



TEMPLE  
UNIVERSITY®

GRADUATE STUDIES IN CRIMINAL JUSTICE  
GRADUATE HANDBOOK

Department of Criminal Justice  
Graduate Committee

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# INTRODUCTION

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This handbook answers questions often asked about the criminal justice graduate programs at Temple University. Information included in the handbook supplements relevant sections of Temple University's Graduate Bulletin, which is published every year or two by the University's Graduate School and contains specific information about the different graduate programs at Temple University. Students should always consult the Temple University [Graduate School website](#), the [College of Liberal Arts bulletin](#) and Department of Criminal Justice's [PhD bulletin](#) and [MA bulletin](#) websites, and the [Department's graduate program website](#) for the most up-to-date policies and procedures relating to graduate programs. Although the [Graduate Committee](#) has made all attempts to include the latest information from the College of Liberal Arts, and the Graduate School at Temple University, the material presented here may not be completely up to date. Please refer directly to College of Liberal Arts and Graduate School websites and printed documentation sources, as well as the graduate webpages of the department.

## APPLICATION AND ADMISSION

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The Department of Criminal Justice welcomes applications for admission to the [PhD](#) and [MA](#) [and [Accelerated MA](#)] degree programs from any individual wanting to study criminal justice in a dynamic and inclusive learning environment. Prospective students are encouraged to contact the Graduate Chair with any substantive questions about the program as well as the Graduate Coordinator for general assistance with applying. Prospective applicants must submit all [application materials](#) prior to the [deadlines](#) and meet at least basic [admissions criteria](#) to be admitted to the program. Relative to PhD applicants, MA and Accelerated MA applicants who meet basic admissions criteria are more frequently admitted. Our PhD students typically receive financial support while they complete the degree program and, as such, admission to the PhD program is highly competitive. A select group of prospective PhD students may be invited to tour the campus and meet the faculty during [PhD Visiting Day](#); the Department provides [financial support](#) packages to as many of the most qualified PhD applicants as possible. All admitted PhD and MA students who matriculate must attend [new student orientation](#).

## APPLICATION MATERIALS

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Applicants seeking admission to the PhD or MA degree programs must have a bachelor's degree and a superior record of academic achievement from an accredited institution.

Previous work in criminal justice or a cognate discipline is preferred. Cognate disciplines within social sciences include Anthropology, Geography, Law, Urban Studies, Sociology, Psychology, History, Political Science, and Women's Studies.

Applications will not be reviewed until all required credentials are received. Application materials for the PhD and MA programs are the same:

### ***Required Materials***

- The Temple University Graduate Application Form
- Official transcripts from all graduate and undergraduate study
  - Applicants from Temple University are *not* required to submit official transcripts related to their coursework or degree(s) from Temple University



- Three letters of recommendation from persons familiar with your abilities and scholarly potential
- Statement of goals discussing your specific interests in Temple's program, research and career goals, and academic and research achievements
- Curriculum Vitae or Résumé
- Writing sample that demonstrates your ability to research and write a scholarly paper (10 page maximum).
- A non-refundable application fee
- *International Applicants:* International students *may* be required to submit additional materials, such as TOEFL scores. Please consult the [Graduate School Admissions-International Applications website](#) for details regarding additional requirements for international applicants.

### **Optional Materials**

- GRE scores are strongly recommended but are optional. Information about the GRE can be found at [ETS](#). For reporting purposes, the code for Temple University is 2906 and the department/field code for Criminology/Criminal Justice is 2202.

### **DEADLINES**

The [PhD program](#) accepts new students for fall matriculation only. The due date for applications to the PhD program is **December 15<sup>th</sup>** for domestic applicants, and **November 30<sup>th</sup>** for international applicants.

The [MA program](#) accepts new students for both fall and spring matriculation. Applications for fall matriculation are due **March 1<sup>st</sup>**, whereas applications for spring matriculation are due **November 1<sup>st</sup>**. The deadlines for both domestic and international students for the MA program are the same.

The [Accelerated MA program](#) accepts new students for spring matriculation. The due date for the applications to the Accelerated MA program is **September 30<sup>th</sup>** for all applicants.

For the PhD or MA program, deadlines are firm and late applications will not be considered. For the Accelerated MA program, applications received after September 30 will not be considered unless the deadline has been officially extended.

### **ADMISSIONS**

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#### **CRITERIA**

The Graduate Committee utilizes a holistic admissions process in its review of required application materials, considering factors such as academic readiness for PhD or MA study (e.g., demonstrated success in coursework, potential for conducting research), suitability for PhD or MA study at Temple (e.g., alignment of research interests with faculty research and program areas), and ability to uniquely contribute to a dynamic learning environment.

Successful applicants to the [PhD](#) and [MA](#) degree programs will have at least the following credentials:

- An overall undergraduate GPA of at least 3.0 on a 4-point scale, and an average in the major of at least 3.2.
- Applicants to the PhD program who have completed graduate level coursework should have at least a 3.0 average for that coursework.

Successful applicants to the [Accelerated MA](#) program will have at least the following credentials:



- An overall undergraduate GPA of at least 3.5 on a 4-point scale.
- Be a current Temple University undergraduate student in their junior year and have completed or be enrolled in by the time of application the following courses: CJ 1001, CJ 2401, CJ 2597, and CJ 2602.

## DECISIONS

### MA

Prospective MA will be typically be notified of the Graduate Committee's decision on admission *within one month* of the respective application deadline.

### PHD

Prospective PhD students whom have been deemed to have met the basic criteria for admission by the Graduate Committee and who are also being considered for [financial support](#) are typically invited for a campus visit ([PhD Visiting Day](#)) *within one month* of the application deadline. The Graduate Committee may conduct short virtual interviews prior to the campus visit to assist them in finalizing the invitation list for the PhD Visiting Day.

Funding offers for formal admission will be made to as many prospective PhD students as possible given the annual budget. Per the Council of Graduate Schools', students holding funding offers have until April 15 to accept them, after which they expire. As such, some highly qualified prospective PhD students will necessarily be put on a funding wait list; individuals will be notified promptly if a funding offer becomes available.

## PHD VISITING DAY

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The Department hosts a PhD Visiting Day where prospective PhD students either visit campus in person (or virtually). In general, prospective students will have several one-on-one meetings with faculty, group information sessions about the graduate program and living in Philadelphia, and small group meetings with graduate students.

## NEW STUDENT ORIENTATION

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For PhD and MA students matriculating in fall, new student orientation occurs the week before the start of the fall semester. Likewise, for MA [and Accelerated MA] students matriculating in spring, new student orientation is held the week before the start of the spring semester. The purpose of this orientation is to welcome the new cohort of students, discuss norms and expectations for graduate study, and orient students to department processes and facilities.

Please note that funded PhD students will be required to attend a New Teaching Assistant Orientation that also occurs during the week before the start of the fall semester.

## PROGRAM ADMINISTRATION AND ORGANIZATION

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The [Graduate Faculty](#)—tenured or tenure-track research faculty—in the Department of Criminal Justice work collectively and diligently to provide an exceptional quality of the education to all graduate students. A rotating group of Graduate Faculty serve on the [Graduate Committee](#) to administer the MA and PhD degree programs. While students may be assigned to work with either Graduate Faculty or Instructional Faculty members to complete [Teaching Assistant](#) duties (and may thus learn important teaching-related skills from Instructional Faculty), it is the Graduate Faculty that teach graduate courses and are eligible to serve as [Faculty Advisors](#). In addition to these official aspects of program administration, the graduate students have formed the [CJGSA](#)





organization to engage with faculty, support peer growth, and offer student viewpoints on matters related to graduate education.

## GRADUATE FACULTY

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The Graduate Faculty work together to provide a challenging and rewarding educational experience for graduate students that prepares them well for their future careers. Graduate Faculty interact with graduate students in a variety of capacities, including as primary instructors, [faculty advisors](#), thesis and [dissertation chairs](#), and informally as mentors.

Student/faculty relationships at both the MA and PhD level are among the most valuable and rewarding aspects of graduate educational programs. In addition to traditional teacher-student relationships such as those outlined above, success of the graduate enterprise depends heavily upon the collaborative environment that exists between faculty and students (and, often as importantly, among students themselves). In some ways, graduate students and faculty may interact as colleagues, including participating in discourse around common academic or practical interests and experiences and in producing jointly published conference papers or journal publications.

Graduate students are encouraged to learn about faculty research and teaching interests. Faculty research profiles appear on the department's [graduate faculty web page](#); this is a good place to start learning about faculty expertise. The most successful graduate students take it upon themselves to learn about faculty expertise and research, initiate discussions with those faculty members with whom they hope to collaborate, and [proactively seek advice and guidance](#).

## GRADUATE COMMITTEE

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### COMPOSITION AND FUNCTION

The department's Graduate Committee administers the PhD and MA programs in Criminal Justice. The composition of the Graduate Committee is determined by the Department Chair. It is comprised of several graduate faculty members and led by the [Graduate Chair](#), who is also a member of the graduate faculty. The [Graduate Coordinator](#) assists the Graduate Committee and Graduate Chair with the administration of the graduate programs in Criminal Justice, and serves as an ex officio, non-voting member of the Graduate Committee. The Graduate Committee reserves the right to invite a [Graduate Student Representative](#) to participate in appropriate portions of each Graduate Committee meeting to represent student viewpoints on matters.

The Graduate Committee is responsible for decisions on [admissions](#) and [financial support](#). In administering the graduate program, the Graduate Committee hosts key [programming](#) to set students on a path of success and regularly engage students throughout the duration of their students, and oversees [graduate student awards](#) that embody core values of the Department, including excellence in research and good citizenship. The Graduate Committee is responsible for various other tasks and decisions on academic and professional matters as outlined in this Handbook.

As a team, the [Graduate Chair](#) and [Graduate Coordinator](#) send many important announcements and informational emails throughout the year, and they maintain various graduate student records. In addition to your [Faculty Advisor](#), they both serve as key members of your team of support with whom you will interact with regularity. You are encouraged to [proactively seek advice and guidance](#).

### GRADUATE PROGRAM CHAIR



The Graduate Program Chair (aka Graduate Chair) provides official communications to students as outlined in this Handbook. The Graduate Chair handles general questions about the graduate program as well as any serious issues or concerns that may arise over the course of study.

The Graduate Chair performs a variety of functions including leading the Graduate Committee, assigning [Faculty Advisors](#), assigning [TAs](#), scheduling graduate courses, monitoring student progress, handling administrative matters related to program milestone achievement, reviewing and approving official university forms, and various other functions as outlined in this Handbook.

### **GRADUATE COORDINATOR**

The Graduate Coordinator handles various issues including registration for coursework, completion of required forms, reimbursement, contracts, resource referrals, and minor issues or concerns. The Graduate Coordinator also provides coursework advising for MA students.

### **PROGRAMMING**

To get the most out of your graduate studies, it is important to become acclimated very early in the program to the routines and rigors of graduate school and to remain engaged with the graduate program throughout the duration of your studies. It is also important to value community. Among various other efforts by the Graduate Committee, the [Welcome Back Lunch](#), [Proseminar](#) and [Town Halls](#) are regular programming elements to support these goals. In addition, the Graduate Chair and Graduate Coordinator maintain a [file share](#) that houses forms and documents and other resources named in this Handbook.

### **WELCOME BACK LUNCH**

The Welcome Back Lunch occurs the week before the fall semester and provides an opportunity for new students to meet their Faculty Advisors (if they have not already done so), other members of the faculty, and their fellow students.

### **PROSEMINAR**

The Graduate Committee generally hosts a Proseminar, which consists of one or more sessions to help new graduate students connect with faculty and provide an opportunity for students to learn about the “hidden curriculum” of graduate school to optimize their learning and experience. It is required for first-year PhD students who receive funding, but it is open to all graduate students who may benefit.

### **TOWN HALLS**

The Graduate Committee generally hosts at least one “Town Hall” meeting for graduate students during the academic year to provide general program updates, acknowledge student achievements, and to field questions and solicit input about matters of interest to students. Depending on the relevance of the information being communicated and discussed, MA and PhD students may have separate Town Halls.

