



PhD Student Handbook

Fall 2020

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Welcome

We invite you to explore the leading-edge research and teaching in Arizona State University's (ASU) School of Criminology and Criminal Justice (SCCJ). Faculty members in SCCJ are leaders in their respective fields of study. Our faculty are involved in important and policy-relevant research on issues such as policing, courts, corrections, racial profiling by criminal justice agencies, law & psychology, neighborhoods and crime, and violent victimization. Our research is incorporated into the classes we teach and it informs policy and practice at the state, national, and international levels.

To give you an understanding of the scope of the work we do, here are the centers and research labs in SCCJ:

- The [Center for Correctional Solutions \(CCS\)](#) enhances the lives of those living and working in our correctional system.
- The [Center for Problem-Oriented Policing \(POP Center\)](#) works to advance the concept and practice of problem-oriented policing.
- The [Center for Spatial Reasoning & Policy Analytics \(CSRPA\)](#) promotes transdisciplinary approaches to problem-solving, leveraging spatial analytics, geodesign and geovisualization techniques for enhancing decision making and improving public policy.
- The [Watts Family Center for Violence Prevention and Community Safety \(CVPCS\)](#) evaluates criminal justice policies and programs, with a focus on analyzing and evaluating patterns and causes of violence.
- The [Developmental Etiology of Externalizing Problems \(DEEP\)](#) lab focuses the precursors and outcomes associated with the development of antisocial and substance using behaviors from childhood to adulthood.
- The Lab for the Study of Homicide focuses on the examination of the situational dynamics that give rise to lethal events with the goal of developing effective prevention strategies.
- The Neighborhood Observation, Disorder and Drone (**NODD**) Lab studies neighborhoods in new, technologically savvy ways to address complex and enduring neighborhood problems.
- The [Research on Violent Victimization \(ROVV\)](#) lab partners with community agencies to improve social justice by promoting safer and healthier communities.

The SCCJ is part of ASU's Watts College of Public Service and Community Solutions (hereafter called Watts College). In 2019, the U.S. News and World Report ranked ASU's graduate degree programs within Watts College among the top in the nation. The ASU School of Criminology and Criminal Justice graduate criminology program is ranked No. 5 in the nation. This ranking is a reflection of our dedication to graduate education, research, and scholarship.

Welcome to ASU's School of Criminology and Criminal Justice!



Dr. Kate Fox, Associate Professor
Director, PhD Program and MS Programs
Director, Research on Violent Victimization Lab

PROGRAM OVERVIEW

The School of Criminology and Criminal Justice (SCCJ) at Arizona State University (ASU) offers a program of coursework and research leading to the PhD in Criminology and Criminal Justice. This program emphasizes criminal justice theory, research, and policy. The program is designed to produce highly skilled criminology and criminal justice faculty and agency researchers and administrators.

The PhD program in SCCJ includes:

1. required courses in **criminal justice policy and criminological theory**;
2. required courses in **methods and statistics**;
3. required courses in **systems**;
4. required course in **law**;
5. required courses in **professional development**;
6. elective courses on criminology, criminal justice, and related fields;
7. a comprehensive examination; and
8. a dissertation

A minimum of 84 credit hours are required to complete the degree. This includes a minimum of 72 hours of coursework and 12 hours of dissertation. A maximum of 30 hours of course work from a previously awarded master's degree or juris doctor degree may, with the approval of the graduate committee, be applied toward the doctoral program of study.

Elective courses may include graduate courses in criminology and criminal justice and related disciplines (e.g., sociology, political science, public administration, psychology). Students will take a comprehensive examination and write a dissertation that reflects original scholarship and contributes to the body of knowledge in the field of criminology and criminal justice.

ADMISSION REQUIREMENTS

Admission to the program is governed by the requirements specified by the Graduate College at ASU. In addition to the basic requirements established by the Graduate College, the SCCJ requires the following:

- An earned master's degree or a juris doctor degree from an accredited institution. The master's degree may be a degree in criminal justice, criminology, or another related field (e.g., sociology, political science, history, social work, public administration, psychology, or philosophy).
- Outstanding students with a baccalaureate degree may be admitted directly into the PhD program. These students' work will be reviewed after completion of 30 hours of graduate coursework.

All applicants must submit the following admissions materials:

- An official ASU Graduate College admissions application and application fee. Please visit: <https://admission.asu.edu/graduate/apply>.
- A personal statement, not exceeding five pages, that describes the applicant's prior education, relevant professional experience, research interests and career goals, and that explains how the PhD in Criminology and Criminal Justice will help the applicant attain his/her career goals. The statement should explicitly explain how the student's plans are consistent with the role and mission of the School of Criminology and Criminal Justice at ASU.
- A resume/curriculum vitae.
- A writing sample.
- Official GRE General Test scores (verbal, quantitative, analytical) - GRE institution code: 4007. Only test scores from within the past 5 years will be accepted. Please visit: <http://www.ets.org/gre>.
- Two letters of reference from faculty members or others qualified to evaluate the applicant's academic potential for doctoral study.
- International students seeking admission to the program must meet ASU Graduate College requirements governing the admission of international students. Please visit: <https://admission.asu.edu/international/graduate-apply>.
- Official transcripts from all institutions attended must be sent directly to Admission Services at ASU from the issuing institution's records office either by mail or electronically through a secured transcript service approved by ASU. Note, if you are an ASU alumni your transcripts are on file at ASU. For more information, please visit: <https://admission.asu.edu/transcripts>.

The deadline for submission of all application materials for the PhD program is January 1st for fall admission each year. No late applications will be accepted. Newly admitted students will begin taking courses in the fall semester of each year. Admission is competitive and a limited number of well-qualified applicants will be admitted each year. If more students apply than the School can reasonably accept for admission in any given year, the graduate committee will admit those most qualified. A small number of students may be admitted with a funding package that includes a stipend, tuition remission, and health insurance. Funded students will be assigned a research assistantship and work with an assigned faculty member for up to 20 hours per week.

PHD PROGRAM COURSEWORK FOR STUDENTS ADMITTED PRIOR TO FALL 2020

REQUIRED AND ELECTIVE COURSEWORK

The PhD in SCCJ requires a minimum of 84 hours of graduate course work beyond the baccalaureate. Each student is required to complete course work in two core areas. This includes six (6) credit hours of course work in theory and research on crime and criminal justice, and nine (9) hours of course work on research methods and analytical techniques. Elective courses comprise the remainder of the course work required for the PhD. All students must demonstrate proficiency in research and methodological skills.

The following section gives the details of the required course work for the PhD in Criminology and Criminal Justice:

Required Courses (15 hours)

Core Area I:

Theory & Research on Crime & the Criminal Justice System (6 hrs)

- CRJ 601 Seminar on Criminological Theory
- CRJ 602 Seminar on Criminal Justice Policies and Practices

Core Area II:

Research Methods & Analytical Techniques (9 hrs)

- CRJ 603 Advanced Research Design
- CRJ 604 Advanced Statistical Analysis
- CRJ 605 Special Problems in Quantitative Methods

Elective Courses and Research (27 hours)

In consultation with the Graduate Supervisory Committee, students will select a minimum of 27 hours of elective course work; this may include a maximum of 6 hours of CRJ 792 (Research). Elective course work may include courses offered by the SCCJ and courses offered by other units at ASU. Students may take either 500-level or 600-level courses.

