OLD DOMINION UNIVERSITY

PhD CRIMINOLOGY & CRIMINAL JUSTICE

PROGRAM HANDBOOK

Revised June 1, 2016

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STATEMENT OF PURPOSE

The PhD in Criminology and Criminal Justice is a sociological criminology program that highlights social inequality and public policy in the study of crime and justice issues. The program produces scholars with strong backgrounds in the substantive areas of criminology, criminal justice, theory, inequality and policy as well as in research methods and statistics. Designed primarily for students who are interested in pursuing careers in higher education, the course offerings also provide students the education and skills needed to be employed as researchers in public and private agencies. Graduates are prepared as scholars able to conduct research, teach college and university courses in their areas of specialization, and to provide service to the discipline and community.

This *Program Handbook* specifies the requirements and procedures to be followed by faculty and students in the graduate program. All students are responsible for knowing and following the regulations set forth in the *Old Dominion University Graduate Catalog* http://www.odu.edu/ao/registrar/universitycatalogs as well as in this handbook. Any matters not covered in the handbook should be discussed with the PhD Director. Information about the pro
https://www.odu.edu/sociology/academics/graduate/doctoral

PhD COMMITTEE AND THE PhD DIRECTOR

The PhD Committee is responsible for all decisions related to the program including admissions, student progress reviews, course development, qualifying and comprehensive examinations, policy development and implementation. The PhD Committee meets as needed during the academic year. The PhD Director is responsible for overseeing the administration of the program. Students are free to consult with a PhD Director on any matter concerning the graduate program.

Fall, Year 1	Spring, Year 1
CRIM 800 Proseminar in Criminology & Criminal Justice	CRIM 801 Criminology & Public Policy
CRIM 802 Advanced Criminological Theory	CRIM 803 Inequality; Crime & Justice

CRIM 820 Advanced Research Methods

and her/his ability to think broadly and critically and to present her/himself as a sophisticated intellectual thinker. Preparation for the comprehensive exam gives students the opportunity to organize their knowledge of the field as gained from coursework, their own independent readings, teaching and research.

Procedure: The written comprehensive exam is taken by students following completion of all coursework except the professional development and dissertation seminar; students may petition the PhD Committee to take the exam prior to the completion of all coursework. The written exam will occur during August of each year. Details about the structure of the exam will be announced to students by the end of the spring semester before the exam. Student names will be removed from the exams for grading. No more than three faculty members will grade each section
committee will result in a failure of the section. Students may pass or fail the exam in whole or in part. Students need to retake only those sections that are failed. Students who fail any section of the exam may register for fall classes but must retake the failed section in accordance with the directions stipulated by the comprehensive exam committee, generally in late November/early

[Research Involving Human Subjects](). If your dissertation required human subjects approval, you must include a statement of approval in your Methodology Chapter (e.g., "This research was approved by the College of Arts and Letters Human Subjects Review Committee as exempt from full review in month year."). Complete information about research involving human subjects is available at http://www.odu.edu/ao/research/forms/ . A decision tree to determine whether or not research is classified as human subjects or not and whether it requires full IRB approval or is exempt from full review is at http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html

Dissertation Proposal - The proposal is a formal presentation of the proposed dissertation topic. The proposal defense should be scheduled in coordination with the student's major professor and PhD program director. This request must be submitted in writing to both parties. Each faculty member who is asked to participate in the proposal defense must be provided with a copy of all relevant materials at least two weeks prior to the scheduled date. Once scheduled, the proposal defense will be announced to all department members through memorandum issued by the PhD Director and is open to all faculty, staff and students of the University. The chair of the committee directs all proceedings, retaining the authority to acknowledge members and participants in a fair and orderly fashion. The student will be allowed a reasonable and adequate amount of time to present and justify the proposed topic. A reasonable and adequate amount of time will also be allotted to discussion and questions regarding the proposed topic. Once the presentation has concluded, the chair will dismiss the student and audience so that committee members may discuss the proposal.

Final Defense - Students must arrange in writing a date and time for the fin[S]-hQq0.00000912 0 612 0.e3(oi)-3

dissertation/thesis credits. When yo

editions, please adhere to the following guidelines. 1. Use 1-inch margins. Do NOT use a 1.5-inch left margin. 2. Please adhere to the formatting guidelines specified in the ODU

Guide for Preparation of Theses and Dissertations. Do not use customized MS Wor1 0 0 1lion of Theua0000091

source is cited which the student has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.   Plagiarism includes copying phrases, sentences, or paragraphs from a source (including information found on the Internet) without placing quotation marks around the author's words and citing the source including the page number; simply rearranging the words in a sentence or paragraph also constitutes plagiarism. You must use quotation marks when using another words in direct quotes. You must also document ideas which originate with another author.

Procedures for dealing with violations of the ODU Honor Code are outlined in brief in the *ODU Graduate Catalog* and in full in *Student Disciplinary Policies and Procedures.* **Penalties for violations of the Honor Code at ODU are severe**. At a minimum..."the student will be placed on disciplinary probation for one calendar year.... All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student s official University transcript.   **The PhD Committee will pursue expulsion from the program and recommend same from the university in cases of violation of academic integrity.**

ADDITIONAL POLICIES

Graduating Teaching

The University has teaching and responsibilities in the Faculty Handbook. It is your job to become familiar with these expectations.

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3. the course is closely connected to the student's research or interests,
4. the professor teaching the doctoral class approves, and
5. the PhD Director approves.

satisfied the PhD Director will open up the corresponding 700 level of the course and zero-cap it. The professor teaching the course will then give permission for the student to enroll.

GRADUATE ASSISTANTSHIPS

Details about graduate teaching and research assistantship assignments are available from the PhD Director. Assistantships are four years, conditional upon successful completion of each academic semester and year and mandate no external employment. At the beginning of each semester, the PhD Director and the graduate assistant (GA) will complete a Graduate Assistant

in addition, the GA will complete an evaluation of her/his assistantship experience. Students must maintain a cumulative GPA of 3.25 in order to retain their assistantship.

Should a graduate assistant believe that his/her assigned duties and/or the workload required to fulfill these duties do not conform to university policies, s/he should first attempt to reconcile the grievance with his/her immediate supervisor. If the grievance is not resolved, the GA will ask the PhD Director to mediate the grievance between her/him and the immediate supervisor. Further details about the graduate assistantship grievance procedure are contained in the *Graduate Catalog*. Any summer assistantships require 20 hours of work as specified in the program, no external employment, and are highly competitive.

ODU CAMPUS SERVICES FOR STUDENTS

UIN - University ID Number   And ID Cards and PROX Cards

library uses ODU e-

Old Dominion University
PhD Criminology & Criminal Justice
Plan of Study

Sem Yr / Date	Requirements	Grade