### **GRADUATE STUDENT FILE SHARE**

The *CJ-Graduate-Student-Share* is a file share that provides all current graduate students with quick access to a variety of resources and required forms.

### **PHD STUDENT AWARDS**

The Graduate Committee oversees the awarding of two regular awards for graduate students, one that values the ability to make an excellent individual research contribution to the field and another that values the ability of a



student to have a positive effect on our department’s collective enterprise through both their scholarship and service.

### **JAMES J. FYFE RESEARCH PAPER AWARD**

The Department of Criminal Justice instituted the James J. Fyfe Research Paper Award in 2010 to acknowledge the best research paper completed during a competition cycle and to recognize the legacy of longtime faculty member and stellar researcher Jim Fyfe. The award currently comes with a \$100 cash prize. [Research Papers](#) will be evaluated by a two to three person subcommittee comprised of members of the Graduate Faculty. A competition cycle will ordinarily be annual, but there must be at least five papers to trigger the competition. All research papers that pass the evaluation process prior to September 30 during a competition cycle are automatically considered for the award. Faculty who served as the advisor of the research paper under consideration during the competition cycle may not sit on the subcommittee (unless faculty workload or other considerations make this impossible). The winner will be announced in November.

### **RALPH B. TAYLOR GOOD CITIZENSHIP AWARD**

The Department of Criminal Justice at Temple University instituted the Ralph B. Taylor Good Citizenship Award in 2022 to acknowledge a graduate student with exceptional commitment to the department’s “collective enterprise”—evidenced through selfless citizenship and strong scholarship—and to recognize the legacy of longtime faculty member, teacher-scholar, and visionary of the collective spirit Ralph Taylor. The award currently comes with a \$100 cash prize. Faculty nominations are due April 15 of each year. The Graduate Committee will vote on the nominees. The winner will be announced in November.

## **FACULTY ADVISORS**

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A Faculty Advisor is a member of the [Graduate Faculty](#) and serves as the student’s primary source for guidance and assistance in the [PhD program](#). All PhD students are required to have a Faculty Advisor at all times.

Only MA students pursuing the [thesis track](#) are required to have a Faculty Advisor. Most MA students complete the degree under the [non-thesis track](#) where they are *not* required to have a Faculty Advisor; instead, MA students not completing a thesis will receive general advising from the [Graduate Coordinator](#).

### **ASSIGNMENT OF THE FACULTY ADVISOR**

Upon admission into the Criminal Justice graduate program, the Graduate Chair, in consultation with graduate faculty members, assigns each new PhD student a Faculty Advisor. Assignment pairings consider the interests of both faculty and student as well as the current advising load of faculty.

MA students pursuing the thesis track should notify the Graduate Chair of their intention to complete a thesis and the Graduate Chair will assist with the assignment of a Faculty Advisor.

### **FUNCTIONS OF THE FACULTY ADVISOR**

The Faculty Advisor's major function is to help the student progress toward their goals. The Faculty Advisor gives advice; each student must evaluate and use that advice wisely in terms of its relevance to their career objectives.

Faculty Advisors will be of invaluable assistance in many ways, but they are particularly charged with the following responsibilities:

- To advise the student about issues related to coursework, including processes for counting earned credits toward the degree and semester-by-semester coursework registration decisions to fulfill professional goals
- To advise the student, with the help of the two Preliminary Examination Subcommittees (Crime and Deviance, Justice), on their preparation for preliminary examinations
- To assist the student in forming the Dissertation Advisory Committee. It is the student's responsibility to obtain the consent of the faculty members whom the student wishes to serve on their committee
- To assist the student with professional and scholarly development where appropriate (e.g., exposing students to networks, discussing internal and external funding opportunities)
- To keep the Department, Graduate Committee, and Graduate School informed of the advisee's progress
- To consult with the student after the Department completes the yearly review of each graduate student's progress

If, after consulting the Graduate School policies and this Handbook, the Faculty Advisor is unsure of how to handle a specific student inquiry, they will contact the Graduate Chair for advice. The Graduate Chair will consult with the Graduate Committee, as necessary.

#### **PROACTIVELY SEEKING ADVICE AND GUIDANCE**

Critically, the student should take a *proactive* approach when seeking the advice and guidance of their [Faculty Advisor](#) (as well as other members of their team of support including the [Graduate Coordinator](#) and [Graduate Chair](#)). Indeed, the student should schedule an appointment with their Faculty Advisor as soon as the Graduate Chair notifies them of their assignment.

#### **CHANGING FACULTY ADVISORS**

Most often, the assigned Faculty Advisor will mentor the student throughout the duration of their degree program and serve as their [Dissertation Chair](#). However, it is possible that, as a student's interests and working relationships develop, the student may find it desirable to change Faculty Advisors.

To request a change, the student should write to the Graduate Chair about the agreed-upon change in a brief email (with a CC to both the former and new advisor). Please use the email subject line: *Request for Change in Faculty Advisor*.

No change will be approved before the student has completed at least one full year in the program. In some rare cases, a student may not seek but nonetheless need to make a change to their Faculty Advisor (e.g., a faculty member must take an extended leave of absence). If a change is needed and there is no agreed-upon new Faculty Advisor, the Graduate Chair will assign a new Faculty Advisor to the student.

For PhD students, it is important to know that at the dissertation stage of the program, the Faculty Advisor and Dissertation Chair are synonymous. Thus, if a student selects a Dissertation Chair that is not their original Faculty Advisor, the Dissertation Chair will assume the Faculty Advisor role. As explained in the [Dissertation Committee](#) subsection of this Handbook, any change to the Dissertation Chair requires approval of both the Dissertation Chair and the Dean of the Graduate School.



The department's graduate students run the Criminal Justice Graduate Student Association (CJGSA). This group plays several important roles in the life of the department, including [peer mentoring](#) incoming students, organizing student events and speakers, holding charity drives, organizing socials, and advocating on behalf of student issues. The CJGSA may also provide suggestions for Town Hall agenda items and may invite members of the faculty to lead informational meetings targeted toward specific issues. The CJGSA has various officers who help lead the association, including the [Graduate Student Representative](#).

### **GRADUATE STUDENT REPRESENTATIVE**

Among its leadership, it is the Graduate Student Representative who serves as the primary point of formal contact between students and faculty and who is invited to participate in appropriate segments of Graduate Committee meetings.

### **PEER MENTOR PROGRAM**

The CJGSA organizes and operates the “peer mentor” program where incoming students are assigned a peer mentor based on interests and availability. A peer mentor can provide advice on a variety of matters from an advanced student’s viewpoint; each student must evaluate and use that advice wisely in terms of its relevance to their career objectives.

## **FINANCIAL SUPPORT**

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Financial support is available to graduate students through a variety of University and Department [teaching assistantships](#) (TA), [research assistantships](#) (RA), [fellowships](#), and other awards. Most funding opportunities are available exclusively to PhD students. However, MA students might qualify for certain funding opportunities such as RA positions on faculty funded research.

Funding offers can be made only after an applicant is officially admitted to the PhD program. Award decisions are generally made in the spring semester as soon as the department receives notice from the College of its assistantship resources for the coming year.

As a general overview, most funding offers for admitted students have the following benefits: guaranteed support for five years, stipend for twenty hours of work per week during the academic year, tuition remission, and year-round health insurance. Depending on current college initiatives, there may be additional benefits (e.g., one service-free semester with no TA/RA responsibilities, supplemental stipend after completing a named PhD program milestone). Students on fellowship may be exempted from certain work requirements in certain years and/or may carry different benefits. A student’s official funding contract contains specific details and supersedes these general funding parameters as outlined herein.

In addition to the normal [types of funding](#) that may be awarded upon admission, there are also various other [internal and external funding opportunities](#) for graduate students that make it possible to supplement one’s financial support—though this may require university approval—or fully or partially support a student who has reached [funding expiry](#).

### **TYPES OF FUNDING**

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The Department of Criminal Justice has a strong track record of involvement in local and national research activities, which has led to grant-funded employment positions that provide both financial support and the

opportunity to develop research skills. The doctoral program is proud of its track record of support of our doctoral students through a combination of such positions and the other sources of financial support outlined below.

Over the course of a student's time in the program, most will serve as a [TA](#) some years and as an [RA](#) in other years. In some cases, however, students serve as RAs for the long haul as they serve as integral team members on multi-year funded projects. In other cases, students serve as TAs throughout the duration of their funding.

## **TYPES OF ASSISTANTSHIPS**

### **RESEARCH (RA)**

Financial support is often provided by employment and training opportunities on externally-funded faculty research projects. These RA positions may include full or partial tuition coverage in addition to salary for up to 20 hours per week during the semester, with the possibility of full-time employment during semester breaks and/or summer months as well as overload pay in some situations. The timing and availability of such opportunities depend on the status of faculty research projects and external grants.

Students should feel free to directly contact faculty who: (a) have similar research interests, and/or (b) are overseeing current research projects. [Faculty profiles](#) on the department web page include current research activities and interests.

Interested students with appropriate research experience and/or skills may send an email and a CV to the Graduate Chair, who will direct it to faculty who may have open research positions. Please use the email subject line: *Interest in RA Position*. Please note, however, that individual faculty members who have received research grant awards make their own hiring decisions. Neither the Graduate Chair nor the Graduate Committee makes RA hiring decisions.

### **TEACHING (TA)**

Teaching assistants work alongside criminal justice faculty to aid in the instruction of undergraduates. Individuals are typically assigned to work either: a) 20 hours/week for one faculty member, or b) 20 hours/week, with time split evenly across two different faculty members. Each faculty member may use TAs somewhat differently, but some potential tasks can include: finding resources, creating assignments, monitoring online class activities, grading assignments, assisting in labs, holding office hours, and guest lecturing. Advanced students may be assigned to teach their own section as part of their funded TA responsibilities.

All funded PhD students must register and complete the one 1-credit CLA 8985 course offered by the College of Liberal Arts in their first or second semester.

## **FELLOWSHIPS AND SPECIAL INITIATIVES**

The university offers several types of highly competitive fellowships, such as Early Admit, Presidential, and University Fellowships. These funding offers typically come with larger stipends for two out of the five years of support as well as no service requirements in years when funding is provided by the Graduate School. In years when funding is provided by the Department, standard RA or TA duties during the academic year are required. Students are nominated by the Graduate Committee during the admissions process; they must possess exceptional academic records to be competitive.

In addition to fellowships, the college or university may offer special assistantships, such as the Future Faculty Assistantship. Traditionally, these types of special funding initiatives have operated like a RA/TA award, but with 12



months (instead of 9 months) of 20 hours/week of work. As such, a higher stipend is received in exchange for summer work. Students who are eligible are nominated by the Graduate Committee for these special funding initiatives during the admissions process; they must possess exceptional academic records to be competitive.

## INTERNAL AND EXTERNAL FUNDING OPPORTUNITIES

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Prospective and current students should consult the [Graduate School's financial support webpage](#) for more information on funding opportunities relevant to them that may include fellowships, assistantships, externships, internships, summer research opportunities, and dissertation completion grants.

In addition, the [Graduate Committee](#) has compiled a list of various internal and external funding opportunities for graduate student research and scholarly development activity (e.g., fellowships, scholarships, travel stipends, methodological workshops). The list also contains various links to key sites to search for funding opportunities. An up-to-date copy is typically distributed annually via email, but you may also contact the Graduate Coordinator to obtain a copy.

## SUMMER TEACHING

Additional funding opportunities through summer teaching, which is above and beyond any academic year employment, are available. Typically, an open call is put out via email so be on the lookout if this is something of interest.

## OTHER EMPLOYMENT AT TEMPLE

Fully funded students who secure an offer for employment (e.g., as an RA on a faculty-funded project) may seek approval to work additional hours—no more than an additional 10 hours/week. Students should complete the Graduate Student Request for Other Employment form and submit it with the necessary accompanying documents to their Faculty Advisor, and then the Graduate Chair, for their approvals. Paperwork will be forwarded by the Graduate Coordinator where it will undergo review by designated representatives at the college and university, who also must approve prior to commencing additional work responsibilities.