Dissertation (12 hours)

CRJ 799 Dissertation

SUMMARY OF MINIMUM REQUIREMENTS

Core Area I 6 hours

Core Area II 9 hours

Electives 57 hours (this may include 30 hours of course work for master's degree)

Dissertation 12 hours

Minimum Total Hours Beyond Bachelor's Degree = 84

PhD PROGRAM COURSEWORK FOR STUDENTS ADMITTED FALL 2020 OR LATER

REQUIRED AND ELECTIVE COURSEWORK

Required Courses

Criminal Justice Policy (3 credits)

CRJ 602: Seminar on Criminal Justice Policies and Practices (3)

Criminological Theory (9 credits)

CRJ 601: Seminar on Criminological Theory (3) and

Any two of the following criminological theory courses:

CRJ 521: Topics in Psychological Criminology (3)

CRJ 524: Seminar on Punishment and Society (3)

CRJ 525: Seminar in Life-Course Criminology (3)

CRJ 598: Seminar in Network Criminology (3)

Methods and Statistics (12 credits)

Any two of the following advanced research methods courses:

CRJ 510: Criminal Justice Planning and Program Evaluation (3)

CRJ 531: Crime Mapping (3)

CRJ 540: Qualitative Methods (3)

CRJ 560: Specialized Research Methodologies (3) and

CRJ 604: Regression Analysis (3)

CRJ 605: Advanced Topics in Quantitative Methods (3)

Systems (9 credits)

Any three of the following systems courses:

CRJ 512: Seminar in Policing (3)

CRJ 513: Seminar in Courts and Sentencing (3)

CRJ 514: Seminar in Corrections (3)

CRJ 517: Seminar on Juvenile Delinquency & Juvenile Justice (3)

Law (3 credits)

Any one of the following law courses:

CRJ 537: Criminal Procedure of Investigations (3)

CRJ 538: Seminar in Criminal Law and Social Control (3)

CRJ 539: Topics in Law, Crime, and Justice (3) [topics vary by semester and instructor]

Professional Development Seminars (0 credits)

All three of the following professional development seminars:

CRJ 614: Professional Development Practicum I: Being a Scholar and Colleague (NC)

CRJ 615: Professional Development Practicum II: Teaching (NC)

CRJ 616: Professional Development Practicum III: The Job Market (NC)

Elective Courses

Elective Courses (6 credits)

In consultation with the Graduate Supervisory Committee, students will select elective course work; this may include a maximum of 6 hours of CRJ 792 (Research). Elective course work may include courses offered by the SCCJ and courses offered by other units at ASU. Students may take either 500-level or 600-level courses. Students may choose from the following CRJ elective course list below:

- CRJ 510: Criminal Justice Planning and Program Evaluation (3)
- CRJ 512: Seminar in Policing (3)
- CRJ 513: Seminar in Courts and Sentencing (3)
- CRJ 514: Seminar in Corrections (3)
- CRJ 515: Seminar in Women and Crime (3)
- CRJ 516: Seminar in Criminal Justice Organization and Management (3)
- CRJ 517: Seminar on Juvenile Delinquency & Juvenile Justice (3)
- CRJ 518: Seminar on Race, Ethnicity, Crime, and Justice (3)
- CRJ 519: Seminar on Victimization (3)
- CRJ 520: Seminar on Violent Crime (3)
- CRJ 522: Seminar on Gangs and Crime (3)
- CRJ 524: Theories of Punishment (3)
- CRJ 525: Seminar on Life-Course Criminology (3)
- CRJ 527: Police Accountability (3)
- CRJ 529: Community Corrections (3)
- CRJ 531: Crime Mapping (3)
- CRJ 532: Sex Crimes (3)
- CRJ 533: Seminar on White Collar Crime (3)
- CRJ 535: Seminar in Crime and Forensic Mental Health (3)
- CRJ 537: Criminal Procedure of Investigations (3)
- CRJ 538: Seminar in Criminal Law and Social Control (3)
- CRJ 539: Topics in Law, Crime, and Justice (3)
- CRJ 540: Qualitative Methods (3)
- CRJ 583: Fieldwork (1-12)
- CRJ 584: Internship (1-12)
- CRJ 598: Special Topics (1-4)
- CRJ 691: Seminar (1-12)
- CRJ 792: Research (1-15)

Dissertation

CRJ 799 Dissertation (12 credits)

SUMMARY OF MINIMUM REQUIREMENTS

Required	36 hours
Electives	36 hours (this may include 30 hours of course work for master's degree)
Dissertation	12 hours

Minimum Total Hours Beyond Bachelor's Degree = 84

DESCRIPTION OF GRADUATE COURSES

Descriptions of graduate courses offered by the SCCJ are provided below. Additional information regarding the course syllabus and course requirements can be obtained from faculty members assigned to teach each course.

Required Courses:

CRJ 601 (3 hrs) Seminar on Criminological Theory. This course will consider historical and contemporary explanations of crime and criminal behavior. Theories covered include strain, control, cultural, labeling, conflict, as well as more recent attempts at theoretical integration and multidisciplinary integration.

CRJ 602 (3 hrs) Seminar on Criminal Justice Policies and Practices. This course will provide students with a critical understanding of responses to crime and the operation of the criminal justice system. Particular emphasis is placed on theory and research on the effectiveness of the policies and practices of the principal institutions of the criminal justice system - the police, courts, corrections, and the juvenile justice system. Additionally, philosophical and practical matters pertaining to justice and fairness in the administration of the criminal law are explored.

CRJ 603 (3 hrs) Advanced Research Design. This course will expose students to advanced topics in research design and methodology in preparation for writing the doctoral dissertation. The course will center on various research methods to address the primary research problems in the study of crime, law, criminal justice, and the impact of the criminal justice system.

Elective Courses:

CRJ 501 (3 hrs) Seminar in Criminal Justice. An overview of the American Criminal Justice System with emphasis on policy issues in police, courts, sentencing, corrections, and the juvenile justice system.

CRJ 502 (3 hrs) Seminar in Criminology. Theory and research on the nature, causes and prediction of criminal behavior and criminal careers.

CRJ 503 (3 hrs) Research Methods in Criminal Justice. An introduction to data analysis and an overview of research methods used in social science research, including experimental design, survey research, field research, and evaluation research.

CRJ 504 (3 hrs) Statistical Tools for Criminal Justice. This course focuses on essential statistical analysis that can be used by persons working in criminal justice and related agencies.

CRJ 604 (3 hrs) Advanced Statistical Analysis. This course will instruct students on the use and application of advanced statistical techniques and software. Topics include: factor analysis, binary, multinomial, and ordinal logistic regression, Poisson and negative binomial models, Tobit models, and advanced OLS estimation strategies and post-estimation diagnostics.

