



**SCHOOL OF  
CRIMINAL JUSTICE**

**DOCTORAL PROGRAM  
DOCUMENT**

FALL 2006-2009

# UNIVERSITY HEIGHTS – NEWARK, NEW JERSEY INTRODUCTION

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

The Effective Date Of This Version Is Fall 2006

## **THE DOCTORAL PROGRAM**

All requirements for the Doctor of Philosophy should be completed within seven (7) years of the first matriculation in the criminal justice Ph.D. program, which consists of the following five components:

- \* Required Coursework
- \* Elective Coursework
- \* Qualifying Examination
- \* Core Area Examination
- \* Dissertation

### **GENERAL REQUIREMENTS\***

The sequence for completing the doctoral program in criminal justice covers a four-year period. In the first two terms, the student takes the required courses and two electives. In the third term, the student takes additional electives and the Qualifying Examination. In the term in which the Qualifying Examination is completed, the student forms a Core Area Examination Committee. The student and the Committee file a Core Area Plan with the Ph.D. Committee. During the third year, the student completes the course work for the Ph.D. and takes the Core Area Examination. At the end of the third year, the student presents a dissertation prospectus. In the fourth year, the dissertation is defended.

#### **Specific credit requirements include the following:**

1. The Ph.D. in criminal justice requires a minimum of 72 credits for the doctorate.
2. A minimum of 24 credits in dissertation research must be taken toward the degree.
3. The minimum total requirement in non-research courses is 48 credits.
4. No more than 3 credits with a grade of *C* are allowed.
5. No credits for undergraduate courses may be used for the degree.
6. No more than 50 percent of a student's formal course work, up to a maximum of 24 credits, may be taken in professional courses.
7. Up to 18 graded credits may be transferred from other graduate degree-granting institutions.
8. Students must be enrolled full-time for the first year of the program. Full-time registration is considered 9 credits or more per semester. After the first year, both full- and part-time enrollment is permitted.

*\* The time sequence outlined in this document may vary, depending upon the progress of the student. Courses taken to satisfy the requirements for the master's degree may, with approval of the Ph.D. Committee, be counted toward the doctorate.*

### **ADMISSION TO CANDIDACY**

#### **Required Examinations\***

Admission to the program does not ensure that the student will be accepted as a candidate for the degree of Doctor of Philosophy. The student becomes a formal candidate for this degree only after successful

completion of the examinations listed below, and described in detail later in this document.

**Qualifying Examination:** The Qualifying Examination tests students' basic competencies. The student is tested in the three areas that comprise the curriculum: Research Methods and Statistics, Crime and Criminology, and Law and Criminal Justice. The format is an essay-type examination, and the purpose is to test basic working familiarity with concepts in the field of criminal justice.

**Core Area Examination:** The student is evaluated on command of material in the core area in criminal justice on which he or she has elected to focus. The format is an eight-hour essay-format examination. The student then meets with the Core Area Committee for an evaluation and may be asked to clarify aspects of his or her written answers.

**Prospectus Defense and Admission to Candidacy:** At the end of the third year, the student will present a *prospectus* for the dissertation study, receiving the consultation and advice of faculty and students in an open, public meeting. Following the successful defense of the prospectus, the student may apply to the Dean of the Graduate School-Newark for admission to candidacy for the degree of Doctor of Philosophy.

\* *The time sequence for examinations may vary, depending upon the progress of the student.*

## REQUIRED COURSE OF STUDY

The several elements of the normal course of study may be listed, but it should not be understood that such a listing necessarily indicates the expected sequence of events. Indeed, students will be encouraged to initiate the dissertation research as soon as the necessary competence is assured; thus 'course work' and 'dissertation research' may be undertaken during the same time period. The main elements are as follows:

1. Acceptance into the program by the Graduate School-Newark.
2. Satisfactory performance on the Qualifying Examination, Core Area Examination, Prospectus Defense, and admission to candidacy.
3. The minimum total requirement in course work is normally 48 credits. The student must offer a minimum of 24 credits in dissertation research toward the degree.
4. Ph.D. required courses (12 credits) are taught at an advanced level. Students with no previous exposure in an area are advised to take the overview courses indicated below each in parenthesis.

The additional course work is to be distributed among the university's offerings. Only graduate level courses may be included. No more than 18 credits may be earned in institutions outside Rutgers.

