

OLD DOMINION UNIVERSITY

PHD CRIMINOLOGY & CRIMINAL JUSTICE

PROGRAM HANDBOOK

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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 program is also posted on the program's website: <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. The PhD Director consults regularly with the PhD Committee. Student appeals of any program policy or procedure must be made to the PhD Committee. The PhD Committee will be the final deciding authority.

STUDENTS IN GOOD STANDING, TIME LIMITS, ENROLLMENT

Students must maintain a cumulative GPA of at least 3.25. In addition, each of the required Core and Research Skills Courses must be completed with a grade of B or better. The core courses may be taken a maximum of two times. Students who receive two grades of B- or below in any course, or whose grade point average falls below 3.25, will be dismissed from the program. The only exception to this rule is students completing their first semester of course work. If, upon completion of the first semester of course work, a student's GPA is below 3.25 the student will be placed on academic probation for the following semester. Failure to bring the GPA up to 3.25 at the end of that academic year will result in termination from the program.

Full-time status is 9 credit hours per fall or spring semester. **All requirements for a doctoral degree must be completed within eight calendar years** from the date of beginning the initial course following admission to the doctoral program. Exceptions to these time limits must be approved by the graduate program director and the college dean. Academic credits older than eight years at the time of graduation must be validated by an examination before the work can be applied to a doctoral degree (see the "Policy on Validation of Out-of-Date Graduate Credit" in the ODU Catalog). Students whose graduate study is interrupted for military service

will be granted an extension of time for the period of their military service, not to exceed five years.

ODU's Continuous Enrollment Policy requires that once students are admitted to candidacy (coursework completed, comprehensive exams passed, dissertation topic approved), students must be enrolled every semester (fall, spring, summer) until they graduate. Students who have completed their course work and dissertation hours but not their dissertation must register and pay tuition for one hour of CRIM 999 each semester (fall, spring, summer) until the dissertation is completed. Failure to comply with this requirement will result in charges to the student's account for one graduate credit hour plus required fees for each semester after passing the comprehensive examination. Students are not eligible for graduation until all charges are paid.

Students not in good standing can and will be terminated under the following conditions:

- a. Failure to maintain good academic standing based on program requirements specified in the handbook (e.g. GPA or other measures of standing);
- b. Inability to meet specific technical requirements specified in the handbook;
- c. Failure to pass a required examination or other program benchmark as determined by the appropriate review committee specified in the handbook.
- d. Failure to maintain satisfactory progress on a thesis or dissertation as determined by the designated thesis or dissertation committee.

ANNUAL REVIEW

An annual review of all PhD students will occur at the beginning of each calendar year. The annual review is intended to serve as a simple and effective mechanism for informing students about their progress toward the doctoral degree on a regular basis. If they are not doing well, it is crucial that they know clearly what is expected of them in order to improve.

The annual review is a process in which students submit a report to the PhD Committee (see back of this *Handbook*). The report presents the student's program of study and relates their academic performance, research accomplishments and progress toward the degree. The PhD Committee reviews the reports and provides written feedback to students. Students should note that satisfactory annual progress is a requirement for maintaining funding and good standing in the doctoral program. Please note, however, that the department cannot extend offers of funding to all graduate students who are making acceptable progress through the doctoral program.

REQUIREMENTS FOR THE DOCTORAL DEGREE

The requirements for a PhD in Criminology & Criminal Justice are outlined below. All requirements must be completed before a degree can be granted.

Core Courses (12 credit hours). The core courses are designed to provide students with a broad conceptual, theoretical and empirical appreciation for various facets of the criminal justice system with particular attention given to ensuring that they are competitively prepared for the job market upon graduation. The core includes a pro-seminar (overview) course as well as focused study of other relevant subjects such as criminology & public policy, social stratification and justice, and advanced criminological theory.

- CRIM 800 - Proseminar in Criminology & Criminal Justice
- CRIM 801 - Criminology & Public Policy
- CRIM 802 - Advanced Criminological Theory
- CRIM 803 - Inequality, Crime and Justice

Research Skills (12 credit hours). The research skills requirement reflects the University's expectation that students develop one or more significant skill sets distinct from the dissertation but fundamental to doctoral and postdoctoral research. The Ph.D. in Criminology & Criminal Justice requires competence in the areas of:

- 1) advanced social science research methods, and;
- 2) advanced multivariate data analysis / statistics.

- CRIM 805 - Multivariate Statistics and Data Analysis
- CRIM 810 - Qualitative Research Methods
- CRIM 815 - Advanced Multivariate Data Analysis
- CRIM 820 - Advanced Research Methods

Electives (12 credit hours). Students complete 12 hours of electives selected from 700 or 800-level courses within the Department or across the University. The selection of electives will be guided by input from the program director depending upon course availability, program resources and student goals. Students are encouraged to select courses that contribute to specialized knowledge of one or more subject areas previously identified through core coursework as well as their understanding of quantitative and qualitative research methods and statistics.

Professional Development and Dissertation Seminar (3 credit hours). This course supports students in preparing for their academic careers.