CRJ 605 (3 hrs) Special Problems in Quantitative Methods. This course will explore advanced techniques of statistical analysis within the field of criminal justice. Topics may include: time-series analysis, structural equation modeling, hierarchical linear modeling, group-based trajectory models, structural equation models, instrumental variables, propensity score matching, and other advanced topics. It assumes that students have taken courses in basic descriptive and inferential statistics and advanced multivariate analysis of variance and regression.

CRJ 512 (3 hrs) Seminar in Policing. Review of research on policing and police organizations. Seminar examines research on police strategies and practices designed to address crime.

CRJ 513 (3 hrs) Seminar in Courts and Sentencing. An overview of theoretical perspectives and research on the courts, with a focus on prosecutorial and judicial decision making.

CRJ 514 (3 hrs) Seminar in Corrections. Theory, research, and policy issues regarding community-based and institutional corrections programs.

CRJ 515 (3 hrs) Seminar on Women and Crime. Introduces students to issues regarding women and the criminal justice system, focusing on their roles as offenders, victims, and professionals.

CRJ 516 (3 hrs) Seminar in Criminal Justice Organization and Mgmt. This course will focus on how criminal justice organizations function and are structured. Organizations in general and the theories associated with them will be examined. Effective leadership techniques and how organizations exert power will also be explored.

CRJ 517 (3 hrs) Seminar on Juvenile Delinquency and Juvenile Justice. This course will examine patterns and correlates of delinquency within the context of foundations and contemporary theories of delinquency. Research on decision making by officials in the juvenile justice system also will be reviewed.

CRJ 518 (3 hrs) Seminar on Race/Ethnicity, Crime and Justice. This course will examine theoretical perspectives and research on the overrepresentation of racial minorities as victims, offenders, and defendants in the criminal justice system.

CRJ 519 (3 hrs) Seminar on Victimization. This course examines theory and research concerning victimization and consequences of victimization for victims, society, and the justice system. Also explored are effective responses to victims' post-crime needs.

CRJ 520 (3 hrs) Seminar on Violent Crime. Examination of patterns/correlates of violent crime as well as prevention strategies and policy implications.

CRJ 521 (3 hrs) Seminar on the Nature of Crime. Examination of patterns/correlates of crime at individual, situational, and aggregate levels. Topics include defining crime, offending topologies, and criminal careers.

CRJ 522 (3 hrs) Seminar on Gangs and Crime. Theoretical perspectives and research on gangs and crime, and on the role of the community and the criminal justice system in the causes and control of gang membership and gang crime.

CRJ 524 (3 hrs) Seminar on Punishment and Society. This course will examine the fundamental philosophical principles of justice and punishment. A comparative and historical perspective will be included.

CRJ 525 (3 hrs) Seminar on Life-Course Criminology. This course will provide an intensive examination of life-course explanations of crime, the life course perspective as a theoretical orientation, and research methods used in life-course research.

CRJ 537 (3 hrs) Criminal Procedure of Investigations for Social and Forensic Scientists. Explores the criminal procedures mandated by the U.S. Constitution as applied to criminal investigations with emphases on pretrial rights under the Fourth, Fifth and Sixth Amendments

CRJ 540 (3 hrs) Qualitative Methods. Provides students with an examination of the design, execution, and write-up of qualitative research. Discusses methods of data collection, including participant-observation, ethnography, and interviewing.

CRJ 598 (3 hrs) Special Topics in Criminal Justice. Topics may include restorative justice, drugs and crime, community policing, community corrections, crime prevention, and legal issues.

CRJ 606 (3 hrs) Advanced Topics in Theoretical Criminology. This course will focus on criminological theory construction, historical and contemporary theoretical debates within criminology, theory testing, empirical support for theories, and theoretical integration.

CRJ 607 (3 hrs) Advanced Topics in Policing. This seminar is designed to cover the major issues related to policing and police organizations in the United States. The principal focus will be on policing and police organizations in large cities, with a focus on police organizational structure, police culture, police organizational environment, police decision making, and change in the police organization.

CRJ 608 (3 hrs) Advanced Topics in Courts and Sentencing. This course will focus on the structure, organization, and operation of the state and federal court systems in the United States. The purpose of the course is to survey recent research on the dynamics of courthouse justice--charging, plea bargaining, bail decision making, jury decision making and sentencing. The course also will examine research assessing the impact of recent reforms directed at the criminal court system.

CRJ 609 (3 hrs) Advanced Topics in Corrections. This seminar will provide a critical examination of the theoretical framework underpinning current correctional policy (institutional and community-based), as well as advanced, in-depth analyses of contemporary issues surrounding corrections.

CRJ 610 (3 hrs) Advanced Topics in Juvenile Justice. This advanced course in juvenile justice will examine the meaning of the concept of juvenile delinquency as a separate entity in the criminal justice system. Course content will consider the relationship between social attitudes and definitions of youthful law violation, and review studies on various forms of delinquency, such as drug offenses, sex delinquency, and status offenders. Students will also focus on the internal workings of the juvenile justice system.

CRJ 611 (3 hrs) Advanced Topics in Crime and Victimization. This course will examine research on criminal offending and victimization, focusing on the correlates of offending and victimization, risk and protective factors, and policies designed to reduce the impact of crime on victims.

CRJ 612 (3 hrs) Advanced Topics in Race/Gender and Crime and Justice. This course will examine the interrelationships among race/ethnicity, gender, crime and the criminal justice system. It will focus on theoretical perspectives and empirical research on racial minorities and women as victims, offenders, and criminal justice professionals.

CRJ 613 (3 hrs) Qualitative Methods. This course will provide students with an examination of the design, execution, and write-up of qualitative research. Methods of data collection including participant-observation, ethnography, and interviewing will be discussed.

CRJ 792 (1-6 hrs) Research. Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project, such as a dissertation, report, or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript.

PROGRAM TIMELINE

Years 1 to 2

- Coursework, required and elective - 9 credits hours each Spring and Fall semester (full-time status)

Years 2 to 3

- Comprehensive Exam (year 2, spring semester)
- Identify your Dissertation Committee

Years 3 to 4

- Dissertation Prospectus

Developed with the Dissertation Committee

Includes (1) a statement of the problem; (2) a comprehensive literature review; and (3) a detailed discussion of the research design/methodology. Oral Defense with the Dissertation Committee and faculty.

- Dissertation

Must reflect original scholarship and contribute to the body of knowledge on criminal justice.

The Oral Dissertation Defense is open to all members of the university community. The defense engages the student and Supervisory Committee in a critical, analytical discussion of the research, the findings of the study, and implications.

GRADUATE STUDENT POLICIES

As a graduate student in the SCCJ, students should be aware of and observe all of the procedures and requirements outlined in the [ASU Graduate College Policies and Procedures handbook](#) and in this handbook. Students are expected to remain informed about the general policies concerning graduate studies and the specific requirements of this program. In addition, students should frequently check their MyASU account and ASU email for the most up-to-date information regarding status, holds, items to attend to and other important information.