Normally, most of this work is takes places in the School of Criminal Justice, augmented and enriched through graduate offerings in other units in the university.

In the term in which the Qualifying Examination is completed, the Core Area Committee has the responsibility for working with the student to establish a Core Area Plan of subsequent course work to be completed. This plan is filed with the Ph.D. Committee. After the student has successfully completed the Core Area Examination and formed a dissertation committee, that committee will be responsible for evaluating the dissertation plan and recommending any additional requirements.

1. Acceptance and defense of the dissertation plan and approval of the course of study.
2. Completion of the approved course of study, meeting scholarship requirements.
3. Total credit requirement: minimum of 72 credits.
4. Approval of the dissertation.
5. Successful final examination and dissertation defense.

## **QUALIFYING EXAMINATION**

Doctoral students must pass a written 7-hour essay-type Qualifying Examination covering the three areas of the curriculum. The purpose of this examination is to test basic working familiarity with concepts in the field of criminal justice. The examination is offered once each semester, and will be conducted by a three-person Qualifying Examination Committee, whose membership will be appointed by the dean on a rotating basis.

Students will use a computer for this examination. All students will be provided with an un-graded copy of their examinations.

The purpose of this examination is to test basic working familiarity with important concepts in criminology and criminal justice and the capacity of students to apply the knowledge they have acquired in course work. The object is not to test detailed knowledge of concepts. This should have been done in individual courses. The examination questions will generally relate to familiar and enduring issues, though these might sometimes be framed in terms of a less familiar topic, such as a current controversy in the media. The examiners want to see how well students draw upon their knowledge, marshal facts, and develop a coherent and consistent discussion in relation to the issues raised by the question. These are essential requirements of research and scholarship. Passing the Qualifying Examination signals that students are ready to move on to the next stages of the degree--cores area and dissertation-- which require, respectively, scholarly competence in mastering a specialized curriculum area, and an independent contribution to knowledge.

Doctoral students will have access to the two previous semesters' examination questions, available for review in the Dean's Office.

### **Preparation of the Examination**

Each semester, three faculty committees will be appointed by the Dean to prepare questions in the following respective areas:

1. Research Method
2. Crime and Criminality
3. Law and the Criminal Justice System

Questions will be reviewed by the Ph.D. Committee before approval and inclusion in the examination.

### **Grading Procedures:**

The Dean will appoint three faculty members as graders for the examination on a rotating basis each semester. (In some semesters, the Dean may also serve as a grader.) Each grader will receive a photocopy of the examinations for the purpose of conducting independent evaluations. Examinations are identified by a code number assigned randomly by the Office of Academic and Student Services, rather than by student name or RUID number. Each grader will evaluate all three parts of the examination, using the scoring described below.

1. Scores for each of the three areas will range from a low of "1" to a high of "5."
2. A student will receive a grade of "Pass with Distinction," "Pass," or "Fail" for the overall examination.
3. A student who receives an overall score of 13.5 or greater, with a minimum score of 4.0 in each area, will receive a grade of "Pass with Distinction."
4. To receive a "Pass," three criteria must be met:
  - a. A minimum score of "3.0" is received on the Methods/Stats portion.
  - b. A minimum score of "2.0" is received in each of the remaining two areas.
  - c. A minimum total score of "9.0" is received.

5. The Chair of the Ph.D. Committee (usually the Dean) will review the scores and resolve any major differences among graders before finalizing the grades.
6. Failure to meet any of the three criteria in 4b. will result in a grade of "Fail."
7. A student who fails the Qualifying Examination must re-take the entire examination.

Students will be notified in writing by the Graduate Program Director as to the result of their examination ("Pass With Distinction," "Pass," or "Fail). Students who wish to be informed of their mean scores in each of the three areas and their overall numerical score may meet with the Graduate Program Director.

### **Receipt of a Grade of "Fail"**

Students who fail the examination will be advise to meet with the faculty member designated by the Graduate Program Director to discuss the deficient area(s) and how to prepare for the next examination opportunity. Students who fail the examination should first meet with the Graduate Program Director to be informed of their mean scores in each of the three areas and their overall numerical score before meeting with the faculty member.

