuition and Billing Information

The Cashier's Office is responsible for the billing and collection 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 two 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, visit

<https://www.newark.rutgers.edu/OfficeofBusinessandFinancialServices>. For questions or assistance, visit <https://rutgers.my.site.com/OneStopPortal/s/Newark>.

Housing & Residence Life Office

The Office of Housing & Residence Life provides an on-campus living environment that is safe, secure, well-maintained, and promotes personal growth, social development, the celebration of individual differences, and academic excellence. If you plan to live on campus, you must apply by the deadline. An offer of housing is NOT included with the offer of admission! All students are encouraged to visit the website (<https://studentaffairs.newark.rutgers.edu/campus-life-events/housing-residence-life>) for more details.

Parking

Students may purchase annual parking permits beginning July 1st. Annual parking permits are valid from September 1st through August 31st of the following year. Students who are on assistantships (TA/GAs, Research Assistants) are eligible to purchase Faculty/Staff parking permits and can park in Faculty/Staff parking lots. Parking rates and parking rules may change from time to time. For the latest parking information, including fees and permit purchasing information, visit <https://ipo.rutgers.edu/parking>.

Bookstores

The Rutgers University Bookstore is located in the Hahne building (42 Halsey Street) and can be accessed online at <http://newark-rutgers.bnccollege.com> (phone 973-353-2200). 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, located at the One Stop Student Center, Conklin Hall, 175 University Ave, 1st Floor, Newark, NJ 07102. Initial ID cards are issued at no charge; \$20 is currently charged for replacement ID cards. For more details, visit <https://www.newark.rutgers.edu/ruid-card-service-center>.

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 that may be accessed from the libraries' website (www.libraries.rutgers.edu).

Students in the School of Criminal Justice are served by Newark campus libraries: the John Cotton Dana Library and the Law School Library. A library that is of special interest to the School is the Don M. Gottfredson Library of Criminal Justice, located on the 3rd floor of the Center for Law and Justice at

Rutgers University–Newark. It 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. It 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. It also maintains a “gray 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.

RU–N Information Technology (IT) Service Center

Rutgers University–Newark Information Technology Service Center offers a range of computing support to faculty, staff, and students. Whether it's connecting to the wireless network, activating NetIDs, resetting passwords, setting up email accounts, submitting assignments through Blackboard, providing residential network support, or finding a computer lab to work and print quietly, we can assist you. Rutgers affiliates are encouraged to contact the RU–N IT Service Center for all their computing needs. Their student workers are cross-trained by full-time staff to troubleshoot a variety of network-related issues.

The RU-N IT Service Center's mission is to provide effective and efficient information technology support services to the Rutgers community. Support is available via phone, email, online chat, or in person. For assistance, visit <https://it.rutgers.edu/help-support/>.

For more information regarding Computing Services, see <https://ncs.newark.rutgers.edu/>.

Rutgers University–Newark Counseling Center

The Rutgers University–Newark Counseling Center is committed to the mental health and well-being of all members of the university community. 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, Room 101 (249 University Ave) may be made by calling 973-353-5805. For more information, visit: <https://studentaffairs.newark.rutgers.edu/health-wellness/counseling-center>.

Office of Career Resources and Exploration

The Office of Career Resources and Exploration at Rutgers University–Newark is a central resource whose mission is to empower undergraduate and graduate students by fostering skill development and facilitating connections to support their career success. The staff provides general information, support, and individual career counseling to assist in exploring and setting career goals. For more information, visit <https://careers.newark.rutgers.edu/about/>.

The Office of Career Resources and Exploration offers several services to students and alumni. Students are encouraged to activate their Rutgers–Newark Handshake 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>.

Office of Disability Services

The Office of Disability Services at Rutgers–Newark is located in the Paul Robeson Campus Center, Room 219. The Office of Disability Services (ODS) is responsible for working with you to address access barriers. ODS meets with you to discuss your needs, review documentation, and determine appropriate accommodations and supports. Whether you are considering attending Rutgers University–Newark or are already a student, ODS is a resource for you. Information about requesting services can be found on the university website (<https://studentaffairs.newark.rutgers.edu/health-wellness/disability-services>), or you can visit the office in the Paul Robeson Campus Center or call 973-353-5375.