REGISTRATION

Each student is assigned an enrollment appointment which allows online registration for the upcoming term. An enrollment appointment is the date and time that the student can begin registering. Admitted students may register any time from the date of the enrollment appointment through the end of the registration period. The easiest way to add a class is by signing into My ASU, clicking on the “Registration” link in the My Classes box, and selecting “Add.” Students may add a class to their schedule up until the drop/add deadline for that class. For information about deadlines or adding a class please visit: <https://students.asu.edu/drop-add>. For registration deadlines please see the academic calendar which can be found at: <https://students.asu.edu/academic-calendar>.

WITHDRAWALS

Students may remove a class from their current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. Students can request a drop/withdrawal from a class by signing into myASU, clicking on the “Registration” link in the My Classes section and selecting “Drop/Withdrawal.”

COURSE LOAD

Graduate student enrollment status is as follows:

Full-time	9+ credit hours
¾ time	7-8 credit hours
Half time	5-6 credit hours
	Less than half time 1-4 credit hours

All teaching and research assistants must enroll for a minimum of six semester hours (no audit credit) during each semester (fall and spring) of their appointment. Enrollment in continuing registration (CRJ 795) does not fulfill the six-hour requirement. Teaching and research assistants may not register for more than 12 semester hours of course work each semester.

PRE-ADMISSION CREDITS

Credit hours completed at ASU or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of SCCJ and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned. Certain types of credits cannot be transferred to ASU. Academic credits earned at institutions other than ASU that base their credit calculation on a different scale from ASU’s are subject to conversion before inclusion on a Plan of Study. In all cases, the inclusion of transfer courses on a Plan of Study is subject to approval by SCCJ and the Dean of the Graduate College. For more information about pre-admission credit please see the Graduate College handbook at <https://graduate.asu.edu/policies-procedures>.

CONTINUOUS ENROLLMENT

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the terms in which they are admitted and graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations or graduating from the degree program.

To maintain continuous enrollment, the credit hour(s) must:

- Appear on the student's Interactive Plan of Study (iPOS), OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (Incomplete) must maintain continuous enrollment as defined previously.

REQUEST TO MAINTAIN CONTINUOUS ENROLLMENT/LEAVE OF ABSENCE REQUEST

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities, or faculty and staff time.

UNIVERSITY POLICY ON INCOMPLETES

A grade of "I" (incomplete) is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course. A "Request for Grade of Incomplete" form must be completed by the student with the understanding that the work is to be completed within one calendar year. A student does not have to reregister or pay fees for a course where a grade of incomplete has been received in order to complete the course. If the work has not been completed after one calendar year, the mark of incomplete transfers to an "I" and becomes a permanent part of the transcript. To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I." Additional information regarding incomplete grades can be found at: <http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>.

GRADUATE SUPERVISORY COMMITTEE

During the spring semester of the first year of doctoral coursework, each student forms a graduate supervisory committee, composed of a chair and at least two members who are designated as Graduate Faculty. This committee mentors the student through professional endeavors, including offering professional advice and support.

In many cases, but not all, the supervisory committee may become the students' dissertation committee. Graduate faculty can serve as supervisory and dissertation committee chairs or members, formal or informal mentors, or simply offer multi-disciplinary perspectives on your research. Additional information regarding Graduate Faculty can be found at <https://graduateapps.asu.edu/graduate-faculty/degree/PPCRJPHD>.

PLAN OF STUDY

During the spring semester of the first year of doctoral coursework, the Graduate Supervisory Committee will meet with the student to assess progress, and to approve the plan of study (POS) for the doctoral degree. Following approval of the POS, the student files the online Interactive Plan of Study (iPOS).

During each subsequent spring semester, the Graduate Supervisory Committee meets with the student to review the student's progress toward the degree. The student prepares an annually updated progress report that summarizes their progress toward the degree, as well as accomplishments in teaching, research, and service. The student provides a copy of the report to all committee members prior to the meeting. The Graduate Supervisory Committee's assessment of the student's progress is presented to the School's Graduate Committee for review.

FILING THE INTERACTIVE PLAN OF STUDY (iPOS)

The Interactive Plan of Study (iPOS) functions as a contract between the student, the academic unit, and the Graduate College. The iPOS contains a list of courses which map the requirements for degree completion. The iPOS is submitted and revised electronically via the interactive iPOS system which can be accessed through myASU. Students must file their iPOS by the time they enroll in 50 percent of the hours required for the degree program. Any change in the plan of study must be approved by the PhD Director or the Graduate Supervisory Committee.

After the iPOS has been approved online by the SCCJ, the iPOS is routed to the Graduate College. The iPOS should list only the classes that are required to complete the degree requirements. Students should keep track of their iPOS by logging into the system at least once a semester through MyASU. Once your Plan of Study has been approved you can file electronically for course changes if you projected a course you did not take, or if you need to change the courses listed. For complete instructions on how to submit your iPOS please visit the Graduate College website at: https://graduate.asu.edu/sites/default/files/ipos_student_guide.pdf.

Please note, the iPOS must be approved and all committee members listed before a student may take comprehensive exams, defend the prospectus, and schedule the dissertation defense.

MAXIMUM TIME LIMIT TO COMPLETE DEGREE

Doctoral students must complete all program requirements within a ten-year period. The ten-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program (previously awarded master's degrees used on the Plan of Study are exempt).

Additionally, the student must defend the dissertation within five years after passing the comprehensive examinations. Therefore, the maximum time limit is the shortest of the following:

- Time period since initial enrollment (10 year time limit); OR
- Time after passing the comprehensive exams (5 year time limit).

Any exception must be approved by the SCCJ Graduate Committee, the head of the academic unit, and the Graduate College Dean. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

ACADEMIC INTEGRITY

The highest standards of academic integrity and compliance with the university's Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

The [ASU student academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarism.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research and research misconduct. The five areas listed above describe the kinds of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges and the provost.

STUDENT CODE OF CONDUCT

Violations of the [ASU Student Code of Conduct](#), other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities and/or the Dean of Students Office reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, a combination of the college, Office of Student Rights and Responsibilities, and/or the Dean of Students Office will review the matter. Each independently makes determinations concerning violations and appropriate sanctions. Additionally, the SCCJ Director may apply consequences for students engaged in academic integrity, academic dishonesty, or other misconduct.

RESEARCH

For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research, and research misconduct. The five areas listed above describe the general types of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges, and the provost. If a student is working on a federally-funded research project, some of these items may also be considered misconduct in research.

Misconduct is defined as:

Fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Instances of honest error and honest differences in interpretations or judgments of data are not considered misconduct. (From RSP 004: Definitions)

A student who violates both ASU's Misconduct in Research Policy and Student Academic Integrity Policy will be reviewed by both the college and the Knowledge Enterprise Development's Office of Research Integrity and Assurance (ORIA). Each independently makes determinations concerning violations and appropriate sanctions.