Students may normally sit three times for the Qualifying Examination. If a student does not pass the exam on the on the three attempts, they will be dismissed from the PhD program. Students who are dismissed may appeal the dismissal to the Graduate Program Director. Appeals must be directed in writing to the Graduate Program Director and the Ph.D. Committee. The Committee will consider the following criteria as a basis for approval:

1. What is the candidate's overall performance in the program?
2. How close to each of the four required scores was the last attempt?
3. Is there an upward trend in the attempts made?
4. What strengths are evidenced in the most recent exam?
5. Are there any good reasons to expect the candidate to succeed in the future?

### **CORE AREA**

In the semester in which the Qualifying Examination is completed, the student forms a Core Area Examination Committee. This committee, composed of three faculty appointed by the Dean, agrees upon and defines an additional curriculum area (called a *Core Area*) in which the student will concentrate his or her course work and study. The formation and function of the committee is as follows:

1. The student submits to the Ph.D. Committee a brief proposal that contains the following:
  - a. a title for the core area;
  - b. a narrative description, approximately one paragraph in length, of the literature contained in that area;
  - c. a sample bibliography; and
  - d. a target date for the examination.
2. In consultation with the Ph.D. Committee, the dean names three faculty to serve as the Core Area Examination Committee and designates one person to serve as chair.
3. A Core Area Examination Plan for the student is developed jointly by the student and the members of the Examination Committee. This is a final document, which defines the core area and lists the relevant literature. The document presents the literature of the area as though it were to be covered in a graduate seminar:
  - a. the material is divided into appropriate sub-topical areas within the core, as these

relate to main ideas and concepts covered within it; and  
b. the sub-topics are organized thematically, conceptually, or in chronological form, as would be done in a seminar covering the core area.

4. The student may be advised to take course 645-Advanced Scholarship as an independent study elective in the Core Area, preparing a paper for publication, or other appropriate courses.
5. Once the Core Area Examination Committee has approved the final document defining the core area, it is filed in the library. The student may then request an examination date approved by the Committee Chair and the Dean, in accordance with the "Core Area Examination Checklist" (Appendix A).

### **Core Area Examination**

During the third year, the student is tested on command of material in the core area in criminal justice that he or she has elected to focus on. The format is an eight-hour examination composed on a computer. The student will then meet with the Chair of his or her Core Area Committee, and at least one additional Committee member, to discuss the evaluation, and may be asked to clarify aspects of his or her written answers. The "Core Area Examination Evaluation Form" to be used by the Committee is attached as Appendix B.

Students may normally sit twice for the Core Area Examination, with appeal for a third, or subsequent, opportunity subjects to approval of the Ph.D. Committee. Appeals must be directed in writing through the Core Area Committee Chair to the Chair, Ph.D. Committee. The Ph.D. Committee will consider the following criteria as a basis for approval:

1. What is the candidate's overall performance in the program?
2. What is the Core Area Committee's recommendation?
3. Is there an upward trend in the attempts made?
4. What strengths are evidenced in the most recent exam?
5. Are there any good reasons to expect the candidate to succeed in the future?

### **DISSERTATION**

The most distinct difference between all other advanced degrees and the doctorate is the requirement that each doctoral candidate perform original research in the form of a doctoral dissertation. It is here that the candidate draws upon the recently learned theories, research methods, and analytical skills to accomplish this task.

### **Forming the Committee**

The first step in the dissertation process is to locate a faculty member in the criminal justice program that is willing to serve as the dissertation chairperson. The candidate should identify a faculty member who is knowledgeable and interested in the proposed dissertation topic. Once the Chair has accepted, three more dissertation committee members must be secured, two from within the criminal justice faculty and one member from outside the criminal justice program but within Rutgers University. The selection of these committee members should be completed with the recommendation and guidance of the committee Chair. The student should inform the Graduate Program Director of the composition of the committee and the dissertation topic in writing.

The candidate should begin registration for dissertation credit once the supervision committee has been selected. There is a minimum of 24 dissertation credits needed to complete the Ph.D. in criminal justice. Once the dissertation process has begun, the candidate must enroll for dissertation credits each semester (minimum of 24 credits) until the dissertation is completed and defended.

### **The Prospectus (Research Plan)**

The second major step at the dissertation stage is the development of a dissertation prospectus (research plan). The prospectus explains what the candidate intends to study, its importance to the field, proposed methods of investigation, and a review of the relevant literature.