## FUNDING EXPIRY AND UNFUNDED STATUS

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The department does its best to fund all its active PhD students. However, funding, beyond expiry of a funding contract or in the absence of a contract, is not guaranteed and is subject to both availability of resources and academic standing considerations. Students who have the strongest evidence of sustained progress (see [Target Timeline](#)) and/or are nearing degree completion will be given priority.

Depending upon available resources, a teaching assistantship may be awarded either to incoming or matriculated students who are not under a funding contract. If an assistantship is awarded to an incoming student during the first year, the Department aims to provide the student with a second consecutive year of funding from either a TA position or an alternative source, depending upon available resources and academic standing.

Matriculated students whose original funding offer has expired or PhD students that are otherwise unfunded should notify the Graduate Chair via email by **December 15** if they wish to be considered for assistance during the following academic year. Please use the email subject line: *Request for Funding*.

## REQUIREMENTS FOR CONTINUED FUNDING

Continuing financial support for PhD students who have not yet reached funding expiry is contingent upon [maintaining good standing in the program](#). In addition, a funded student who is unable to perform required TA/RA



work duties (e.g., 20 hours/week) for reasons that are *not* covered by unpaid or paid leave policies risk funding loss.

## APPLYING EARNED CREDITS TOWARD DEGREE

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Students who have taken graduate credits or completed graduate degrees may be eligible to count these earned credits toward their graduate degree in Criminal Justice at Temple. There are two related, but distinct, considerations: *number of credits* and *types of credits*. First, earned credits may count toward the total number of didactic coursework credits needed to earn the degree. This can happen for those from outside the university through two mechanisms as discussed below: a) [advanced standing](#) or b) [transfer credits](#). Considerations for Temple students are also discussed below in: c) [credit for Temple courses](#). Second, it is possible that some earned credits can be used to waive core coursework requirements. By default, earned credits will reduce the number of elective coursework credits necessary to earn the degree; however, a waiver may be granted for core coursework requirement(s) provided course equivalency can be established.

### MECHANISMS FOR APPLYING EARNED CREDITS

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#### ADVANCED STANDING

A student who has a **earned a Master's degree from another university** and seeks to have those credits count toward their PhD degree at Temple University can apply for "Advanced Standing." A PhD program may accept a maximum of 15 elective credits that count toward the 48 required credits.

A student is eligible to apply for advanced standing as long as: 1) they did not graduate with the master's degree more than 5 years prior to matriculation into the CJ graduate program at Temple, and 2) they achieved at least a B grade in each course.

A student who receives Advanced Standing status must complete the eight required Criminal Justice courses (24 credits), though see [Waiver of Core Requirements](#). The Faculty Advisor may suggest that the student reduce the number of advanced standing credits requested so that they may take more elective courses in one's research areas and/or address any areas of deficiency to aid program milestone achievement. Note that students' eligibility to sit for the [Preliminary Examination](#) is not based on the satisfaction of course requirements alone. The approval of each examination subcommittee of the graduate committee is based on the assessment of the students' overall preparation, including but not limited to courses taken.

#### TRANSFER CREDITS

A student who has **earned graduate credits from another university** may seek to transfer credits to count toward their degree at Temple University. The Dean of a School/College and the Graduate Council or other governance body may accept a limited number of transfer credits taken by a matriculated student outside of Temple University. Graduate coursework taken at an accredited institution prior to matriculation, and graded B or higher, may be accepted toward a Temple University Graduate Degree. *A Master's program may accept a maximum of 6 credit hours of transfer credit. A doctoral program may accept as many transfer credits as have been approved by the Dean of the School/College up to the limit established by the Dean of the Graduate School (i.e., 15, see [Advanced Standing](#)).*

#### CREDIT FOR TEMPLE COURSES



Credits for courses taken at Temple University count differently depending on whether the student completed the MA degree in Criminal Justice, or a cognate discipline as discussed below.

### **MA IN CRIMINAL JUSTICE**

Newly admitted PhD students who **completed the MA program (or the Accelerated MA program) in Criminal Justice at Temple University** will receive credit for all the graduate credits they previously completed. These students must complete an additional 18 credit hours beyond the required MA coursework requirements (30 credit hours) for a total of 48 credits hours. The additional courses that are required include four PhD core courses (CJ 8104, CJ 8105, CJ 8302, CJ 8305), and two elective courses (6 credit hours, excluding independent studies). Please note that in addition to the 48 credits, the 1 credit Teaching in Higher Education (CLA 8985) course is required for funded PhD students. See [PhD coursework requirements](#) below for additional details.

### **MA IN COGNATE DISCIPLINES**

Newly admitted students who **completed an MA program in a cognate discipline at Temple University** and who are subsequently admitted into the PhD or MA Program in Criminal Justice *may* be able to count a maximum of nine earned credits toward the degree ([Graduate School Policy 02.24.19](#)) provided the credits are not in violation of [Graduate School Policy 02.24.13.01](#). The latter policy holds that no course may be used to satisfy a credit hour requirement for more than one degree, except where course requirements for one degree (e.g., M.A.) are required for a more advanced degree (e.g., Ph.D.) or have been designated as eligible to satisfy the requirements of an officially designated dual degree program.

### **NON-MATRICULATED STUDENTS**

Newly admitted PhD or MA students who **took Criminal Justice or equivalent courses in a non-matriculated status at Temple University** may have a maximum of nine earned credits count toward the degree ([Graduate School Policy 02.24.19](#)).

## **WAIVER OF CORE COURSEWORK REQUIREMENTS**

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A student who has **earned credits for similar courses to MA or PhD core requirement courses** may seek a waiver of core requirements by petition to the Graduate Committee. The student seeking a waiver must be a matriculated student in the Temple University Criminal Justice PhD or MA program and have *successfully completed at least one semester before petitioning* to place out of any required classes. No petitions to place out of required classes may be submitted or considered prior to that time.

The Committee may require the student to pass written and/or oral examinations as a condition of waiver approval. The student should consult with their Faculty Advisor before petitioning to wave one or more core course requirements. Although the Graduate School does not specify an exact number of courses that can be exempted, rarely are more than two are exempted in this manner, and there is no guarantee that any will be approved.

### **PROCEDURE**

The maximum number of earned credits that may count toward your degree is **15** for the PhD program, and **6** for the MA program. Discuss with your Faculty Advisor how many credits you should apply for and whether you should pursue any core coursework waivers.

The *Request for Advanced Standing or Transfer of Graduate Credit Form* can be used for all the mechanisms above to apply earned credits toward the graduate degree. The form is available from University Forms in [TUportal](#).

Students should read the form instructions and complete the appropriate sections. When completing Section 2, there are some important considerations that should be kept in mind: 1) a syllabus is not required when comparable titles are similar; 2) a syllabus is required when comparable titles are dissimilar, but the course content is similar; 3) independent study and special topics courses are somewhat less likely to be approved (and a syllabus is required if you wish to have these types of courses considered); and 4) requests for [waivers of core course requirements](#) are the most heavily scrutinized and require additional documentation to be submitted beyond the syllabus including written assignments and exams.

Email the completed Request for Advanced Standing or Transfer of Graduate Credit form, an *official transcript*, and syllabi and supporting documentation as applicable to your Faculty Advisor by **February 1** of your first year in the program. Please CC the Graduate Chair and Graduate Coordinator in your email to your Faculty Advisor. Please use the email subject line: *Request for Advanced Standing*. At this time, if applicable, the Graduate Chair will initiate a [review of core course waiver requests](#).

The [Faculty Advisor](#) reviews your request, signs the document, and forwards it to the Graduate Chair for review. If the Graduate Chair also approves your application, the application then goes to the CLA Dean's office for approval. The Graduate School has final authority to accept or deny the recommendation for Advanced Standing, as long as the number and type of credits accepted do not exceed those allowed by the Graduate School.

Normally, students should expect that if their MA is in a cognate discipline and comparable courses are identified, the request for advanced standing would likely be approved, subject to the limitations noted when applying credits from Temple courses from [MA programs in cognate disciplines](#). Law school graduates (i.e., the J.D. degree) do not receive Advanced Standing.

### **REVIEW OF CORE COURSE WAIVER REQUESTS**

If a waiver of one (or more) of the eight required core courses is requested, the Graduate Chair will identify a faculty member to assist with the evaluation of the content of each outside course thought to be equivalent to a required core course. You may be asked to meet with the identified faculty member for each course in question to discuss whether a waiver of the core coursework requirement could be made or not. Based on the discussion and/or the review of provided materials, the faculty member will make a recommendation to the Graduate Committee. The [Graduate Committee](#) makes the final decision on whether the request for waiver of core coursework requirements is approved. A committee votes separately on each course in question. The Graduate Chair will notify you of the committee's decision via email. Approval of a waiver is conditional on approval of the course for advanced standing or transfer credits as applicable.

## **MA PROGRAM REQUIREMENTS**

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The Master of Arts (MA) program Criminal Justice is a 30-credit (10 course) program that can be completed in two years. Students have the option of completing a master's thesis, but the overwhelming majority of students complete the degree under the [non-thesis track](#).

The MA meets the needs both of those who are working full- or part-time in criminal justice or in a related service agency, as well as those full-time students who are continuing their education and looking forward to completing a doctoral program, either at Temple University or elsewhere. Many who complete the master's program begin or rejoin professional careers in management, administration, or specialist positions in a wide array of governmental

and private criminal and juvenile justice and related agencies. Some master's students may attend on a part-time basis. If students attend part-time, however, they are responsible for adjusting their personal and work schedules to attend graduate classes at the times they are offered.

The time limit for MA degree completion is three years. All students must maintain continuous enrollment throughout their graduate studies, unless a leave of absence has been approved. To be designated with full-time status, students must be enrolled in at least 9 credit hours per term until all coursework is completed; for those in the thesis track, student must be enrolled in at least 1 credit hour per semester of master's thesis (CJ 9996) once required and elective coursework is completed (see [Graduate School policies 02.25.11–15](#)).

For **domestic students**, the traditional MA degree can be completed on a full-time or part-time basis and switching between full-time and part-time status across semesters is permissible. Students should understand [SFS policies](#) regarding part-time status as it relates to financial aid eligibility (e.g., 4.5 credits is the lowest number of credits one can carry and still receive Federal Loans). Typically, a domestic MA student completes the degree in four semesters, with a six-credit load for two semesters and a nine-credit load for two semesters (e.g., 6, 9, 9, 6).

**International students** with '[F-1 status](#)' must begin their studies as a full-time student and maintain full-time status until their final semester per [ISSS policies](#). More specifically, international students must complete a nine-credit load for the first three semesters, followed by a three-credit load for the final semester (i.e., 9, 9, 9, 3). There is a process to be evaluated for a possible temporary waiver of the full-time requirement; please contact [ISSS](#) directly for assistance with processes and paperwork or for other matters and issues relevant to international student status.

## MA (NON-THESIS TRACK)

The MA program in Criminal Justice under the non-thesis track has one program requirement: (1) [coursework](#).

### COURSEWORK

The 30 credit hours required to complete the MA program, under the non-thesis track, consists of 4 required core courses (12 credits) and 6 elective courses (18 credits), of which at least *three* elective courses (9 credits) must be in the Department of Criminal Justice. It is generally recommended that MA students take all (or nearly all) of their elective courses inside the department. A student seeking to take an [outside elective](#) or complete an [independent study](#) should seek guidance from the Graduate Coordinator.

<b>MA Required Core Courses (4)</b>	<b>12 credit hours</b>
8101 Decision-making in Criminal Justice	
8102 Research Methods in Criminal Justice	
8106 Theories of Crime and Deviance	
8228 Race, Crime and Justice	
<b>MA Elective Courses (6)</b> (minimum 3 from Criminal Justice)	<b>18 credit hours</b>
<b>TOTAL</b>	<b>30 credit hours</b>



## MA (THESIS TRACK)

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The MA program in Criminal Justice under the thesis track has two program requirements: (1) [coursework](#), and (2) [master's thesis](#).