In addition, some actions might be considered violations of the norms of responsible conduct of research, but not Academic Integrity Policy violations or misconduct in research. Many of these incidents fall into the general category of “collaborator disputes.” For example, if a doctoral graduate of ASU continued a line of research begun at ASU in a new lab external to ASU, and the ASU mentor objected, generally speaking the matter would be addressed as a collaborator dispute, rather than as an Academic Integrity Policy violation or misconduct in research. Many conflicts over appropriate authorship credit on publications also fall into this area.

SATISFACTORY ACADEMIC PROGRESS

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the recommendation of the SCCJ Graduate Committee to the Graduate College. The Graduate College Dean makes the final determination.

- GPA (Grade Point Average) Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's
- - Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA.
- Satisfy all requirements of the graduate degree program.
- Satisfy the maximum 10-year time limit for graduation from the student's graduate degree program.
- Satisfy the maximum 5-year time limit for graduation after passing the comprehensive examinations.
- Successfully pass comprehensive exams, and the oral defense of the dissertation prospectus.
- Successfully complete the dissertation and dissertation defense.
- Maintain continuous enrollment throughout the degree program.
- Earn a grade of at least a “B” or higher in the required core courses (CRJ 601, 602, 603, 604, and 605) on the program of study

ACADEMIC PROBATION

A student will be placed on academic probation if the student fails to maintain a 3.0 or higher GPA every semester in all GPAs. Consequences for students placed on probation will be determined by the SCCJ Director and/or PhD Director. The student will remain on academic probation until the conditions specified in the academic performance improvement plan have been met and all GPAs (iPOS, Graduate, Cumulative) are above 3.00. A student will be removed from academic probation and returned to academic good standing by taking a minimum of 9 credit hours within one calendar year and obtaining a 3.00 or better in all GPAs. Course work in which a grade of I, W, X or Y is awarded cannot be included in the 9 credit hours.

RECOMMENDATION FOR DISMISSAL

A student may be recommended for withdrawal from a graduate program if one or more of the following apply:

- The student fails to increase all GPA's to a 3.0 or better by the time he/she completes a minimum of nine credit hours within one calendar year.
- The student receives a grade of D or E while on academic probation for any reason.

A student may appeal dismissal by following the Watts College appeal process.

ACADEMIC GRIEVANCE POLICY FOR WATTS COLLEGE

Student Academic Grievance Procedures Standing Rules (as revised by the College Assembly, April 1, 1994) for the Watts College can be found at: <https://connect.publicservice.asu.edu/content/academic-grievance-process>.

These procedures are intended to facilitate a fair hearing of any student academic grievance issue by the College

Academic and Student Affairs Committee convened to hear such grievances. When convened to hear a student academic grievance, decisions of the Committee will be by majority rule, provided a quorum (4) of the membership is present, including at least three faculty members.

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college or school in which the course is offered.

The Committee shall have the power and/or responsibility only to make recommendations to the Dean of the Watts College in a hearing regarding a grade dispute, or other academic issue. Any students who believe they have a grievance should follow the process as listed below.

Informal Process

1. Initially, the aggrieved student should schedule an appointment with the faculty member concerned and discuss the problem openly. The student may request the Director of the PhD program to be present and/or mediate.
2. If this discussion does not result in a satisfactory resolution, the student may appeal to the SCCJ Director who will employ school-approved procedures to resolve the grievance.
3. If a satisfactory resolution is not achieved, the student may confer with the Dean (or Dean's designee) of Watts College who will review the case.

If the grievance has not been successfully cleared at this time, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed

Formal Hearing

1. When the student has been referred to the Committee by the Dean, the student must file in writing the alleged grievance statement to the Committee chair. Copies of this statement will be distributed to: committee members, the faculty member involved in the grievance, the Chair/Director of the department/school concerned, (or the appropriate committee if instructor is also the Chair/Director), and to the Dean. Within one week of the distribution of the alleged grievance statement, the faculty member involved must submit a written response to the Grievance Committee chairperson. Copies will be given to: committee members, the student involved in the grievance, the department/school Chair/Director and the Dean.
2. Within two weeks of the reply by the faculty member involved, the chair of the Committee will schedule a meeting to consider the alleged grievance. Both parties involved (student and faculty) will be expected to appear at the meeting. All parties in the grievance will have the opportunity to give their particular grievance presentations either in writing or in person.
3. All meetings of the Committee shall be closed to ensure confidentiality and to protect the rights of privacy of both student and faculty. Each party in the grievance is entitled to be accompanied by any person of his/ her choosing, but that person will have no right to speak or cross examine. Their role shall be advisory only. Concerned parties may utilize witnesses for the presentation of their case. The Committee may decide that the aggrieved student,

faculty involved in the grievance, and any or all witnesses be excused from certain presentations if, in the opinion of the Committee, an invasion of privacy and/or the violation of rights of specific individuals would result. Procedures for the presentation of relevant information on the part of the student, instructor, and/or witnesses will be determined by the Committee and only the committee members may ask questions of the parties involved.

4. Following final discussion of the alleged grievance, the Chair of the Committee will submit written recommendations of action (along with all supporting data) to the Dean. Copies of the recommendation will go to the student involved, faculty involved, and the department/school Chair/Director of the faculty member involved. The recommendation will be submitted not more than one week following the final Committee hearing.
5. Final action in each case will be taken by the Dean after full consideration of the committee's recommendation. Grade changes, if any are recommended, may be made by the Dean. The Dean shall inform the student, instructor, Chair/Director, the Registrar, and the Committee of any action taken.

For more information, please contact:

Watts College of Public Service & Community Solutions
Amanda Andrew, M.A., Manager, Student Services
Phone: 602-496-1185
Email: Amanda.Andrew@asu.edu

EXPECTATIONS FOR GRADUATE TEACHING AND RESEARCH ASSISTANTS

The teaching and research assistant role is an important one to the ASU community. It provides graduate students with professional development training and opportunities that are unique to academia while also supporting the university's teaching, research, and service missions.

Graduate Teaching and Research Assistants (TAs and RAs, respectively) are full-time graduate students, admitted to the doctoral program, appointed on a part-time basis ASU. They must be enrolled for at least 6 hours of appropriate credit during each Fall and Spring semester during the appointment. Federal tax law considers TAs/RAs to be full-time students carrying out duties that enhance their professional development, under the guidance of a faculty mentor, for which they are paid a compensatory stipend. Following Arizona Board of Regents' policy, work that is primarily clerical or other work not associated with teaching or research is not appropriate for TAs and RAs.

Doctoral students are eligible to teach (a) online the summer after their first year and (b) in-person after advancing to candidacy.

There are two assistantship categories:

- Teaching Assistants (TAs) have a primary responsibility in an instructional capacity. Services provided by a Graduate Teaching Assistant may include (but are not limited to) lecturing, leading discussion groups, serving as assistants to laboratory classes, grading tests and papers, and assisting with the management of internet courses.
- Research Assistants (RAs) are selected for excellence in scholarship and promise as researchers. They perform part-time research as a portion of their training under the direct supervision of regular faculty members.