### **Defense of the Prospectus**

Once the prospectus is completed, the doctoral candidate then presents and defends it at a scheduled meeting that is open to fellow students and faculty. (Copies of dissertation prospective are available in the Criminal Justice /NCCD Library.) The "Prospectus Defense Checklist for Students" (Appendix C) must be adhered to in scheduling the defense. Defense dates are set by the Chair, with the approval of the Dean of the School of Criminal Justice/ Ph.D. Program Director, and conveyed to the Dean of the Graduate School-Newark. Notification of a defense must be given at least four weeks prior to the set date. Copies of the prospectus must be available in the Criminal Justice/NCCD Library for review at least two weeks prior to the defense. Defenses can only be scheduled during the academic year, normally on a Monday or a Wednesday. If defended successfully, each member of the dissertation committee then signs the prospectus and the student is eligible for admission to candidacy.

### **Admission to Candidacy**

The application for admission to candidacy must be obtained from the Graduate School-Newark, Office of the Dean and submitted to the Chairperson of the Ph.D. Committee at the successful defense of the prospectus. (This is the first of two times that the doctoral student must secure this form from the Graduate School-Newark, Dean's Office in Hill Hall. The second is the day the student defends the dissertation.) The cover page and Part I, *Qualifying Examination Committee Report*, are completed. The application should then be returned, properly signed by the members of the Ph.D. Committee, to the Graduate School office in Hill Hall.

Once the examination has been passed, the student must continue in registration, whether for courses, dissertation research, or matriculation continued, in order to maintain status as a candidate.

### **Completion and Defense of the Dissertation - Final Examination**

With a successfully defended prospectus in hand, the third major step of the dissertation process is entered, that is, executing the prospectus. This usually consists of collecting data, analyzing it as described in the prospectus, and reporting the results and implications. If these chapters are acceptable to the committee members, then it is time to schedule the dissertation defense

Defense dates are set by the Chair, with the approval of the Dean of the School of Criminal Justice/ Ph.D. Program Director, and conveyed to the Dean of the Graduate School-Newark. The "Dissertation Defense Checklist for Students" (Appendix D) must be adhered to in scheduling the defense. Notification of a defense must be given at least four weeks prior to the set date. Copies of the dissertation must be available in the Criminal Justice/NCCD Library for review at least two weeks prior to the defense. All defenses can only be scheduled during the academic year, normally on a Monday or a Wednesday. The dissertation defense must be completed not later than three weeks before commencement (nor later than the announced deadlines for October and January diplomas).

All interested parties are welcome to attend any dissertation defense. At the time of the dissertation defense (final examination), candidates must obtain from the Graduate School office their candidacy

applications (on which the results of the qualifying examinations were recorded--following the successful prospectus defense ). The application, with Part II, *Final Examination Committee Report*, properly signed by the dissertation committee members, must be returned when two copies of the dissertation are filed. Names of those failing to meet this deadline will be removed automatically from the commencement lists. For further details, see Deadline Dates in the Degree Requirements chapter of the Graduate School-Newark catalog.

### **Dissertation Format**

The final draft of the dissertation should be prepared in strict accordance with the instructions given in the pamphlet, *Thesis Form*, available at the Graduate School-Newark Office of the Dean in Hill Hall. After the dissertation has been accepted by the committee, the original and one copy are to be filed with the Graduate School-Newark Office of the Dean in Hill Hall with all final academic documents as the calendar indicates, no later than the announced deadlines for completion of degree requirements. The degree candidate should contact the Graduate School-Newark Office of the Dean regarding the deadlines (973/ 353-5834).

With the dissertation, the candidate is required to submit an abstract *not exceeding 350 words*, embodying the principal findings of the research. As in the case of the dissertation, the abstract must be approved by the Chair and accepted by the other members of the student's committee.

### **Publication of Dissertation and Academic Data**

After the granting of the doctorate, the Graduate School-Newark will have the dissertation microfilmed. The dissertation must, therefore, be prepared with the same care as if it were to appear in printed form. The abstract that must accompany the dissertation will be published in *Dissertation Abstracts* and must also be ready for publication when it is submitted to the dean of the Graduate School-Newark.

University Microfilms, of Ann Arbor, Michigan, will microfilm the dissertation and publish the abstract. Information concerning the preparation of the dissertation and abstract, and the agreement with the University Microfilms which the candidate is to sign, are available in the Office of the Dean of the Graduate School. Students must pay a fee for microfilming, plus a binding fee, payable at the business office, 249 University Avenue, Newark, NJ 07102. The candidacy form must be presented at the business office when payment is made. Registration of copyright is also available for an additional fee. All appropriate fees must be paid before the degree can be issued.