### COURSEWORK

Under the thesis track, students are required to take 4 core courses (12 credits), 4 elective courses (12 credits), of which at least *two* elective courses (6 credits) must be in the Department of Criminal Justice, and MA thesis courses (6 credits). It is generally recommended that MA students take all (or nearly all) of their elective courses inside the department. A student seeking to take an [outside elective](#) or complete an [independent study](#) should seek guidance from their Faculty Advisor.

<b>MA Required Core Courses (4)</b>	<b>12 credit hours</b>
8101 Decision-making in Criminal Justice	
8102 Research Methods in Criminal Justice	
8106 Theories of Crime and Deviance	
8228 Race, Crime and Justice	
<b>MA Elective Courses (4)</b> (minimum 2 from Criminal Justice)	<b>12 credit hours</b>
<b>MA Thesis Courses</b>	<b>6 credit hours</b>
9996 Thesis Research	
<b>TOTAL</b>	<b>30 credit hours</b>

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### MASTER'S THESIS

The MA thesis is completed under the guidance of a thesis committee chair and two additional members of the department. The thesis is prepared according to the [Dissertation & Thesis Handbook](#) of the Temple University Graduate School.

A student wishing to complete a master's thesis typically begins the process three semesters prior to expected completion of the thesis. They should approach the faculty member intended to chair the thesis committee (presumably the [Faculty Advisor](#)). Under the supervision of the faculty member the student develops a master's thesis proposal. The master's thesis proposal may be relatively brief, but it should clearly state the problem to be addressed, the data sources to be used, and an outline of the proposed analysis plan.

Typically, in the first semester after a proposal has been submitted, the student completes the research described in the proposal under the supervision of the thesis committee. The student usually researches the topic of interest, writes the literature review, and plans the analysis (if needed). In the next and final semester, the student writes and revises the thesis as directed by the thesis committee.

In the last two semesters of the thesis process, the student typically registers for three Thesis Research credits (CJ 9996) each semester. No more than a total of six credit hours of CJ 9996 may be taken.

The thesis requirement is considered complete when approved by all three readers, signed by the committee chair, and accepted by and deposited with the Graduate School.

Although the student is not required to orally defend either the proposal or the thesis, in past years students completing the MA thesis have presented the results at professional conferences, or at "brown bag" luncheons in the department.

## ACCELERATED MA

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The MA degree in Criminal Justice can also be earned as part of an [Accelerated MA Program](#), in which Temple University undergraduate students can use 12 credits of graduate coursework to also fulfill requirements of the undergraduate BA degree. Students begin taking graduate courses in the spring semester of their junior year. Following typical completion of the BA degree in four years, those in the Accelerated MA program typically complete the MA degree in just one additional year. Those in the Accelerated MA Program can complete the degree under the [MA \(thesis track\)](#) or the [MA \(non-thesis track\)](#).

## PHD PROGRAM REQUIREMENTS

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The Doctor of Philosophy (PhD) program in Criminal Justice is designed to produce criminal justice scholars who will provide the future leadership for the field in academia, private and governmental research agencies, and policy level positions in criminal justice and related organizations. While the PhD program allows students a great deal of flexibility in designing their graduate program, it also seeks to provide breadth of coverage and comprehensive background and training.

The PhD Program in Criminal Justice has the following requirements: (1) [Coursework](#), (2) [Research Paper](#), (3) [Preliminary Examination](#), (4A) [Dissertation Prospectus](#) and (4B) [Doctoral Dissertation](#).

The coursework and research paper requirements are pursued first—concurrently. Once coursework has been completed (or the student is otherwise sufficiently ready), the Preliminary Examination is pursued. The dissertation prospectus is pursued following completion of the first three requirements; finally, the doctoral dissertation is pursued following completion of all other requirements, including successful defense of the dissertation prospectus.

Students admitted directly into the PhD program who do not already have a MA/MS degree may ordinarily earn the **MA degree “along the way”** to their PhD degree by completing MA program requirements noted above. Typically, the MA is earned under the non-thesis track. The Graduate Coordinator will assist with necessary paperwork for the MA degree once MA program requirements have been completed.

The time limit for PhD degree completion is seven years. All students must maintain continuous enrollment throughout their graduate studies, unless a leave of absence has been approved. To be designated with full-time status, funded students must be enrolled in at least 6 credit hours per term until all coursework is completed (unfunded students must be enrolled in at least 9 credit hours per term until all coursework is completed). Furthermore, once required and elective coursework is completed, students must be enrolled in at least 1 credit hour per semester of research courses (CJ 9994, CJ 9998, CJ 9999) (see [Graduate School policies 02.25.11–15](#)).

**International students** with [‘F-1 status’](#) must begin their studies as a full-time student and maintain full-time status until their final semester per [ISSS policies](#).

## COURSEWORK

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There are 48 required credit hours of doctoral courses that are divided into 24 required credits (8 courses), 18 elective credits (6 courses), 6 research credits (i.e., exam preparation, pre-doctoral and doctoral dissertation research). In addition, a 1 credit hour of Teaching in Higher Education (CLA 8985) is also required for funded PhD students and must be taken in either the first or second semester.

The “coursework stage” of the program is comprised of fourteen courses, including eight core courses that provide a broad-based foundation in criminology and criminal justice and transferable research skills and six elective courses that enable students to focus more intensively on their areas of interest.

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<b>PhD Required Core Courses (8)</b>	<b>24 credit hours</b>
CJ 8101 Decision-making in Criminal Justice	
CJ 8102 Research Methods in Criminal Justice	
CJ 8104 Law and Social Order	
CJ 8105 Statistical Issues and Analysis of Criminal Justice Data	
CJ 8106 Theories of Crime and Deviance	
CJ 8228 Race, Crime and Justice	
CJ 8302 Advanced Methodological Issues in Criminal Justice Research	
CJ 8305 Advanced Statistical Issues in Criminal Justice Data	
<b>PhD Elective Courses (6)</b>	<b>18 credit hours</b>
With approval of faculty advisor, students may take up to two graduate-level courses outside department.	
<b>PhD Research Courses</b>	<b>6 credit hours</b>
CJ 9994 Preliminary Examination Preparation	
CJ 9998 Pre-Dissertation Research	
CJ 9999 Doctoral Dissertation Research	
<i>Of the 6 required research credits, a minimum of 2 credits of CJ 9999 must be taken. The other 4 credits may be taken in any combination of CJ 9994, CJ 9998, and CJ 9999.</i>	
<b>PhD Teaching Course</b>	<b>*1 credit hour</b>
CLA 8985 Teaching in Higher Education	
<i>*This 1 credit course is required in the first year for <u>all funded PhD students</u>.</i>	
<b>Total Required Credit Hours</b>	<b>48 credit hours</b>
	<i>*49 credit hours if funded</i>

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Students, with guidance from their Faculty Advisors, develop a coursework program that fits the students' interests and goals and that meets program requirements. In selecting elective courses, students should consult with their Faculty Advisors about their preparation for the Preliminary Examination and their Dissertation research.

It is the current policy of the College of Liberal Arts to provide tuition remission only for coursework that is necessary to obtain the degree. Thus, *any substantive coursework taken above and beyond the required core and elective coursework will not be eligible for tuition remission.*

## DURATION OF COURSEWORK

This coursework stage can be as short as three semesters and as long as seven semesters in duration, depending on the pace in which students take courses and the number of previously earned credits counting toward the PhD degree. It is generally expected that all required core and elective coursework is completed no later than Semester 6 (Year 3) for students entering with a BA/BS, and no later than Semester 4 (Year 2) for students entering with an MA/MS (following attainment of [Advanced Standing](#)).

To hold full-time status during the coursework stage of the program, all funded full-time doctoral students must be enrolled in a full course load in each semester (at least 6 credits). In the final semester of coursework, if only 3 credits of required or elective coursework is needed, a student must register for 1 credit hour of CJ 9994 to hold full-time status.

Generally speaking, students take either two or three courses (6 or 9 credits) in a given semester. The choice as to whether to take 6 or 9 credits in any given term may depend on a variety of factors such as student preparation, current workload considerations, or other personal circumstances. There are several possible pathways to complete coursework; the matrix below serves as an example of how the *number of earned credits* counting toward the PhD degree and the chosen *number of credits taken* in a semester impact coursework duration.

		Duration of Coursework (42+ Core and Elective Credits)	
		Fastest Pace	Slower Pace + 1 Semester
<b>Number of Earned Credits</b> Counting Toward PhD (e.g., Advanced Standing)			
Maximum	15	3 Semesters [9,9,9]	4 Semesters [9,6,6,6]*
	12	4 Semesters [9,9,6,6]*	5 Semesters [6,6,6,6]
	9	4 Semesters [9,9,9,6]	5 Semesters [9,6,6,6,6]*
	6	4 Semesters [9,9,9,9]	5 Semesters [9,9,6,6,6]*
	3	5 Semesters [9,9,9,6,6]	6 Semesters [9,6,6,6,6,6]*
	0	5 Semesters [9,9,9,9,6]	6 Semesters [9,9,6,6,6,6]*

\* Typical pathway

\* Funded PhD students will also need to complete the 1-credit *Teaching in Higher Education* course during one of their first two semesters.

The examples above assume that at least 6 credits are taken in every term during the coursework stage of the degree and that the student does not take more than 9 credits in any given semester. These examples show a pattern where the 9-credit semesters are taken first and followed by the 6-credit semesters. This pattern is common, but this specific ordering is obviously not necessary to complete the coursework in the specified number of semesters.

## COURSE OFFERINGS

The Graduate Chair provides Course Schedule memos of offerings for upcoming semester(s) via email, and the web contains a complete listing of [Criminal Justice courses](#).

## **SELECTING COURSES**

Students should consult with their Faculty Advisor about the selection of courses that may help them progress toward their academic and career goals. Deciding what courses to take in a given term necessitates keeping two things in mind. First, not all required core courses for the PhD are offered every year. As such, failing to take certain required courses upon first offering could potentially prolong coursework duration and/or leave one lacking critical research or other foundational skills for several semesters. Second, a given elective is likely to be offered just once during the time in which you are taking coursework. Therefore, if an elective is truly critical for your area of expertise, you will want to prioritize taking it.

## ***OUTSIDE ELECTIVES***

The graduate bulletin contains information on [all graduate courses offered at Temple](#). Most commonly (but not exclusively), electives chosen from outside the department come from elsewhere in the College of Liberal Arts. Students should also determine whether any additional fees apply to courses in other departments (as these will not be paid by the department or college). Students may take no more than *two* electives from outside the department.

Students interested in taking courses in other departments should first seek approval from the Faculty Advisor, and then from Graduate Chair. Students should have a rationale for how an outside elective course fits into their program structure, obtain a syllabus, course description, and the name of the instructor prior to seeking approval from their Faculty Advisor. If approval is granted by the Faculty Advisor, an email should be sent to the Graduate Chair who will also review the request. Please use the email subject line: *Request to Register for Outside Elective*, and include all supporting materials as email attachments (be sure to CC both the Graduate Coordinator and Faculty Advisor in your email). If your request is approved, the Graduate Coordinator will register you for the outside elective course.

## ***INDEPENDENT STUDIES***

Students seeking to do an independent study must have an agreement in place with a willing Graduate Faculty member who will oversee the independent learning, meet with the student regularly, and grade assignments. Independent studies are reserved for learning experiences that cannot be obtained through normal course offerings, whether inside or outside of the department. Students must complete an *Independent Study Request Form* and obtain all required signatures. Importantly, the student and the instructor must agree to and specify the details of the subject matter to be studied, the frequency of meetings with the instructor, and the description of assignments and their due dates on the Independent Study Request Form. After the student has completed the form and the instructor and student have signed it, the form shall be submitted via email attachment to the Graduate Chair for approval. Please use the email subject line: *Request for Independent Study*, and include supporting materials (e.g., syllabus) as email attachments. The Graduate Chair will send the paperwork to the Graduate Coordinator who will register you for the independent study course.

## **RESEARCH PAPER**

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All doctoral students are required to write a criminal justice research paper under the supervision of a member of the Criminal Justice Graduate Faculty. The paper may be a revised version of a paper originally developed in a Criminal Justice graduate course. The paper should be of sufficient quality to meet publication standards of peer-reviewed [journals in Criminal Justice and Criminology](#). Publication, however, is not a necessary requirement.