The School of Criminology adheres to the guidelines and policies regarding TAs/RAs as outlined on the Graduate College website at: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>.

POLICIES AND PROCEDURES FOR RAs IN THE SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE

1. PhD Graduate Research Assistants (RAs) in the SCCJ will be assigned to faculty members with on-going research projects.
2. Research Assistants will be expected to play a major role in the development and implementation of the research project(s).
3. Research assignments may lead to the preparation of papers to be presented at conferences and submitted for publication. Each student with a research assignment may be expected to prepare (either as the sole author or as a co-author) papers for presentation at an academic conference. Student will also be encouraged to submit papers to refereed journals.
4. Where appropriate, students with research assignments may be involved in development of proposals for external funding.
5. The research assignment should prepare the student for researching/writing the dissertation. The student should be assigned a variety of research tasks (developing procedures for selecting a sample, designing data collection instruments, collecting data, conducting interviews, entering/cleaning data, analyzing data, writing research results). With the explicit approval from the RA supervisor, RA projects may potentially transition to students' dissertation.
6. Doctoral students with graduate assistantships may also serve as Teaching Assistants (TAs) or Instructors.
7. The SCCJ Director and/or PhD Director may make TA/RA assignments and re-assignments whenever warranted. TA/RAs are responsible and required to fulfill their assignment throughout the semester as outlined in their appointment letter until they receive a revised letter from the SCCJ.

GRADUATE COLLEGE GUIDES & INFORMATION FOR DOCTORAL STUDENTS

The Graduate College provides updated detailed information to graduate students with the steps required to complete their degree requirements. For SCCJ doctoral students this includes information regarding:

- Comprehensive Exams
- Dissertation Defense
- Dissertation Format/Submission Process
- Steps Required After your defense
- Graduation Deadlines and Procedures
- How to guides

More information can be found on the Graduate College website at: <https://graduate.asu.edu/completing-your-degree>.

Helpful Graduate Links:

- <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>
- [How to Submit your Plan of Study](#)
- [Preparing for your Defense](#)
- [Graduation Deadlines and Procedures](#)

COMPREHENSIVE EXAMINATION POLICY

The School of Criminology and Criminal Justice comprehensive examination policy is outlined below. The comprehensive examination serves two purposes. The exams are used to:

1. assess the student's ability to integrate and synthesize core knowledge in the field;
2. determine the student's preparation and readiness for dissertation research.

Comprehensive Examination Process

Students admitted in or after Fall 2018 will take comprehensive exams as outlined herein.

Eligibility: Students are only permitted to take the comprehensive exams when they have earned a passing grade (B or higher) in the relevant core classes (CRJ 601, 602, 603). Students are eligible to take comprehensive exams upon re-taking and passing the required class.

Timing: Comprehensive exams must be taken in the Spring semester in the students' second year. Failure to take the comprehensive exams during the Spring semester of the second year will render the student off-track with sanctions as designated by the SCCJ Director. Students can submit a written request for an early or delayed comprehensive exam to the PhD Director. The Graduate Committee will review requests. Requests for an early exam will only be granted if a student has passed CRJ core courses - 601, 602, and 603. Requests for a delay will only be granted if the student can demonstrate an emergency or undue hardship.

Procedure: Students must take two comprehensive exams: (1) Theories of Crime and (2) Criminal Justice Policy. Both exams must be taken in the same week with two separate sessions administered during the Spring semester of students' second year: Monday (Theories of Crime) and Wednesday (Criminal Justice Policy). Students cannot split the exams, and both exams must be taken in one week. Each exam will be completed during three-hour exam periods.

The Comprehensive Exam Committee will construct the questions in consultation with the assigned professor(s) for each course (CRJ 601, 602, 603). For each exam, students will be given two questions and they will choose one to answer. Responses can vary in length but may not exceed 10 pages (12-point font, Times New Roman, 1" margins, bibliography does not count toward page limit). Each exam will be administered in a classroom on campus. All students will take the exam in the same room, and the exam period will be three hours. Students will be permitted to use notes (there is no limit on the number of pages of notes), but no books or electronic devices (no cell phones or internet). The exam will be proctored by members of the Comprehensive Exam Committee and/or the PhD Director. Student responses will be typed and emailed to the designated School official. Students will not be required to devote exam time to the creation of a Bibliography. Students will have 24 hours from the close of the exam period to submit their Bibliography to the designated School official.

Grading: The designated School official will de-identify the exams and send to the Committee for grading. Barring unforeseen circumstances, the Comprehensive Exam Committee will complete the grading of comprehensive exams within 10 business days of the exam date and the student will be notified of the results. Each tenured/tenure track faculty member will self-select to a Comprehensive Exam Area: Theories of Crime or Criminal Justice Policy. The four members of the Comprehensive Exam Committee will grade exams in their designated Exam Area. Each year, the PhD Director will identify additional faculty to serve as ad hoc committee members to grade comprehensive exams. Five faculty members from the appropriate Exam Area should grade each comprehensive exam. Faculty graders will each independently grade anonymized student exams using the grading rubric. The grading rubric will be used to guide the faculty discussion and rubric scores will not be provided to students. Students will be provided a blank copy of the grading rubric well in advance of the exam to facilitate open communication of the grading criteria.

Each students' exam will receive one of three possible grades: (1) pass, (2) revise and resubmit, or (3) fail. To pass each exam, students must receive passing marks from a majority of the committee members. A decision of revise and resubmit is provided for exams that do not meet passing criteria, but that show promise for minor modifications that must be resubmitted by the student within the allotted 7 calendar day timeframe. Revised and resubmitted exams must be emailed to the Chair of the Comprehensive Exam Committee within 7 calendar days from the time the student receives specific instruction from the Committee regarding the necessary revisions. An exam may also initially receive a failing grade, or ultimately receive a failing grade after revision (e.g., revise and resubmit grade). Students who fail an exam have the opportunity for only one re-take. Students may conceivably fail both the theory and policy exams, retake each exam, and pass them both. Failing one or both of the two exams is considered a fail. Any re-takes of the comprehensive exam must occur during the exam period of the next academic year (no sooner than three months but within one year of the failed exam).

Students who fail one of the comprehensive exams twice will be withdrawn from the SCCJ (e.g., failed Theory twice OR failed Policy twice). Only one re-examination is permitted per exam. In the event a student fails an exam twice, a petition with substantial justification for a second re-examination, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Dean of the Graduate College before a student can retake the examination a second time. Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Graduate College may withdraw a student from the degree program if the student's petition for a second re-examination is not approved, or if the student fails to successfully pass the retake of the comprehensive examination. Students choosing to appeal the results of their comprehensive examinations must follow the grade appeals process outlined by the Watts College.