### **EXCHANGE REGISTRATION**

Criminal Justice doctoral students may take courses offered by another graduate division of the University by consulting with the associate dean (or the Core Area Adviser once a Core Area Committee has been formed). Course restrictions may be in effect, so it is wise to contact the department offering the course(s) to see if you are able to gain access.

Doctoral students may also be eligible to take graduate courses at the New Jersey Institute of Technology (NJIT) or the University of Medicine and Dentistry of New Jersey (UMDNJ). In order to do so, students must

- \* consult with the Graduate Program Director (or Core Area Adviser) for approval;
- \* register the course name, number, institution, and credits on the Rutgers registration card;
- \* complete the Exchange Registration Form obtained from the Graduate School-Newark, Office of the Dean in Hill Hall; and

\* complete any registration procedures required by NJIT or UMDNJ.

### **TRANSFER OF CREDIT**

The Graduate School-Newark will allow up to 18 transfer credits of related coursework from appropriate master of arts or science degree programs. Degrees previously earned from professional schools such as law or management may receive up to but no more than 18 transfer credits. Courses may be considered for transfer credit after completing at least 12 credits with grades of (B) or better in the Graduate School-Newark, and with the following stipulations:

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

The responsibility for requesting advanced credit lies with the student. In applying for the transfer of credit, a student must obtain an official transcript of the grades to be transferred and complete a Transfer of Credit Form that is available in the Office of the Dean, School of Criminal Justice. Once completed, the form and the official transcript should be submitted to the associate dean for approval. The associate dean then submits both documents to the Dean of the Graduate School-Newark for review and final authorization. When the transfer is approved, the Registrar's Office will record the transfer of credits on the student's transcript.

Students completing a master's degree in criminal justice/criminology at another university must meet with the associate dean to review their transcript. This will ensure that they will not duplicate any course taken at Rutgers.

### **ACADEMIC ADVISERS**

All doctoral degree students are advised during their first year by the graduate program director, who reviews and discusses each first-year student's course selection during the fall and spring registration periods.

The graduate program director will continue to serve as a doctoral student's academic adviser until the student forms a Core Area Examination Committee. At that time, the Core Area Committee Chairperson will assume responsibility for the student's future academic advisement, and the student should consult with the chairperson each term prior to enrollment. If a different faculty member later assumes responsibility as the Dissertation Committee Chairperson, that faculty member will then assume responsibility for future academic advisement. The Ph.D. Committee is responsible for reviewing annually each student's academic progress.

### **SCHOLASTIC STANDING**

Candidates for the doctorate are expected to show in their course work evidence of distinction. This should be demonstrated by grades of *A* in at least half the formal course work. Grades of *B* or better will be expected; no more than 3 credits bearing the grade of *C* (or *C+*) will be allowed in meeting the requirements for the degree.

## **PROCEDURES FOR GRANTING OR DENYING DEGREES**

The Ph.D. Committee takes the following into consideration in decisions to grant or deny degrees:

1. Students must successfully complete the requirements outlined in this document. All requirements for the degree of Doctor of Philosophy should be completed within seven (7) years of the first matriculation in the criminal justice Ph.D. program.
2. Students may normally sit only three times for any Ph.D. Specific appeal criteria for the Qualifying and Core Area Examinations are outlined above.
3. Grades of *A* should be earned in at least half the formal course work. Grades of *B* or better will be expected; no more than 3 credits bearing the grade of *C* (or *C+*) will be allowed in meeting the requirements for the degree.
4. Procedures for completing the dissertation are outlined above. All dissertation committee members must approve the final draft.
5. The Ph.D. Committee does not call students to participate in the annual discussions of their work, but they may be asked to respond in writing to the Committee's concerns as to lack of satisfactory academic progress. While students are not called to participate in meetings called by the Ph.D. Committee to discuss their work on the Qualifying Examination, they are required to participate in a discussion of their Core Area Examination, as well as their prospectus and dissertation defenses. Students may be asked to discuss their progress toward their degree with the associate dean. A student may also be asked, or may request, to speak on his or her behalf at a meeting of the Ph.D. Committee at which the student's dismissal will be determined, and may be assisted in his or her presentation by a member of the Rutgers University community.