This requirement encourages students to develop mentoring relationships with faculty members, provides an opportunity to conduct independent research prior to the dissertation, and helps students build evidence of research accomplishments essential for successful job placement.

Students should begin working on independent research as soon as possible—in the first year of graduate studies. It is expected that full-time students who enter with a BA/BS will submit the paper for faculty review no later than their third year of study and those who take full [Advanced Standing](#) will submit the paper for faculty review no later than their second year of study.

## **RESEARCH PAPER FORMAT**

While it is in the best interest of most students to satisfy the requirement by producing a “standard” research article (e.g., a focused analysis of qualitative or quantitative data), various formats are possible such as a theoretical or conceptual paper, or a state-of-the-art comprehensive literature review. For a “comprehensive literature review” to make a significant contribution to the state of knowledge in the field, it needs to go well beyond the type of groundwork-laying “literature review” one typically finds in a research article; it should resemble the papers that appear in outlets such as [Crime and Justice: A Review of Research](#) or [Annual Review of Criminology](#). Similarly, a publishable theoretical or conceptual piece must make an important contribution to the field.

The paper submitted for the research paper requirement must be the sole and independent work of the student (i.e., papers co-authored with faculty or with other students may not be submitted for fulfillment of this requirement unless there are exceptional extenuating circumstances). This independent work is carried out under the supervision of the Faculty Advisor.

## **EVALUATION PROCESS**

### **SUBMISSION**

Once the paper has been favorably evaluated by the Faculty Advisor, the student should email the paper to the Graduate Chair. Please use the [email subject line](#): *Research Paper Requirement Submission*. The student may nominate two Graduate Faculty members as potential reviewers.

### **REVIEWER ASSIGNMENT**

The research paper will be reviewed by two members of the Criminal Justice Graduate Faculty who are selected by the Graduate Chair, based on expertise and workload considerations. If applicable, the Graduate Chair will take the student’s recommendations under advisement.

### **REVIEW PROCESS AND OUTCOMES**

Two independent readers shall have a *three-week* period in which to review the paper and transmit comments to the Graduate Chair. If the paper is submitted over the summer, the review period is five-weeks.

To standardize evaluation of these papers to the extent possible, a reviewer report will be used in evaluating papers and generating feedback for the student. Possible outcomes include: a) *Research paper is of publishable quality*, b) *Research paper needs minor revisions*, or c) *Research paper needs major revisions*.

A research paper that is deemed of ‘publishable quality’ by both reviewers on initial submission immediately satisfies the research paper requirement. If the reviewers agree in their ratings, the outcome is obvious. If the reviewers provide different ratings (e.g., minor vs. major revisions), the Graduate Chair reads both reviewer

reports and issues the overall rating. This overall rating must be one of the two ratings provided by the two reviewers, unless reviewers were diametrically opposed (e.g., publishable vs. major revisions) in which case the Graduate Chair may issue an overall rating that is in the middle (e.g., minor revisions).

The Graduate Chair will convey the outcome of the review process to the student and the Faculty Advisor within three business days after all reviewer reports have been received.

In all (re)submission processes noted herein, the Graduate Chair provides final approval on behalf of the Graduate Committee, which is done solely to maximize efficiency in this process. If a known conflict of interest exists (e.g., the Faculty Advisor is also the Graduate Chair), a member of the Graduate Committee will be selected at random to serve as the final approver. Also, if both a student and their Faculty Advisor believe the final approval decision by the Graduate Chair was made in error, they may request the decision of final approval to be made by the full Graduate Committee; please keep in mind that this can add significant time to final approval decision as a vote will take place during a regular Graduate Committee meeting.

### **REVISIONS AND RESUBMISSION**

If a student's paper is deemed to require revision, it is expected that minor revisions will be completed no later than *six weeks*, and major revisions will be completed no later than *twelve weeks* upon receipt of the decision. These time periods align with typical expectations for receiving revisions by journal editors for minor and major revisions, respectively.

If the student's paper requires only minor revisions, the Faculty Advisor oversees the changes and the Graduate Chair approves.

If the student's paper requires major revisions, the Faculty Advisor oversees the changes, the two faculty reviewers re-review the paper, and the Graduate Chair approves. In the event of a re-review, the same two independent readers should read and evaluate the revision. If this is not possible, due to personnel changes, faculty leave, etc., the Graduate Chair will select replacement(s) as needed.

#### ***TIP: GUIDANCE ON RESUBMISSION***

You should include both a *tracked changes copy* and *clean copy* of the revised manuscript in your resubmission.

In addition to making the changes to the manuscript in accordance with the reviewers' comments, you should develop a *point-by-point response to the reviewers' comments* to help facilitate a timely review of revisions by your Faculty Advisor, faculty reviewers, and/or Graduate Chair. A point-by-point response entails listing each point that a reviewer makes and providing an explanation of the changes that you made (or a justification for why changes were not made if applicable). When a reviewer's point is minor, often a sentence or two is easily enough. When a reviewer's point is major, however, a well-developed paragraph (or two) may be needed to sufficiently respond.

### **PRELIMINARY EXAMINATION**

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Our program views criminal justice as a multidisciplinary field focusing on both explanations of crime and responses to crime as a social problem. The purpose of preliminary examinations (aka, comprehensive examinations, or "comps") is to evaluate students' ability to analyze and discuss topics central to the study of Criminal Justice. Students are asked to draw broadly upon their studies to write critical essays demonstrating their mastery of the available knowledge and literature in the field and display an ability to critically analyze and support arguments from a broad body of knowledge. [PhD coursework](#) will have helped students prepare in specific content

areas, but in studying for the exam, the student should draw upon diverse materials relevant to their field (e.g., coursework, research experience, readings recommended by the Faculty Advisor and the two Examination Subcommittees). With the advice of the Faculty Advisor, the Department of Criminal Justice encourages students to incorporate non-departmental courses into their preparation for exams. Such courses build on and enhance the Department's multidisciplinary emphasis.

## **EXAM SECTIONS**

The preliminary examination is divided into two exam sections representing two broad areas of study: 1) [Crime & Deviance](#) and 2) [Justice](#). These are the areas of study around which the graduate curriculum is organized.

A subcommittee for each exam section (Crime & Deviance, Justice) will consist of three graduate faculty appointed on a rotating basis by the Department Chair in consultation with the Graduate Chair. The two exam subcommittees are responsible for preparing, administering, and grading each part of the preliminary examination. One faculty member from each exam subcommittee serves as a Preliminary Examination Subcommittee Chair and is the primary point of contact for any procedural questions about the exam.

### **CRIME & DEVIANCE**

The preliminary examination in the area of Crime & Deviance will require the student to demonstrate familiarity with a wide range of perspectives explaining criminal and deviant behavior. The student should be aware of significant debates or disagreements that have shaped the development of criminology over time. Students are expected to be familiar with the theoretical perspectives, tools, and empirical research associated with the various perspectives explaining crime. Students should be familiar with theories, perspectives, and empirical research that analyze and explain criminal behavior and victimization using different levels of analysis (e.g., individual, group, organizational and institutional, community, social structural, and cultural) as well as perspectives that attempt to integrate multiple levels of analysis and multiple disciplines.

### **JUSTICE**

The preliminary examination in the area of Justice focuses broadly on the formal and informal mechanisms responding to crime as a multidisciplinary problem. At its most basic, this field includes familiarity with the legal system, principles and concepts of law and justice, justice decision making and its consequences as well as justice processes, organizations, and institutions. Thus, students should be familiar with basic law enforcement, judicial, prosecutorial, legal, correctional literatures, and crime prevention literatures. Examination of justice reforms, alternative approaches to adjudication and confinement, and related non-criminal justice mechanisms (e.g., civil and regulatory approaches) are recommended in preparation for this exam. Further, preparation should draw on relevant course work inside and outside of the Department, spanning relevant social science, legal, and critical literatures.

## **ELIGIBILITY**

### **REGISTRATION REQUIREMENTS FOR PRELIMINARY EXAMINATION**

Doctoral students must be registered for 1 semester hour of Preliminary Examination Preparation (CJ 9994) in the semester during which they take the Preliminary Examination. This requirement holds irrespective of any other coursework that the student is taking. In addition, doctoral students must be registered for 1 semester hour of Preliminary Examination Preparation (CJ 9994) during any regular (fall or spring) semester that intervenes between the end of their coursework and the semester when they take the Preliminary Examination (see [Graduate School Policies](#)).

## READINESS

To be prepared to sit for the preliminary examination, students will normally have completed all required courses and electives, as well as outside readings and other work recommended by the Faculty Advisor and the two Preliminary Examination Subcommittee Chairs.

Each exam subcommittee will provide guidance for preparing for the exam, including suggested reading lists. These lists of suggested readings are intended to be representative of each area rather than exhaustive, and students should consult with each section subcommittee chair as well as other subcommittee members for guidance in preparing for the exams.

Each subcommittee will make available examples of questions from earlier exams available to students in advance of the exam upon request.

## EARLY READINESS

Under special circumstances, a student who has substantially completed coursework related to the preliminary examination may request to sit for the exam in advance of completing all graduate coursework. Special circumstances may include such factors as advanced student expertise. Eligibility shall be determined by the examination subcommittees in each area (Crime & Deviance, Justice) based on assessment of the student's overall preparation, including but not limited to courses taken. In addition to the regular materials to be submitted by the student (see #1 and #2 in [notification](#) below), a request to take the preliminary examination early should be accompanied by a *brief letter of support from the Faculty Advisor attesting to the student's readiness* to sit for both exam sections.

## EXAM DETAILS

### DATES

There are two examination periods each academic year—**September** and **January**—where both exam sections are offered (as needed). The two exam sections will be held one week apart, *typically occurring the last two Wednesdays of these months and ordered as follows: (1) Justice, and (2) Crime & Deviance*. Students must take both exam sections during the same examination period (unless the student is sitting for their second attempt and only needs to retake one section). Specific exam date and time information is provided by the Preliminary Examination Subcommittee Chairs.

### FORMAT

Each section of the exam will require the student to choose and *answer three questions within a six-hour testing period*. The exam is *closed book*, takes place on campus, and is completed using a word processing program on a computer. Additional exam details are provided by the Preliminary Examination Subcommittee Chairs.

## NOTIFICATION REQUIREMENT OF INTENT TO TAKE EXAM

### DEADLINES

*Students must notify the Graduate Chair of their intention to take the Preliminary Examination by June 30 for the September examination period, and October 31 for the January examination period.*

### PROCEDURE

To notify intent to take the Preliminary Exam, a student should send the Graduate Chair a brief email (and CC the Graduate Coordinator, and CC Preliminary Examination Subcommittee Chair(s) as applicable) with the following

email subject line: *Intent to Sit for Preliminary Examination – Fall [or Spring] 20XX*. Please include the following attachments: (1) the *Preliminary Examination Report for Doctoral Students* form, with the top portion completed and digitally signed, and (2) a separate one-page memo for each examination area to be taken ([Crime & Deviance, Justice](#)) indicating how their graduate work to date has prepared them for this event. And, only if taking the exam under [early readiness](#), (3) a brief letter of support from the Faculty Advisor should accompany the above materials. These brief statements may reference coursework (inside and outside of the Department), readings, and research experiences. Importantly, these summaries will help subcommittees understand any specific or special emphases students may have had in their graduate study.

Once a student has made a formal notification of their intent to sit for the preliminary exam, the student must take the exam that they scheduled, or it will count as a failure. In extreme circumstances only (e.g., serious illness, death of a close family member), a student may be able to postpone the exam to the next available exam period. Any student requesting exam postponement due to extreme circumstances should submit a written request to the Graduate Chair with supporting documentation at the earliest time possible, which will be reviewed by the Graduate Committee. Please use the email subject line: *Request to Postpone Preliminary Examination*. Acceptance or rejection of the request for exam postponement will be made by a majority vote of the Graduate Committee.