DISSERTATION

The written doctoral dissertation is based on an original and substantial scholarly work that constitutes a significant contribution to knowledge in the field of criminology and criminal justice. The dissertation research must be conducted during the time of the students' doctoral studies at ASU, under guidance of ASU Graduate Faculty, and in accordance with the Graduate College policies and procedures. The composition of the dissertation is defined by the degree program with the approval of the Dean of the Graduate College.

Dissertations can take one of two formats:

1. Traditional format. This dissertation comprises approximately 5 chapters and follows a traditional format, which typically includes the following chapters: (1) a statement of the problem; (2) a comprehensive literature review; (3) a detailed discussion of the research design/methodology; (4) results; and (5) discussion and conclusions, including (if relevant) policy implications, study limitations, and directions for future research.
2. Three-article format. This dissertation comprises approximately 5 chapters. At the minimum, Chapter 1 provides an overarching introduction to the whole dissertation and presents a problem statement, explains research gaps, and discusses how the dissertation addresses the identified research gaps. Chapters 2-4 are stand-alone articles that could be easily turned into publications. Chapter 5 summarizes overarching findings from the three stand-alone articles and discusses implications of these findings for theory, research, and policy.

THE DISSERTATION TOPIC

When the student is ready to begin the dissertation, the student selects a Dissertation Committee which may or may not be the same as the Graduate Supervisory Committee. The Dissertation Committee will include a Chair and at least two other members. The Dissertation Committee will meet to approve the dissertation topic and the general research design and methodology that will be used to answer the research question.

THE DISSERTATION PROSPECTUS

After the dissertation topic has been approved, the student will write and subsequently defend the doctoral dissertation prospectus before the Dissertation Committee. The prospectus should be given to the Dissertation Committee and the PhD Director for review at least two weeks prior to the oral prospectus defense. The prospectus should be scheduled with the SCCJ graduate programs advisor and the prospectus defense is open for SCCJ faculty and graduate students to attend.

The prospectus will consist of:

1. Traditional format: The following chapters are included in the prospectus: (1) a statement of the problem; (2) a comprehensive literature review; and (3) a detailed discussion of the research design/methodology.
2. Three-article format: The prospectus includes elements similar to a proposal submitted to the National Institute of Justice (NIJ) or Bureau of Justice Statistics (BJS) dissertation fellowship. This includes Chapter 1, a description of the data and methods, and other elements that are outlined in a NIJ/BJS fellowship proposal.

All members of the Dissertation Committee will read the prospectus and attend the defense. Because preparation of the prospectus will involve extensive work, the student is encouraged to meet informally with members of the committee in advance of the defense. The committee can either approve the prospectus as submitted or require the student to make revisions prior to approval. Upon approval, the Chair of the Dissertation Committee will submit the results to the SCCJ PhD Director and the SCCJ graduate programs advisor. The advisor will submit the results through the iPOS system to the Graduate College who will then send a letter of candidacy to the student.

Significant changes in an approved prospectus will require the preparation of a formal prospectus addendum and subsequent review and approval by the Dissertation Committee. Failure of the doctoral dissertation prospectus oral defense is considered final unless the Dissertation Committee, the SCCJ PhD Director, and the Graduate College Dean approve a second proposal defense. If a petition is approved, the student must submit the new prospectus by the end of six months (the six months begins from the date that the first doctoral dissertation proposal defense was held). If the academic unit does not grant the student permission to retake the proposal defense, or if the student fails to pass the retake of the proposal defense, the Graduate College may withdraw the student from the degree program.

Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring, or summer session in which they conduct their doctoral prospectus.

ADMISSION TO DOCTORAL CANDIDACY

Doctoral students achieve candidacy status upon successfully (1) passing both comprehensive exams and (2) defending the dissertation prospectus. Doctoral students who have been advanced to candidacy are required to maintain continuous enrollment until all degree requirements have been completed and the student graduates.

RESEARCH INVOLVING HUMAN AND ANIMAL SUBJECTS

Dissertations that make use of research involving human subjects must be reviewed and approved by the University Human Subjects Institutional Review Board (IRB), in compliance with federal regulations. ASU's IRB must review and approve the proposed dissertation before data collection or recruitment of subjects is initiated and must approve any changes to the data collection procedure throughout the course of the data collection. More information can be found at: <https://researchintegrity.asu.edu/responsible-conduct>.

It is critically important that students check with their dissertation advisor well in advance of data collection to ensure compliance with university regulations regarding the collection of research data.

FINAL ORAL DISSERTATION DEFENSE

The final dissertation defense is oral. The student must take the final oral defense within five years after passing comprehensive examinations. Prior to defending the dissertation, the student must reach candidacy, meaning all milestones have been successfully completed and reported to the Graduate College by the academic unit via the iPOS system, and the candidacy letter has been issued. The oral defense is open to all members of the university community. Scheduled defenses are posted on the Graduate College website and announced and/or posted in prominent places in the SCCJ.

Oral defenses will be held on the ASU campus during regular business hours and the room for the defense must be scheduled through the SCCJ before scheduling the defense through myASU. At least 50% of the student's Dissertation Committee must attend the oral defense in person. The remaining Committee members may attend by phone or video conference. Note, when there are sound educational reasons for holding a defense under different circumstances, the student should contact the Graduate College for approval prior to scheduling the defense.

The oral defense engages the Dissertation Committee and the student in a critical, analytical discussion of the research and findings of the study, as well as a review of the relation of the dissertation to the specialized field in which it lies. Committee deliberations and the final vote are conducted in closed session without the student present.

The Dissertation Committee will receive the dissertation Pass/Fail form via email prior to the defense date and is responsible for signing and entering the defense results on the electronic form. Once the defense is completed, the dissertation committee will choose one of the four options below:

1. **Pass:** Only minor format corrections need to be made (e.g. typographic errors, pagination).
2. **Pass with Minor Revisions:** Extensive format/editorial corrections and/or minor substantive changes need to be made (e.g. rewrite some text, correct grammatical errors).
3. **Pass with Major Revisions:** Extensive substantive changes need to be made (e.g. chapter rewrite).
4. **Fail:** The overall execution of the study is flawed or the candidate's performance in the oral examination is seriously deficient.

FINAL STEPS IN THE DISSERTATION PROCESS

The last steps in the process after the defense are as follows:

- Complete format and committee revisions
- Final signed Pass/Fail form is submitted to Graduate College via DocuSign by final deadline.
- Submission of final document to UMI/ProQuest.

Students should refer to the Graduate College deadlines as they become critical at this step in the graduation process. If a student misses any deadlines, the graduation date will be deferred to the next semester. The graduation deadlines are available on the Graduate College website at: <https://graduate.asu.edu/completing-your-degree/deadlines>.

STUDENT RESOURCES

Academic Resources

Graduate Resources

<https://students.asu.edu/graduate/resources>

Academic Integrity

<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/academic-integrity>

The ASU Academic Integrity Policy explains student obligations and responsibilities regarding academic integrity.

Disability Resource Center

<https://eoss.asu.edu/drc>

The Disability Resource Center provides services to qualified students with disabilities on all ASU campuses. For

convenience, students will find offices located at the Downtown, Polytechnic, Tempe, and West locations.