### **Due Process with Regard to Examinations**

1. Students will be notified in a timely manner of the Qualifying Examination, Core Area Examination, Prospectus Defense, and Dissertation Defense (Final Examination) results.
2. Students who fail any of the examinations above will be provided with an explanation of the reasons for the negative decision.
3. In cases in which a student believes that the examination policies/procedures outlined in this document have not been followed, resulting in a failed examination, the student may appeal to the Chair, Ph.D. Committee, in writing within ten schooldays of receipt of the examination grade, and shall state the grounds for the appeal, citing the policies/procedures not adhered to, and how the non-adherence resulted in the failed examination.
4. The Chair, whose decision is final, shall render a decision within ten school days of the receipt of the appeal. For purposes of this procedure, "school day" is any day classes are in session, excluding summer session.

### **ACADEMIC PROBATION**

If a student should continue to receive grades of *C*, *C+* or *F*, the Ph.D. Committee would recommend separation from the program to the Dean of the Graduate School-Newark. However, a probationary period of one term would be normal prior to such recommendation.

The Ph.D. Committee, in its annual review of student progress, will take into account performance on examinations (Qualifying Examination, Core Area Examination, Prospectus Defense, Dissertation Defense) as well as course work. A student who fails two attempts at any examination may be placed on probation for one term following the second failure if permitted to continue in the program.

When academic progress problems occur, the Ph.D. Committee will notify the student in writing of its concern about the student's performance. Such a warning should specify the source of the concern, the applicable rules, and the proposed action. Warnings should state when and on what basis a

recommendation for academic dismissal will be considered by the Committee.

## **TERMINATION OF STUDIES**

Students may be required to terminate their graduate studies and withdraw from the Graduate School-Newark if they fail to meet the minimum requirements of the program. Conditional requirements established at the time of admission must be satisfied by each student in question. Non-adherence to the schedule of the Time Limits for Degree may constitute a basis for termination. (All requirements for the degree of Doctor of Philosophy should be completed within seven (7) years of the first matriculation in the criminal justice Ph.D. program.)

The Ph.D. Committee, in its annual review of individual student progress, will take into account performance on all examinations, as well as course work. Examinations include the Qualifying Examination, the Core Area Examination, the Prospectus Defense, and the Dissertation Defense. Students may normally sit only twice for any Ph.D. examination, with appeal for a third, or subsequent, opportunity subject to approval of the Ph.D. Committee. The Ph.D. Committee may approve a third, or subsequent, opportunity to take an examination when, after review of the student's overall record in the School, it finds that the previous failures are inconsistent with the student's previous academic performance and promise as a scholar. Following the annual review, the student will be notified, in writing, of any deficiencies. Unless the student's specified deficiencies are corrected to the satisfaction of the Ph.D. Committee by the time of the next review, termination from the program could be recommended.

Following a probationary period, a student who fails to meet the provisions of the warning should be considered by the Ph.D. Committee for dismissal. The student may be asked or may request to speak on their behalf at a meeting of the Ph.D. Committee for that purpose and may be assisted in his or her presentation by a member of the Rutgers University community.

If the Ph.D. Committee's decision is to dismiss, such decision shall be in writing, shall specify the reasons for dismissal and all warnings communicated to the student.

### **Appeal of a Decision to Terminate Studies**

Appeal from the Ph.D. Committee's decision may be made to the Dean of the Graduate School-Newark. Such appeal shall be in writing, shall be made within 10 school days of receipt of the program faculty's decision and shall state the grounds for appeal. The grounds for appeal are: 1) technical error; 2) new information; and 3) extenuating circumstances.

The Dean of the Graduate School-Newark, whose decision is final, shall render a decision within ten school days of the appeal. For purposes of this procedure, "school day" is any day classes are in session, excluding summer session.

## **STUDENT GRADE COMPLAINT**

Student complaints about grades shall, where possible, be handled within the structure of the graduate degree program.

In the first instance, the student should confer informally with the instructor who recorded the grade in question. Such conference shall take place within ten school days of notification of the grade. If the matter is not resolved between the student and the instructor, the student should, within ten days, take the issue to the Dean of the School of Criminal Justice (the program director) or a designee for review and mediation. The dean, or designee, within ten days notification of the dispute, shall consult with all parties and propose a resolution. If this is unsuccessful, the matter shall be referred to the Ph.D. Committee. This committee shall render a decision within 15 school days. In arriving at a decision, the committee may consult with

whomever it chooses and may, in extraordinary cases, ask third parties from among the faculty to review the grade question.