## **EVALUATION PROCESS**

### **SCORING**

When possible, each student's exam is blinded before grading. Each subcommittee member will grade each student's exam individually, and then the subcommittee will meet to discuss the strengths and weaknesses of each essay, the grade for each essay, and the overall exam grade. Possible grades include *High Pass, Pass, or Fail*.

### **NOTIFICATION OF RESULTS**

Each subcommittee chair will transmit a Preliminary Exam Subcommittee Report to the Graduate Chair within three weeks of the completion of the examination. This report will contain a summary of the strengths and weaknesses and the grades for each essay and overall exam grade. The Graduate Chair will review the report(s), add any congratulatory or instructive remarks, and notify students within three business days of receiving the reports. Students will receive an email with the results of their exam(s).

### **MAXIMUM NUMBER OF ATTEMPTS**

A student may take the doctoral preliminary examination, in whole or in part, no more than twice ([Graduate School policy 02.27.11.02](#)), and a student who fails all or part of the preliminary examination twice will be dismissed ([Graduate School policy 02.27.11.03](#)).

### **RE-TAKE PROCEDURES**

Unless there are extenuating circumstances, any student that fails any part of the doctoral preliminary examination is required to retake the examination at the next available time it is offered. If a student feels that there are extenuating circumstances, these circumstances with appropriate documentation must be sent in writing to the Graduate Chair at least six weeks prior to the second examination date. The decision to accept the circumstances and delay the examination to the next examination period rests with the Graduate Chair (who may confer with the Graduate Committee).

## **PROSPECTUS AND DOCTORAL DISSERTATION**

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The doctoral dissertation unfolds in a two-step process: (1) the [dissertation prospectus](#) (i.e., a detailed proposal of the work to be completed that demonstrates scholarly readiness for dissertation research), where successful completion marks elevation to [doctoral candidacy](#), and (2) the [completed doctoral dissertation](#), where successful completion marks the final and official transition from graduate student to Doctor! All dissertation activities are completed under the supervision of a [dissertation committee](#).

## **DISSERTATION COMMITTEE**

### **DISSERTATION CHAIR**

Doctoral students should select a Dissertation Chair to help plan and prepare for the dissertation. A graduate faculty member from within the Department of Criminal Justice must serve as the chair of the Dissertation Advisory Committee (i.e., Dissertation Chair). Almost always, the Dissertation Chair will have been serving in the role of Faculty Advisor for one or more years. If that is not the case, the Dissertation Chair becomes the student's defacto Faculty Advisor, and notification of the change should be made via email to the Graduate Chair. Please use the email subject line: *Dissertation Chair Selection/Faculty Advisor Change*.

The Dissertation Chair will help form the [Dissertation Advisory Committee](#), oversee all aspects of the student's preparation of the dissertation prospectus, coordinate the defense of the prospectus in collaboration with other Dissertation Advisory Committee members, oversee any requisite revisions after the prospectus defense, supervise all aspects of the dissertation research, and, in collaboration with other dissertation committee members, help the candidate prepare for the final dissertation defense. The Dissertation Chair will help form the final Dissertation Examining Committee (which includes an additional member who is an external reader as noted below).

### **DISSERTATION ADVISORY COMMITTEE**

As early as possible, but no later than successful completion of the preliminary examination, a doctoral student will form a Dissertation Advisory Committee. The committee must include at least three graduate faculty, with the [Dissertation Chair](#) serving as one required member. Usually, all three committee members will come from within the Department. Outside members may be included; if an additional member does not have graduate faculty status at Temple, the Dissertation Chair must request approval by completing and submitting the *Nomination for Service on Doctoral Committee Form* to the Graduate Chair.

The members of this committee advise the student in the preparation of the prospectus, the defense of the prospectus, the conduct of the dissertation work, the writing of the dissertation, and the preparation of the dissertation defense. It is wise to form a committee that, as a collective, has appropriate substantive content and methodological expertise to provide any needed guidance on the dissertation.

The Dissertation Advisory Committee shall meet at least once a year to review the student's progress. A written record of this meeting, including findings and recommendations of the Committee, must be placed in the student's file and a copy must be given to the student. It is expected that consultation between the student and the relevant faculty members will be ongoing during the prospectus and dissertation process.

### **DISSERTATION EXAMINING COMMITTEE**

After the [Dissertation Advisory Committee](#)'s approval of a complete dissertation, and at least two weeks prior to the planned date for defending the dissertation, one **outside examiner** will augment the Dissertation Advisory Committee, forming the [Dissertation Examining Committee](#). Thus, the Dissertation Examining Committee must include the Dissertation Chair and all members of the Doctoral Advisory Committee, plus one outside examiner not

previously involved with the dissertation writing or the Dissertation Advisory Committee. This is the committee that passes judgment on the completed dissertation and its defense.

The *outside examiner* may be Graduate Faculty from another department at Temple, or the outside examiner may be a faculty member at another university or an expert in a non-university setting such as a state or national agency. The outside examiner may not be a faculty member in the candidate's degree program. The examiner must have a doctorate degree, and, if they are from outside Temple University, must be approved at all levels at least three weeks prior to the oral defense; the *Nomination for Service on Doctoral Committee Form* is used for this purpose. Approval must be received prior to posting the Oral Defense. Typically, the Dissertation Chair will discuss possible choices for an outside examiner with the student and other Dissertation Advisory Committee members before making the selection.

### **CHANGING COMMITTEE MEMBERS**

There may be occasions when it becomes necessary to change the membership of a committee.

If a student wishes to change the membership of an existing Dissertation Advisory Committee member or an existing member is unable to serve (for reasons of health, change of employment, etc.), then the student should identify a suitable replacement in consultation with the Dissertation Chair. If it becomes necessary to replace the Dissertation Chair, then the student should again identify a willing replacement and discuss the matter with the relevant faculty members.

In event of disagreements about the composition of a [Dissertation Advisory Committee](#) that cannot be resolved at the level of the committee itself, the committee members, [Dissertation Chair](#), and the student will consult with the Graduate Chair, who will then propose an appropriate arrangement.

If a change is made in the composition of the committee, the Graduate Chair should be notified by email. Please the email subject line: *Request for Change in Dissertation Committee*. Importantly, if the committee has already been officially established (e.g., the dissertation prospectus has already been successfully defended), the change must be approved by the outgoing Dissertation Chair and the Dean of the College. The change must be made using the *Request for Change in Dissertation Committee Form* and filed with the Graduate School prior to posting the final defense ([Graduate School policy 02.28.11.04](#)).

### **DISSERTATION PROSPECTUS**

Doctoral students will work under the supervision of their Dissertation Advisory Committee to draft a Dissertation Prospectus. The prospectus will set out the student's proposal for the dissertation research topic and the methodology to be employed. It will provide a detailed and comprehensive review of the relevant theoretical, policy, and empirical literature. Typically, a prospectus will take at least one semester to complete. All submitted prospectuses should follow the formatting required by the Graduate School. Students should review the policies and guidance provided on the Graduate School's [Dissertation & Thesis Handbook](#).

**The dissertation prospectus includes the following:**

- Title page
- An abstract of no more than 250 words
- List of tables
- List of figures
- Table of contents

- A detailed literature review describing the problem, the empirical work in the area, and the implications of the problem for theory, policy, and practice
- A clear statement of the problem or questions to be addressed
- A detailed description of the data to be gathered, and how it is to be obtained. Typically, students engaged in primary data collection provide more depth in this area than do students planning secondary analysis of existing data sets [see below]
- A detailed analysis plan. In the case of dissertations using secondary data analysis, the analysis plan is typically more detailed and rigorous because the properties of the data are known beforehand. Ideally, the analysis plan includes not only the analyses to be run but also mock-ups of the tables that will be "filled in" once the analyses are completed
- A complete list of references

### **REGISTRATION REQUIREMENTS FOR DISSERTATION PROSPECTUS**

A student who has passed the preliminary examinations but has not filed an approved dissertation prospectus with the Graduate School by the last day to Add/Drop courses in the semester must register (each fall and spring) for at least 1 semester hour of Pre-Dissertation Research (CJ 9998). In addition, to maintain full-time status, doctoral students must be registered for 1 semester hour of CJ 9998 during any regular (fall or spring) semester that intervenes between the completion of their preliminary examination and the semester in which the dissertation prospectus defense is completed (see [Graduate School policies 02.25](#)).

### **NOTIFICATION OF PROSPECTUS DEFENSE**

Once all members of the committee have approved the prospectus, the [Dissertation Chair](#) will provide a notification of the prospectus defense by sending an email with the time, date, and location for the prospectus defense to all graduate to all faculty and graduate students at least *three weeks prior* to the *scheduled date of the prospectus defense*. Dissertation Chairs should include a copy of the dissertation prospectus as an attachment to their email announcement and CC the Graduate Coordinator.

### **EVALUATION PROCESS**

The student will make an oral defense of the prospectus at a meeting scheduled for that purpose by the Dissertation Chair.

Immediately following the defense, the [Dissertation Advisory Committee](#) shall meet to discuss any concerns and what revisions must be made prior to final approval of the dissertation prospectus. If applicable, the Dissertation Chair shall submit a memo to the student detailing the specific concerns with the prospectus that necessitate written changes to obtain committee approval.

If changes are needed, the student shall submit a memo to the Dissertation Advisory Committee outlining how each concern that has been raised has been addressed. It is often helpful to provide a point-by-point response, as well as a tracked changed copy of the dissertation prospectus. The Dissertation Chair is typically responsible for reviewing changes and deeming them to be satisfactory or not, but any member of the committee may choose to review prior to approving.

When all members of the Dissertation Advisory Committee have signed the proposal, the proposal represents an agreement between the student and the Committee that the theoretical and methodological approach being taken will be considered acceptable if the work is conducted appropriately and within the timeline proposed.



## **ELEVATION TO CANDIDACY**

A doctoral student is elevated to candidacy on completion of all coursework and examination requirements (including foreign language or other proficiency examinations) for the degree upon filing an approved dissertation proposal with the Graduate School. Since the Department of Criminal Justice requires a prospectus defense, the student is not advanced to doctoral candidacy until the dissertation prospectus has been successfully defended, approved, and filed with the Graduate School. PhD candidates are often informally referred to as “ABD” (all but dissertation).

## **DEADLINE FOR FILING APPROVED PROPOSAL**

*Within 30 days of all members of the Dissertation Advisory Committee signing the proposal, it must be filed with the Department of Criminal Justice and with the Graduate School.* The proposal must include the official Dissertation Proposal Transmittal for Elevation to Candidacy form that includes the signatures of the Dissertation Advisory Committee members and the date approved. The form is available from the web site of the Graduate School; contact the Graduate Coordinator for assistance.

## **DOCTORAL DISSERTATION**

Doctoral students will work under the supervision of members of the Dissertation Advisory Committee to complete the dissertation as generally laid out in the Dissertation Prospectus.

When the dissertation is complete, the final dissertation must be defended in front of the [Dissertation Examining Committee](#), which must include an **outside examiner**.

## **REGISTRATION REQUIREMENTS FOR DISSERTATION RESEARCH**

A doctoral candidate must complete a minimum of 2 semester hours of Doctoral Dissertation Research (CJ 9999) after elevation to candidacy. A doctoral candidate must maintain full-time status by registering each Fall and Spring term, and in the term in which the oral examination (dissertation defense) is held, for at least 1 semester hour of Doctoral Dissertation Research (CJ 9999). There is no specific limit to the number of terms a student may be classified as full-time, but the standard allotted time limit to earn the PhD is seven years.

Doctoral Dissertation Research (CJ 9999) credits will be recorded on the transcript until the student has defended the dissertation, at which time a grade will be entered.

## **DISSERTATION FORMAT**

Before assembling the dissertation, students should consult the Graduate School’s [Dissertation & Thesis Handbook](#).

The dissertation is expected to demonstrate that the candidate can conduct and report on scholarly research with a high level of professional competence. The dissertation should demonstrate a distinctive contribution to the advancement of knowledge about crime and justice. The dissertation may have only one author. It may contain previously published work by the author provided that it: represents research conducted by the candidate while as a Temple doctoral student, has not been used to meet the requirements for another degree, is not co-authored, is logically connected with and integrated into the dissertation, and does not violate any copyright or contractual agreement.