- CRIM 898 - Dissertation Seminar

Dissertation Credits (minimum of 9 credit hours). In addition to core classes and electives, students are required to sign up for a minimum of 9 credit hours of dissertation work (CRIM 899) with their committee. The dissertation will be a scholarly work of high quality investigating a problem of significance that constitutes a meaningful contribution to the body of existing knowledge regarding matters of criminology & criminal justice policy or practice. It is the culmination of a program of advanced study leading to a doctoral degree and, as such, is expected to demonstrate a high degree of scholarly competence. CRIM 999 is a one-hour registration required of all graduate students to maintain active status each fall/spring/summer until the degree is completed. Students will receive the grade of "II" for CRIM 899 and CRIM 999 at the end of each semester. Once the dissertation has been completed and submitted to the Registrar's Office, all CRIM 899/999 "II"s will be converted to "P."

- CRIM 899 - Dissertation Credit
- CRIM 999 - continued active status enrollment

Suggested Program of Study by Semester

The following plan of study outlines the order in which full-time students can complete the degree requirements over years one through three. However, students in their first and second year are able to take an offered elective during either semester provided the core course they will miss will be taken the following semester (s).

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 OR CRIM 810 Qualitative Research Methods	CRIM 805 Multivariate Data Analysis
Fall, Year 2	Spring, Year 2
CRIM 820 Advanced Research Methods OR CRIM 810 Qualitative Research Methods	CRIM 815 Advanced Multivariate Data Analysis
Fall, Year 3	Spring, Year 3
CRIM 898 Professional Development Seminar	CRIM 899 Dissertation Credits
CRIM 899 Dissertation Credits	CRIM 899 or 999 enrollment every semester (fall, spring, summer) until dissertation completed

COMPREHENSIVE EXAM POLICY AND PROCEDURES

The Ph.D. program in Criminology & Criminal Justice is designed to help students become successful scholars in their chosen field. The degree is awarded upon demonstrating expertise of the subject area and appropriate research skills. The final basis for granting the degree shall be the candidate's knowledge of the field of study and her/his demonstrated ability to do independent, original, scholarly research. The comprehensive exams are designed to assess the candidate's knowledge of the field of criminology and criminal justice, her/his ability to form opinions backed by sound theory and research, and to articulate and defend these positions.

A student must pass all sections of the comprehensive examinations. Two negative votes from the examining committee of three on any section will result in a failure of that section. Failed exams must be retaken successfully within the time periods explained below. The ODU Grade Appeal policy does not apply to graduate comprehensive exams.

The exam cannot be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.

Results of the examinations will be reported, in writing, to the PhD Director who will forward them to the dean.

Students must be registered for credit during semesters in which they take the exam.

Each student is required to pass written comprehensive exams prior to defending a dissertation proposal. Admission to PhD Candidacy is a formal step that occurs after the student has (1) completed all required course work, (2) passed the comprehensive examinations, and (3) submitted an approved dissertation topic.

Comprehensive Examination

Purpose: The comprehensive exam assesses a student's expertise of the literature in criminology and criminal justice (in terms of both breadth and depth) in theory, research methods and statistics, inequality and policy as applied to questions of criminological interest;

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 of the exam as “pass” or “fail” and more than one negative vote from the exam 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 December of that same year. Students who do not successfully pass the written comprehensive exam following the retake will be dismissed from the program; they may complete the classes they are enrolled in that semester for credit if they wish.

Students may not defend a dissertation proposal until they have passed the written comprehensive exam.

DISSERTATION

The dissertation is a scholarly work investigating a problem of significance and should constitute a meaningful contribution to the body of existing knowledge regarding matters of criminology & criminal justice policy or practice. It is the culmination of a program of advanced study leading to a doctoral degree and, as such, is expected to demonstrate a high level of scholarly competence. It must show that the candidate is capable of conceptualizing and conducting sophisticated original research, analysis and reporting on an approved topic related to crime and justice by use of accepted scientific methods.

Minimum time to completion - Generally speaking, a quality dissertation will take a minimum of one to two years to complete. In most instances it would be unrealistic for a student to think that s/he could complete this stage of doctoral study in less time. Generally, the program requires a period of six months between admission to candidacy and granting of the degree.

Dissertation Committee – The committee is comprised of no less than three and no more than five voting members including the Chair, the majority of whom must be full-time tenured or tenure-track faculty at ODU. One member serving on the committee must be recruited from outside of the student’s department. Committee membership may be extended to scholars outside of ODU, if they have specialized knowledge of the dissertation’s subject matter and if they meet the criteria for the College’s doctoral level certification. Full-time ODU faculty appointed to non-tenurable positions (i.e. lecturers and instructors) and part-time (adjunct) faculty may serve on the committee as well, if their expertise is deemed to be appropriate and they can be graduate certified within the College guidelines. All faculty committee members must be qualified to serve, as specified by the College’s doctoral certification criteria. The dissertation committee must be approved by the PhD Committee.