Appeal from the Ph.D. Committee's decision may be made to the Dean of the Graduate School-Newark. Such appeal shall be in writing, shall be within ten days of receipt of the program faculty's decision, and shall state the grounds for appeal as listed above under termination of studies.

The Dean, whose decision is final, shall render a decision within ten school days of receipt of the appeal.

## **OTHER CREDIT REQUIREMENTS**

### **Matriculation Continued**

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

### **Time Limit for 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. After a year, no change of grade may be made, and the incomplete grade will turn into an "F" and remain on the student's permanent record.

If a criminal justice doctoral student accumulates 12 or more credits of incomplete course work, future course registration shall be denied unless waived in specific cases by the Dean of the Graduate School-Newark.

### **Undergraduate Courses**

No undergraduate course credits are allowed toward the criminal justice doctoral degree.

## **GRADUATION**

It is the responsibility of the student to complete all requirements for graduation by the scheduled dates listed. Degrees are conferred by the University and diplomas awarded once a year at the annual spring commencement, only after a formal application has been filed with the Registrar (see below) and upon recommendation of the faculty. However, 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, although they will not receive it until the following spring. Students may, therefore, request a temporary certificate of completion by submitting a written request to the Office of the Dean of the Graduate School-Newark.

## Application for Diploma

The two-part form entitled Graduate Diploma Application, obtainable from the Registrar or School of Criminal Justice, must be completed and submitted by the degree candidate in accordance with the calendar below:

For Diplomas Dated:	Submit Form By:	Degree Requirements Deadline:
October	October 2	October 2
January	January 2	January 2
May	April 2	May 2

If the candidate does not complete all requirements in time for the diploma date specified, the student must file another application.

The diploma is withheld from any student who is under financial obligation to the university.

### **STUDENT SUPPORT**

The School of Criminal Justice may offer financial support for newly entering and continuing doctoral students. The types of support, including source, amount, qualifications, restrictions, and deadlines are listed below. The School of Criminal Justice policy guidelines for student support are outlined

A continuing doctoral student may apply for a fellowship or assistantship. Applications are due on or before March 1<sup>st</sup>. To receive either a fellowship or assistantship, the student must be matriculating on a full-time basis.

#### **Assistantships**

Students wishing to be considered for an assistantship should complete an Application for Assistantship, available in the Dean's Office, and forward it to the Chairperson of the Appointments and Promotions Committee by March 1st. Assistants applying for continuing support should make sure that their supervising faculty member supplies the Chairperson of the A & P Committee with a performance evaluation of the past year's work. Please keep in mind that assistantships are awarded to students demonstrating the ability to perform the work tasks open for assignment. Requests for assistantships usually surpass available resources.

#### **Fellowships**

Both newly entering and continuing doctoral students who have maintained an academic record of excellence are eligible for fellowship consideration. Fellowships are awarded to those full-time students who have records of academic excellence and who show potential for continued scholarly achievement. Students interested in a fellowship should notify, in writing, the Chairperson of the Admissions and Awards Committee at the School of Criminal Justice by March 1st. Students should also speak with the Financial Aid office to confirm any eligibility for assistance through loan and grant programs.

#### **Fellowships**

Continuing doctoral students may apply for a University Fellowship through the Graduate School-Newark. This fellowship carries a stipend of \$2,000 plus tuition remission. Applications are available at the Dean's Office, School of Criminal Justice, and should be made to the Dean of the Graduate School-Newark in Hill Hall before March 1st.

## **Merit-Based Funding for Support for Doctoral Students**

The following complete text of the School of Criminal Justice policy memorandum, subject "Merit-Based Funding Support for Students/Criteria for Appointment and Reappointment of Assistants," dated March 30, 1992, is presented below.

\* \* \* \* \*

### **Background:**

The School seeks to meet the financial needs of students who are already in the program, and who continue to demonstrate academic excellence, so that they can complete their work. At the same time, the School must be able to attract outstanding applicants each year by offering funding support, so that the viability of the program can be maintained.

### **School of Criminal Justice Policy:**

The philosophy of the School vis-a-vis merit-based funding support is to provide financial assistance to enable students to complete the course work portion of their doctoral program. Therefore, the School's policy is to provide financial support to selected students for up to a maximum of three years, resources permitting. This includes support awarded through assistantships, scholarships, fellowships, grants, or other sources. There are some variations in this policy, as described below, based upon the number of years during which a student is "eligible" to be considered for assistance.