A dissertation must clearly answer the "so-what?" question, by explicitly addressing the contributions made and/or implications in the advancement of theory, policy, and practice. Dissertations relying exclusively upon secondary

analysis of data have the special burden of demonstrating how the use of the data (analysis, methodology) will make notable contributions to the field and literature above the uses to which the data set has already been applied. Typically, with secondary data analyses, data sources permit more fine-grained analyses and thus more clearly specified theoretical and/or methodological contributions.

### **NOTIFICATION OF DISSERTATION DEFENSE**

*The candidate must submit the official, signed Announcement of Dissertation Defense form at least **two weeks before the scheduled defense**.* A defense cannot be held without written confirmation of approval and receipt of the defense paperwork from the Graduate School. The form is available from the web site of the Graduate School.

The defense shall be open to the academic community. The time, date, and location for the dissertation defense must be publicly announced by the Dissertation Chair via email at least *two weeks in advance* to all graduate faculty members in the Department of Criminal Justice (and it is customary to announce the dissertation defense to the graduate student body as well). Importantly, Dissertation Chairs should include a copy of the dissertation prospectus as an attachment to their email announcement and CC the Graduate Coordinator.

### **EVALUATION PROCESS**

The [Dissertation Examining Committee](#), which must include the **outside examiner**, evaluates both the dissertation and a candidate's performance in the oral examination to determine whether the candidate passes. After the dissertation defense, the Dissertation Examining Committee may invite graduate faculty in attendance to discuss any potential strengths or weaknesses with the dissertation. Importantly, however, only officially recognized members of a Dissertation Examining Committee have the authority to determine whether the candidate passes the final defense.

After meeting with other Dissertation Examining Committee members, the Dissertation Chair will inform the student of the decision of the Dissertation Examining Committee.

### **MINOR REVISIONS**

Doctoral candidates who pass the oral defense may be required to revise the dissertation as a condition of completing the degree. The Dissertation Chair is typically responsible to review and approve revisions, although any member of the Dissertation Examining Committee may require the candidate to submit a final draft for approval.

### **MAJOR REVISIONS**

If a Dissertation Examining Committee requires substantial revisions that cannot be made within 30 calendar days, the Committee must suspend the defense until a majority agrees that the dissertation is sufficiently revised to be defensible. A candidate must repost the oral defense with the Graduate School. The Dissertation Chair is responsible for notifying the Graduate School that a defense was suspended.

### **FINAL SUBMISSION**

Specific information on due dates for a given graduation cycle and other policies and requirements can be found in the [Dissertation & Thesis Handbook](#).

### **DEADLINE FOR FILING APPROVED DISSERTATION**



The final revised dissertation must be submitted to the Graduate School *within 30 calendar days of the oral defense* or by the *dissertation due date (whichever comes first)*, or the defense is nullified, and another oral defense must be scheduled.

The Graduate Coordinator can assist with the preparation and transmittal of the appropriate forms to the Graduate School. These include: a) Certification of Acceptability of Dissertation/Thesis, b) Final Examination Report for Doctoral Candidates, c) Graduation Recommendation for Doctoral Candidates.

### **FINAL AUTHORITY OVER DOCTORAL DISSERTATION**

The Dean of the Graduate School and the Graduate Board retain the authority to review and approve all doctoral dissertations prior to awarding the degree.

## **MAINTAINING GOOD STANDING IN THE PROGRAM**

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### **GRADE REQUIREMENTS**

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At the time of graduation, students must have a GPA of at least 3.0 and must have no incompletes [I's] on their transcripts. Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are used to calculate the graduate grade point average (GPA). No grade below a C- can be used to fulfill any graduate requirement. A student who receives more than two grades below B- or more than one grade of F will be dismissed for failure to maintain satisfactory grades ([Graduate School policy 02.24.11.02](#)).

A student may, with the permission of the advisor and graduate program director, retake a course once in order to improve the grade. The higher grade will be used instead of the lower grade to calculate the graduate grade point average (GPA). The semester hours for the course will be counted only once toward graduation requirements.

An 'R' (Registered) grade indicates registration for preliminary examination preparation or thesis, pre-dissertation, or doctoral dissertation research that is still in progress—and its use is restricted to this purpose. Therefore, the only courses that can receive an 'R' grade are: a) CJ 9994 (Preliminary Examination Preparation), b) CJ 9996 (Thesis Research), c) CJ 9998 (Pre-Dissertation Research), and d) CJ 9999 (Doctoral Dissertation Research). Courses numbered CJ 9994 through CJ 9999 cannot be graded 'I'.

Students are responsible for knowing Temple Graduate School policies regarding grades and academic standing. The policies are available from the web site of the Graduate School.

### **ACADEMIC HONESTY**

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The Graduate School has policies on academic honesty. Students are expected to be fully cognizant of these policies and to follow them at all times. It is important to note that engaging in academic misconduct can result in a failing grade for an assignment, for a course, and/be grounds for dismissal. More information can be found on web site of the Graduate School on [Policies & Procedures](#).

### **ETHICAL ISSUES IN RESEARCH**

Students are expected to be fully familiar with all aspects of the ethics of all types of criminal justice research. Some variety of human subjects review is required for all research involving primary data collection with human research participants. Please review [Temple University Institutional Review Board](#) requirements.

Various professional associations, including the Academy of Criminal Justice Sciences, the American Anthropological Association, the American Sociological Association, and the American Psychological Association, have guidelines for ethical research. Students looking for a quick overview of the issues and guidelines might wish to consult Chapter 4, "Ethical Issues in Criminal Justice Research", in R. B. Taylor (1994) *Research Methods in Criminal Justice* (New York: McGraw Hill).

Several places review ethics in research include: a) [APA ethical principles and code of conduct](#), b) [ASA code of ethics](#), and c) [ACJS code of ethics](#).

## EVIDENCE OF CONTINUED PROGRESS

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Students are required to *continue a process of academic progress throughout their studies*. Faculty Advisors and the Graduate Faculty have the responsibility of [monitoring progress](#), including through [end-of-year reviews](#).

For [MA \(non-thesis track\)](#) and [Accelerated MA](#) students this simply means steady progress through coursework. And, for [MA \(thesis track\)](#) students, this means steady progress through coursework followed by steady progress on the MA thesis.

For [PhD](#) students, it is more difficult to stipulate specific criteria for individual areas of study and the individual situations of students. With that said, generally speaking, there is the expectation that upon completion of the coursework and the research paper (which are expected to occur around the same time), students will pass their preliminary examinations the following semester, successfully defend their prospectus within a year, and defend their dissertation within a year of a successful prospectus defense (see [Target Timeline](#)).

## MONITORING PROGRESS

The Department will take all reasonable steps to assure that students maintain reasonable academic progress throughout their involvement in the [MA](#) or [PhD](#) program. Faculty Advisors and Dissertation Chairs will meet periodically with students to review and document progress. Ultimately, however, it is the student's responsibility to monitor their own progress and compliance with the policies and requirements set out in the [Graduate School Policies](#) and in this Handbook. If at any stage in the student's program of study it appears that they are failing to maintain reasonable progress or receiving grades that put the student in jeopardy of dismissal, the student should meet with their Faculty Advisor to discuss the situation and any possible remedies.

## END-OF-YEAR REVIEW

Each year, the graduate faculty review the progress of each student with input from the student's Faculty Advisor. Once the graduate faculty completes reviews of both student and faculty reports, the Graduate Chair will notify students and their advisors of the results of this assessment. Students' yearly progress will be rated as: (1) *exceeding expectations for satisfactory progress toward degree requirements*, (2) *making satisfactory progress toward degree requirements*, or (3) *lacking satisfactory progress toward degree requirements*.

Two consecutive yearly reports indicating a lack of satisfactory progress toward degree requirements results in a determination that the student is no longer in good standing and should be viewed by the student with grave concern. The Graduate Committee will invite the student no longer in good standing to an in-person meeting to provide a rationale or justification for twice receiving a lack of satisfactory progress toward degree requirements rating. Following the meeting, the Graduate Committee, by majority vote, will advise the Graduate Chair to either a) dismiss the student from the graduate program at that time, or b) issue a temporary stay of that action conditional on the student making progress through the remaining stages of their study on a timeline dictated by

the Graduate Committee. The Graduate Committee reserves the right to dismiss students from the program or to deny any requests for time extensions without recourse to this in-person meeting.

### TARGET TIMELINE FOR ACHIEVEMENT OF PHD PROGRAM REQUIREMENTS

The [PhD](#) degree has several program requirements and it is often helpful for doctoral students to see a “birds-eye view” of the program requirements with a target timeline for completion of each milestone (along with the extent a milestone could be completed early).

The PhD program requirements are listed in order of target completion.

Program Entry Status	Academic Year								
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>		
<i>BA / BS</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>		
<i>MA / MS</i> (Full Advanced Standing)	---	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	
Research Paper			F						
Coursework			S						
Preliminary Examinations				F					
Dissertation Prospectus Defense				S					
Dissertation Defense					S				
MA Degree “Along the Way” (for BA/BS entry status)		S							

	Early
	Target

F=Fall, S=Spring

In addition to wanting students to make a difference in the world as soon possible, there are two practical issues that motivate the Graduate Committee to outline a Target Timeline for achievement of PhD program requirements: funding expiry and degree time limits. First, *guaranteed [financial support](#) ends after Year 5*. Crucially, graduating within five years makes [funding expiry](#) a moot point. Second, *degree time limits mandate that doctoral students complete all degree requirements within 7 years*. The period for completing a graduate degree program begins with the semester of matriculation and ends with the semester in which the degree is earned. Sticking as closely to the target timeline as possible throughout the duration of the program helps ensure a student does not exceed the degree time limit, even if there happens to be some unanticipated hang-up along the way.

### DEGREE TIME LIMIT EXTENSION REQUESTS

Requests for extension of time must be submitted in writing using the *Request for Extension of Time for Doctoral Degrees* form. The form must be accompanied by a detailed, realistic plan for completing the degree program within the period of time requested. The Faculty Advisor, the Department, the College, and the Graduate School must approve requests for extension of time. Requests for extensions of time from doctoral students who have been at candidacy for five or more years cannot not be considered at either the college or the Graduate School level until the student has retaken and passed the Preliminary Examinations.

Ordinarily, requests for extension of time with a realistic plan for degree completion are approved initially for a period of one year. Any subsequent request(s) for extension of time are evaluated in the context to progress made on prior request(s) for extension of time, and are ordinarily approved for only one semester at a time.

## PROCEDURES FOR ACADEMIC GRIEVANCES AND RE-ADMISSION

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The Department values open communication between faculty and graduate students and, whenever possible, it fully expects a good-faith effort be carried out to resolve any issue through communication. Importantly, good communication not only can be used to resolve issues but, in many cases, can prevent problems from developing in the first place. This section outlines formal procedures for: (1) [academic grievances](#), and (2) [re-admission](#).

### ACADEMIC GRIEVANCES

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Students may appeal any academic matter in which they feel they have been treated unfairly, after having first attempted to resolve the issue through communication with the instructor and/or Graduate Chair. A student may rescind the grievance at any point, thus halting the process. All appeals are in accordance with the general principles set forth in the Graduate School policies. Failing agreement, the student may initiate a formal appeal.

#### INITIATING AN APPEAL

A student must first initiate the grievance procedure at the departmental level. This must be done no later than the semester following the disputed evaluation or other disputed decision (e.g., termination from program). It is the responsibility of the graduate student to follow the department's established procedure for academic grievances.

A student initiating an appeal or grievance should first formally notify the Graduate Program Appeals Officer, who will then be responsible for carrying out the review according to departmental procedures. The Graduate Program Appeals Officer is a member of the Graduate Committee who has been assigned this role by the Graduate Chair. It is the duty of the Graduate Program Appeals Officer to keep accurate records of proceedings and to act as intermediary. These documents are to be kept confidential by all persons involved in the case.

If the Graduate Program Appeals Officer is a party to the dispute, the student should notify the Department Chair, who will then designate another member of the faculty as the person responsible for carrying out the review.