Graduate Academic Support Center

<https://tutoring.asu.edu/student-services/graduate>

UASP academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate degree program.

Graduate Writing Centers

<https://tutoring.asu.edu/student-services/writing-centers>

Tutoring and other resources are available for graduate students. In addition, throughout the fall and spring semesters, the Graduate Writing Centers will host special workshops and webinars on writing in graduate school.

Health and Wellness Resources

Campus Safety

<https://eoss.asu.edu/DOS/safety>

ASU is committed to providing a safe, healthy, and secure environment. The university offers education and multiple resources to ensure that all members of the university are safe and secure.

Counseling Services

<https://eoss.asu.edu/counseling/services/consultations>

ASU Counseling Services offers confidential time-limited professional counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals.

Devils 4 Devils

<https://eoss.asu.edu/devils4devils>

Devils 4 Devils provides an opportunity for ASU Students to make positive change in the lives of others, build helping-skills and ensure that ASU is an inclusive and supportive community.

Health Services at ASU

<https://eoss.asu.edu/health>

ASU Health Services is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate.

Live Well @ ASU

<https://wellness.asu.edu/>

Live Well @ ASU empowers the Sun Devil community to achieve a healthy lifestyle through four foundational elements: Live, Feel, Learn and Engage. The information, resources and involvement opportunities found in each element are designed to positively impact academic performance, personal well-being and assist students in reaching their full potential.

Student Organizations and Clubs

<https://eoss.asu.edu/clubs>

Students can get involved in the community and university through a variety of student organizations and clubs.

Sun Devil Fitness

<https://fitness.asu.edu/>

ASU's Sun Devil Fitness enhances the ASU experience by providing programs, services and facilities that promote healthy lifestyles, build community and enable student success. Sun Devil Fitness offers a variety of recreation, fitness and sport opportunities that include intramurals, group fitness, personal training, sport clubs and instructional classes.

Professional Development Resources

Professional Development Resources

<https://graduate.asu.edu/professional-development>

Graduate College Mentoring Network (GradConnect Mentoring)

<https://graduate.asu.edu/current-students/enrich-your-experience/gradconnect-mentoring>

ASU's scholarly communities are strengthened by diversity and inclusion of a multiplicity of perspectives and ideas. The GradConnect Mentoring Network offers both mentoring opportunities for graduate students and mentor training resources for graduate students interested in becoming mentors.

Graduate & Professional Student Association (GPSA)

<http://gpsa.asu.edu>

GPSA is a graduate student organization that is dedicated to the advocacy, support, and unity of graduate students. GPSA offers several resources for graduate students including travel and research funding opportunities.

Preparing Future Faculty and Scholars (PFx)

<https://graduate.asu.edu/current-students/enrich-your-experience/professional-development/preparing-future-faculty-and>

The PFx program helps graduate students and postdocs explore careers in and outside of academia, build career readiness confidence, consider the value and future of higher education, and critically engage with an interdisciplinary group of peers and mentors through seminars, workshops, events and other opportunities.

Career Navigators

<https://graduate.asu.edu/node/1224>

Career Navigators is a cohort-based career exploration and transdisciplinary competency development opportunity for doctoral students at Arizona State University.

DOWNTOWN CAMPUS STUDENT RESOURCES

Located in Arizona's capital, ASU's Downtown Phoenix campus provides a multitude of academic and professional connections for students. Learning takes place in contemporary classrooms and research centers throughout campus buildings integrated into Phoenix's iconic architecture, incorporating the historic U.S. Post Office building and modern-day landmarks such as the Walter Cronkite School of Journalism and Mass Communication and the Arizona Center for Law and Society.

Students have access to first-class fitness facilities, performing arts and cultural venues, and major sports events. This professional, fast-paced downtown is also a transit network hub that includes light rail and connections to other ASU campuses and points of interest throughout metropolitan Phoenix. For more information about events and activities in downtown Phoenix please visit: <http://dtphx.org/>.

ASU Bookstore

<https://www.bkstr.com/arizonastatestore/home/en>

ASU Downtown Campus Library

<https://lib.asu.edu/downtown>

The ASU DPC library includes a computing site with over 45 laptops for student, faculty, and staff use, and several types of study spaces (including common, quiet and silent study zones and private and group study rooms). The Downtown Phoenix Campus Library provides access to books and other research resources focusing on materials of particular interest to majors in the anchor fields taught at the Downtown campus.

Financial Aid

<https://students.asu.edu/contact/financialaid>

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office directly.

ASU Scholarship Search: <https://scholarships.asu.edu/>

Graduate College Fellowships: <https://graduate.asu.edu/pay-for-college>

Parking and Transit

<https://cfo.asu.edu/transportation>

Campus Shuttles

<https://cfo.asu.edu/shuttles>

ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

Parking on Downtown Campus

<https://cfo.asu.edu/pts-parking-downtown>

Students may purchase annual and semester permits. Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options.

Public Transit

<https://cfo.asu.edu/transit>

Several public transportation options are available to students across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area.

Student Accounts

<https://my.asu.edu>

Students will be issued an ASURITE ID to access myASU which is the University's secure, real-time website that provides access to student records and resources. In order to login to myASU and take advantage of its many uses, including class registration, making payments, and changing contact information, the ASURITE ID must be activated. If assistance is required, students can contact ASU Help at 1-855-278-5080 or <http://help.asu.edu>. Once the ASURITE account is active, students may logon to myASU at <https://my.asu.edu> to access student resources. In addition, students must have an active ASU e-mail account as this is the university's primary means of communication. Students should access their ASU email, or forward it to an account they check frequently, on a regular basis.

Sun Card

<https://cfo.asu.edu/cardservices>

Students may choose between the Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. Students can visit the downtown campus MidFirst Bank in person or complete the process online.

CONTACT INFORMATION

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FACULTY

Faculty contact information along with curriculum vitas, profiles and research interests can be found on our SCCJ faculty webpage at: <https://ccj.asu.edu/content/school-directory>. Faculty areas of expertise and research include:

- Childhood Conduct Disorders
- Children and the Law
- Community and Institutional Corrections
- Community Policing and Problem-Oriented Policing
- Constitutional Criminal Procedure
- Crime Analysis
- Criminal Justice Policy
- Criminology in Developing Nations
- Effects of Race, Ethnicity & Gender on Sentencing
- Fraud Victimization
- Gangs
- Gender & Crime
- Immigration, Crime, and Social Justice
- The Insanity and Diminished Capacity Defenses
- Juvenile Court Processes
- Legal Psychology and Legal Socialization
- Neighborhoods, Crime, and Disorder
- Organizational Leadership
- Police Use of Force
- Police and Technology
- Prisoner Reentry and Reintegration
- Psychopathy and Criminal Offending
- Sentencing and Plea Bargaining
- Sex, Sexuality, Law, and Justice
- Social Control
- Sociology of Punishment
- SuperMax Prisons
- Victimization
- Violence and Violent Crime