### **The "Eligibility Clock":**

The first year of eligibility for any form of funding support begins with the first year the student is enrolled in the doctoral program. This is the case whether or not the student received, or even applied for, support during the first year in the program. The "eligibility clock" begins "ticking" with the first year, and continues through the last year of eligibility, whether or not any support is provided for any period during these years.

### **Determining the Number of Years of Eligibility:**

In order to achieve equity and consistency in determining the number of years of eligibility for funding support, the following operational criteria have been established:

1. Students who enter the doctoral program with less than 21 graduate credits (from Rutgers or another institution) that can be transferred toward the degree are eligible for a maximum of three years of support.
2. Students who enter the doctoral program with 21 or more credits (from Rutgers or another institution) that can be transferred toward the degree are eligible for a maximum of two years of support.
3. Cases in which External Funding Package is Greater Than 3 Years:

Students who receive a funding package for which the locus of control is outside the School, and for which the period of eligibility is greater than three years, are eligible for the number of years of support dictated by that funding program. For example, the University for up to two years provides Excellence Fellowships, with the expectation that the School will provide an assistantship for an additional two years. These students will receive a maximum total of four years of support.

4. Cases in which External Funding Package is less Than 3 Years:

Students who receive a funding package for which the locus of control is outside the School, and for which the period of eligibility is less than three years, are eligible for additional support, up to a maximum total of three years. For example, the University for up to two years provides Ralph J. Bunche Fellowships. A School of Criminal Justice recipient would be eligible for a third year of support from any source within the School, as long as the student began the doctoral program with less than 21 transfer credits.

5. Cases Requiring Special Exception for Continuity of Grant-funded Projects:

In exceptional cases, the Dean may approve the award of funding to a student beyond the maximum number of years specified in the cases above, if the student's availability to support grant-funded research during this extended period is essential to the success of the project. The principal investigator must demonstrate to the Dean that one of the following situations exists when a student is qualified, but is no longer eligible for support under the limitations of the cases above:

- a. The role of the student in the development of the project has been such that selection of another student who is otherwise both qualified and eligible would be deleterious to the success of the project.
- b. The student has been working on the project, and replacement with another student who is otherwise both qualified and eligible would be deleterious to the success of the project.
- c. The student has been working on the project, and there is no other student who is both qualified and eligible for support.
- d. The student has not been working on the project, but there is no other student who is both qualified and eligible for support.

**Equivalency of Varying Amounts of Support:**

Two students receiving funding support will each be considered to have received one year of support, regardless of any disparity in the respective amounts of funding. Whenever possible, grant funded positions will be structured to provide salary, benefits, and tuition remission comparable to University funded positions.

**Establishing an Annual Order of Merit:**

Each year, the Committee on Awards will establish an order of merit of students who have requested funding support. Students must apply again for each subsequent year in which they wish to be considered. Selection for one year does not automatically result in selection for a subsequent year. Conversely, a student may be offered an assistantship after applying for one, or even two years.

Merit is considered to be based upon a student's academic record (to include, where appropriate, successful completion of qualifying examinations and absence of grades of Incomplete), his/her skills and abilities and, if applicable, past performance in an assistantship. Students deemed to be meritorious will be listed in rank order, and assistantships will be offered, starting at the top, based upon the number available for the coming year.

Students deemed meritorious, but who cannot be offered an assistantship due to lack of availability, will be given primary consideration for support from grants within the School. While recognizing that the primary investigator is responsible for the grant, the Dean must approve the offering of grant support to any student not on the order of merit list.

**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. There are also limitations on other employment when holding assistantships.

**Expectations of Students Receiving Assistantships:**

Assistantships are awarded in accordance with the criteria and procedures described above. An assistantship is both a job and an opportunity to learn. Assistants are required to spend 15 hours a week on assignments that in most case are designed to enhance their academic ability. Please keep in mind that assistantships are awarded to students demonstrating the ability to perform the work tasks open for assignments.

The normal teaching load for the academic year is three (3) courses. Each course taught is weighted at 10 hours of prep time and classroom instruction. If you are assigned to teach two courses for the semester your 15-hour obligation is met. If you are assigned to instruct one course for the semester, the remaining 5 hours will be spent assisting a faculty member in their research.

**NOTE:** All forms and checklists that have been mentioned through out this document are available on the following website: <http://newark.rutgers.edu/scj>