Resources for Pregnant and Parenting Graduate Students

Rutgers SCJ recognizes that graduate students who are caring for children have a unique set of needs. The Rutgers-Newark Office of Student Life has created a website (<https://studentaffairs.newark.rutgers.edu/support-services/title-ix/pregnancy-and-parenting-support>) as a platform for locating resources, policies, support services, and community engagement opportunities that are available to parenting students and graduate students experiencing pregnancy and related conditions. The website includes information about Rutgers policies for graduate students seeking a leave of absence for pregnancy and other reasons related to parenting/caregiving responsibilities.

School of Criminal Justice Graduate Student Association

The School of Criminal Justice Graduate Student Association (SCJ GSA) is a university organization run by graduate students. The SCJ GSA is dedicated to upholding a strong peer community, serving as a liaison between graduate students, faculty and the administration. The SCJ GSA works directly with graduate students, faculty, and the administration in efforts to open lines of communication and establish an environment conducive for academic and personal growth for graduate students. Specifically, the SCJ GSA 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.

The SCJ GSA President for the 2026–2027 academic year is Emily Greberman (erg111@scarletmail.rutgers.edu).

COURSE DESCRIPTIONS

Note that not all elective courses are offered every year. For the most updated version of courses offered, and to access recent syllabi, visit: <https://rscj.newark.rutgers.edu/graduate-program/graduate-course-descriptions-syllabi/>. For a list of currently and recently offered courses, visit: <https://classes.rutgers.edu/soc/#home>.

27:202:511 Foundations of Criminological Theory (3 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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. **Required Course – Ph.D.**

27:202:543 Intermediate Statistics (3 credits)

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 credits)

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 Ph.D. Program Director and a practitioner in the field-placement area. The School of Criminal Justice Director of Community Outreach provides additional support and guidance. **Prerequisite: 18 credits of required coursework completed prior to enrollment.**

27:202:602 Police and Crime Control (3 credits)

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 Foundations in GIS Crime Mapping and Public Safety (3 credits)

This course introduces the theory and practice of geographic information systems (GIS) for public safety. This hands-on course teaches students how to produce crime maps and analyze geographic crime data. The class presents the theories of "crime and place" and how contemporary spatial analysis techniques inform place-based crime prevention strategies, assist in problem-solving activities, and support the co-production of public safety. This course may count towards an M.A. certificate, Spatial Analysis for Public Safety and Security.

27:202:606 Advanced Methods in GIS Mapping and Public Safety (3 credits)

This course teaches students advanced crime analysis techniques by building on the skills acquired in Foundations in GIS for Crime Mapping and Public Safety. This hands-on course teaches students how to further their understanding of geographic information systems (GIS) to produce crime maps and analyze crime patterns. The course emphasizes the utility of spatial crime analysis to support hyperlocal co-production efforts and evaluate the impact of crime prevention programs and activities. This course may count towards an M.A. certificate, Spatial Analysis for Public Safety and Security. **Prerequisite: 605 Foundations in GIS for Crime Mapping and Public Safety or approval of the instructor.**

27:202:610 Crime Control Theory and Research (3 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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 credits)

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.

Prerequisites: basic knowledge of research design in the social sciences. **Co-requisite:** 27:202:543.
Required Course – Ph.D.

27:202:641 Advanced Statistics (3 credits)

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 credits)

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 credits)

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 credits)

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. **Required Course – Ph.D.**

27:202:650 Independent Study (3 credits)

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 advisors for further information.

27:202:652 Issues in Criminal Justice (3 credits)

In-depth study of a particular topic in criminal justice.

27:202:653 Issues in Criminology (3 credits)

In-depth study of a particular topic in criminology.