### PROCEDURES

#### DEPARTMENTAL LEVEL

The student should prepare a written statement of grievance, including supporting particulars and remedies sought. The Graduate Program Appeals Officer will forward this document to the faculty member and present a copy to the Department Chair.

The Graduate Program Appeals Officer should attempt to ascertain the facts of the case, gather documents relating to the case and, within two weeks, meet with the parties involved at the department level. The Graduate Program Appeals Officer will seek to resolve the grievance through mediation. All parties will receive copies of the mediation results statement within one week of having met with the involved parties.

If the grievance is not resolved to the student's satisfaction, the student may appeal to the Department Chair. The Department Chair will then form a Grievance Committee, and the Committee will select its own Chair. The Committee Chair will be responsible for keeping accurate records of proceedings and to communicate with the involved parties. Members of the Grievance Committee will read all documentation related to the grievance and, within two weeks of receiving the grievance documents, meet with each party to the grievance. The student may ask other students to speak to the committee on their behalf. The Grievance Committee will meet to discuss the case and will then seek to resolve the grievance. Within one week of having completed its collection of information, the Grievance Committee will provide a written statement of resolution to all parties. Copies of this resolution document will be provided to the Graduate Program Appeals Officer, the Graduate Chair, and the Department Chair.

In the event the student is dissatisfied with the results of the Department deliberation and wishes to continue the appeal, the student may appeal to the CLA Associate Dean for Graduate Affairs.

### **COLLEGE LEVEL**

Students may appeal the outcome of the department review by notifying the College of Liberal Arts (CLA) Associate Dean for Graduate Affairs within ten days of the department notification. The Associate Dean may refer the student to the CLA Graduate Ombudsperson, who shall be one of the two students serving on the CLA Graduate Committee (the Ombudsperson must not be in the appealing student's home department). In that case, the CLA Ombudsperson should attempt to ascertain the facts of the case, gather documents relating to the case, and reach a solution, meeting with the parties involved at the department level. The CLA Ombudsperson will report to Associate Dean and to the CLA Graduate Committee within twenty-one days of assignment to the case.

The Graduate Committee of the College of Liberal Arts will only consider appeals during the Fall and Spring semesters of the academic year. The calendar will be suspended from Graduation Day in Spring to the first day of Fall semester, and from last day of Fall semester to first day of Spring, with the intervening dates not counting as part of the time limit on appeals.

Note that any member of the CLA Graduate Committee who is also a member of the department from which the grievance arises shall withdraw from consideration of the grievance.

The CLA Graduate Committee will decide whether to conduct a further review of the case, with the option of calling in parties to the dispute. The Associate Dean will, in that case, solicit documents pertinent to the case (at a minimum, the original grievance to the department, documentation used by the department in deciding the appeal, the department's written notification to the student of the department's decision, and all reports relevant to the case). These documents will be provided to the members of the CLA Graduate Committee's Subcommittee on Appeals and Grievances, which shall consist of at least three members of the CLA Graduate Committee. The Associate Dean for Graduate Affairs, or their designee, will be present at meetings. The Subcommittee will decide within twenty-one (21) days of its decision to review a case whether to uphold the department's decision. The Associate Dean will notify the student, the department chair, and the CLA Dean of the Subcommittee's decision.

### **UNIVERSITY LEVEL**

The Associate Dean for Graduate Affairs in CLA, with the advice of the CLA Graduate Committee, is the final authority on academic grievances and appeals, except in cases of academic dismissal, where the student may appeal the CLA decision to the Dean of the Graduate School.



In cases of academic dismissal, if the student is not satisfied with the outcome, the student must (within ten days) forward the appeal in writing to the Dean of the Graduate School. Petitions may be forwarded without departmental approval. Accumulated records shall be forwarded by the Associate Dean of CLA, together with an explanation of the CLA recommendation. The Dean of the Graduate School will decide regarding the grievance, and that decision shall be final and binding on all parties.

All documents in the grievance or appeals process shall be treated confidentially. All records shall be cumulative and shall be forwarded to the next higher level of appeal.

Records of all conversations and transactions should be kept by the Department, the Student Ombudspersons, and the relevant Committees.

## **RE-ADMISSION**

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Students who have been dismissed from the Doctoral program for reasons such as failing comprehensive exams or exceeding time limits for completion may apply for re-admission if: (1) they are able to present extraordinary mitigating circumstances around their dismissal from the program and/or (2) the dissertation prospectus has already been successfully defended and they can demonstrate significant academic or scholarly progress since their date of dismissal (e.g., substantial progress on the dissertation, significant involvement in scholarly research and publication).

Candidates may not re-apply for admission until at least six months from their date of dismissal.

Students who wish to be considered for re-admission to the program should submit a letter of intent to re-apply to the Graduate Chair at least 90 days prior to the annual application deadline. The letter should make a case for reconsideration based on the above-named circumstances. Candidates should furnish a description of the mitigating circumstances and evidence of their alleviation, as well as any scholarly products generated since dismissal. Candidates may request to meet with the Graduate Committee in person to make their case for readmission.

The Committee may consider those materials for evidence of the following insofar as they are applicable: a) significant alleviation of previous mitigating circumstances, b) significant evidence of personal and/or professional development, c) significant evidence of documented scholarly progress, and/or d) alignment of re-applicant's scholarly interests with department faculty resources and expertise.

If the circumstances surrounding the mitigating circumstances are especially sensitive in nature, they may be conveyed to the Graduate Chair only. The Chair will then submit a memo to the Graduate Committee regarding the degree of mitigating circumstances (omitting the details) and the extent to which they have been alleviated as deemed relevant to the candidate's potential for future progress toward degree completion.

If the Graduate Committee invites the candidate to re-apply, the candidate will be asked to provide additional supporting documents, including but not limited to: recent publications or other scholarly work, evidence of progress toward dissertation completion, and/or a detailed plan and timeline for program completion. These should be submitted, along with the application, 30 days prior to the traditional application date, as they may require additional time to review.

Decisions to re-admit will be made on the following bases: a) students will be re-assessed using all current admission standards, and b) The Graduate Committee may apply their full discretion to the conditions of readmission, including but not limited to: retaking comprehensive exams, retaking all or part of coursework,



developing a short concept paper for the dissertation, formation of a dissertation committee, and a detailed plan and timeline for degree completion.

Decisions will be conveyed in writing to the applicant by the Graduate Chair. Decisions made by the Graduate Committee in this regard should be considered final and cannot be appealed.

Candidates are discouraged from approaching faculty for sponsorship prior to re-application. The Graduate Committee alone has the discretion to deny or admit applicants and any commitments made by individual members of the research faculty will not be sufficient for re-admission.

Requests for re-admission will only be considered once. Additional requests will be automatically denied.

## APPENDIX: RESOURCES FOR CORE ACADEMIC FUNCTIONS

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It is well known that the three core functions of an academic include: [research](#), [teaching](#), and service. This section outlines some university and other resources that support these core functions. This Appendix may grow and evolve over time.

### SUCCEEDING IN GRADUATE SCHOOL

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There are numerous written works on how to succeed in graduate school. It is recommended that you read some of these early in your graduate career—most especially if you are in the PhD program (or if you plan to be in a PhD program following your MA program of study). A few resources that may be helpful include: a) [How to be a Successful Graduate Student](#), which is a relatively short article written by two criminologists that offers ten lessons to help students thrive in graduate school by becoming architects of their own professional development, b) [A Field Guide to Grad School: Uncovering the Hidden Curriculum](#), which is a comprehensive book that covers topics from how to build your research team to navigating the job market and everything in between, and c) [How to Write a Lot: A Practical Guide to Productive Academic Writing](#), which provides actionable strategies that promote successful research and writing—in graduate school and beyond.

### RESEARCH

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#### TRAVEL ALLOWANCES TO PRESENT PAPERS

Students are encouraged to prepare papers for presentation at national-level professional conferences in the discipline. The two main annual conferences attended by the largest number of criminal justice faculty are the [American Society of Criminology](#) (ASC) and the [Academy of Criminal Justice Sciences](#) (ACJS). Other conferences relevant to the discipline may also be considered appropriate for funding support (e.g., the [Law and Society Association](#), the [American Psychological Association](#) (APA), and the [American Sociological Association](#) (ASA)).

Support for student conference travel expenses are dependent on the department budget and may vary from year to year. Funding decisions to defray travel expenses are made by the Department Chair in consultation with the Graduate Chair.

Students seeking such support should complete the following steps:

- Submit a Graduate Student Financial Support Request form prior to the conference’s abstract submission deadline. This form requires a faculty member’s signature acknowledging they agree to serve in a supervisory capacity for the research and the development of the conference PowerPoint presentation. In the weeks leading up to the conference, complete the Travel Request for Graduate Student Presenters form and any other forms as applicable.
- Students should present *only one* paper per conference, although they may appear as co-author on more than one.
- Students receiving departmental travel support will be required to participate in a ‘dry run’ presentation at the department prior to the conference.
- The Department Chair will attempt to notify applicants as soon as possible regarding a funding decision. Given the uncertainty in travel budgets, this decision may not be reached until just a few weeks before the conference.
- Students who submit a paper abstract that has been officially accepted for presentation at a conference have a professional responsibility to present that paper at the conference regardless of whether the department can support their travel expenses.

## TEACHING

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Many graduate students are likely to spend much of their post-graduate career teaching. In the department, faculty members strive to help students become more effective teachers. We do that by working with students as they develop their courses, pointing them to resources, sharing our own resources, and talking about teaching.

### TEACHING RESOURCES

#### UNIVERSITY: CENTER FOR ADVANCEMENT OF TEACHING

The [Center for the Advancement of Teaching](#) (CAT) at Temple University offers a variety of programs and services to the instructional community at Temple University.

They assist graduate Teaching Assistants, graduate student instructors, part-time faculty, and full-time faculty in several ways. In addition to the mandatory Teaching Assistant training/orientation conference held at the beginning of each academic year, CAT runs a regular series of seminars to talk about teaching: the challenges and rewards of teaching Temple’s diverse student body, using technology in teaching, and related topics.

#### COLLEGE: TEACHING IN HIGHER EDUCATION COURSE

All new TAs are required to attend a teaching course sponsored by CLA: CLA 8985 Teaching in Higher Education. CLA 8985 is offered in both in the Fall and the Spring semesters so new students will have the option of attending in one or the other.

#### DEPARTMENT: GRADUATE AND INSTRUCTIONAL FACULTY

Students are encouraged to review materials and consult with full-time faculty who are instructors for courses they are slated to teach.

#### DISCIPLINE: EDUCATION JOURNALS

Students who teach are urged to regularly consult two journals: the [Journal of Criminal Justice Education](#) and [Teaching Sociology](#). Both these journals contain a wealth of information about how to teach effectively. They are particularly helpful for introductory courses in criminal justice and courses viewed by undergraduate students as particularly demanding, such as research methods and statistics.



## **BUILDING THE TEACHING PORTFOLIO**

An important part of a graduate student's profile is the teaching portfolio. Beginning instructors are strongly encouraged to work closely with a faculty member in the department, preferably their Faculty Advisor, to start building their teaching portfolio as soon as they start teaching.

Typically, a teaching portfolio will include:

- A statement of the instructor's overall teaching "philosophy"
- A complete list of all courses where the student served as a primary instructor, with course names, course numbers, semester, and enrollment
- Detailed student evaluation data summarized across those different courses
- Open-ended evaluation comments from students, either in total or on a sample basis
- Syllabi
- Class assignments
- Examples of outstanding student papers
- Examples of in-class exercises
- Course evaluations, including mid-term evaluations if those are completed

## **EVALUATIONS OF TEACHING**

When teaching a section or serving as a TA, it is important to keep in mind that all undergraduate students in criminal justice courses are asked to complete end-of-semester evaluations. These evaluations are conducted university wide, and include various questions including some with open-ended responses. Excelling in your TA work is important. When serving as a TA, your contributions to the class can matter a great deal for the primary instructor's evaluation. Further, qualitative comments about your specific performance may be documented.