Human Subjects Approval - If your research involves human subjects it must be approved in advance of any data collection using the [Application for Review of Potentially Exempted](#)

[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 final defense in coordination with the dissertation chair and PhD Director. The dissertation chair and PhD Director will notify the student in writing that the request for scheduling of a final defense has been accepted and approved. Once scheduled, the student is responsible for preparing a flier for public display, getting the flier to the GPD two weeks in advance, and ensuring that printed copies of the flier are publicly displayed throughout BAL and Webb. The GPD will send an email announcement of the defense to the Department of Sociology and Criminal Justice. 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 relevant findings. A reasonable and adequate amount of time will also be allotted to discussion and questions regarding the student's work. Once the presentation has concluded, the chair will dismiss the student and audience so that committee members may discuss and vote upon the acceptability of the final product. There are three possible outcomes to this process:

Accept without revision - must receive unanimous endorsement

Accept with revision - required changes must be made and approved by the dissertation Chair within 14 calendar days.

Reject - final product is unacceptable and needs considerable work in order to be approved.

The GPD must also approve and sign off on the final defense.

Dissertation Format and Submission -

The College of Arts and Letters now receives and evaluates electronically all dissertations and theses. In general, the process consists of (a) your careful formatting according to the ODU Style Guide; (b) the electronic transmittal to the College's style editors; (c) the editors' review, evaluation, and return to you of the document for corrections; and (d) upon final approval from the editors, your submission of the document to ProQuest for archiving and final award of

dissertation/thesis credits. When you are ready to submit your document to the College's style editors, please adhere to the following guidelines: 1. Use 1-inch margins on all sides. 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 Word styles, whether standard or customized. 3. The thesis/dissertation must be in one file. In other words, all parts of the document including front matter (title page, acknowledgements, dedication, TOC, etc.), body chapters, bibliography, appendices, and vita must be in a single MS Word file. 4. Send the document to the editor as a MS Word document. 5. Scan the signed tracking form and submit it to the editor at the same time. 6. Emails to the editor must come from an ODU email account in order to avoid the possibility of being caught in ODU's spam filter. When you have successfully completed the review process, the College's style editor with whom you have worked will give you directions on how to submit the final document to ProQuest.

Forms – Unless otherwise noted, forms are available at <http://www.odu.edu/graduatestudies/forms> or from the PhD Director.

College of Arts and Letters Certification of External Dissertation Committee Members available at <https://www.odu.edu/content/dam/odu/col-dept/al/faculty-forms/graduate-studies-forms/ext-dissertation-comm.pdf> - Submit to PhD Director with copy of external committee member's vita (You may also submit an e-mail from the external person agreeing to serve on your committee in lieu of faxing forms back and forth for that person's signature.

Appointment of Doctoral Dissertation Committee - D2 - Submit once dissertation committee is fully formed (Requires signature of all committee members)

Result of Doctoral Examination or Requirement - D3 – Submit twice: once upon completion of dissertation proposal defense and then upon completion of final dissertation defense. (Requires dissertation chair's signature)

Doctoral Candidates 1-Hour Full-Time Notification - D4 – Required if students have completed all other requirements, are actively working on their dissertation, and wish to delay financial air repayment. Must be submitted every semester.

Doctoral Dissertation Acceptance and Processing - D5 – Submit once dissertation has been successfully defended. (Requires signature of all dissertation committee members)

Doctoral Dissertation Delivery - D6 – Must accompany the dissertation to the Office of Registrar

Leave of Absence from Doctoral Program – D7 – Required when student requests and has obtain permission from the PhD Committee to take a leave of absence from the program. (Requires signatures of all dissertation committee members.)

Exception to Time Limits Allowed to Complete Doctoral Degree – D8 – (Require approval of the PhD Committee and signature of the PhD Director).

Human Subjects - If your research involves human subjects it must be approved in advance of any data collection. 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.").

GRADUATION

ODU's Continuance Enrollment Policy – One being admitted to candidacy, all doctoral students are required to be registered for at least one graduate credit hour each term (fall, spring, and summer) until the degree is completed, including the semester in which they graduate. Failure to comply with this requirement will result in charges to the student's account for one graduate credit hour plus required fees for each semester after being admitted to candidacy. Students are not eligible for graduation until all charges are paid. Students may register for either dissertation hours (CRIM 899) or the continual registration hour (CRIM 999).

Applying for Graduation – Students must apply for graduation. Applications are due 6 months prior to graduation as follows:

May graduation	due November 30
August graduation	due February 28
December graduation	due June 30

Information, including the application form, is at

<http://www.odu.edu/ao/registrar/graduation/candidates/applying.shtml>

Deadlines for Submission of Dissertations to Registrar - Graduate students who have applied for graduation must submit their dissertation to the Registrar's Office according to the following schedule, for the term in which they are graduating. Missing the deadline may delay graduation.

Fall	Last day of classes for the term
Spring	Last day of classes for the term
Summer	Friday before commencement date

College of Arts and Letters Dissertation Commencement Ceremony Policy - Ph.D. students must adhere to the following deadlines in order to participate in commencement ceremonies. The completed dissertation should be defended 10 weeks before the last day of class in the semester in which the student expects to graduate. The dissertation must be submitted to the dean's office for review no later than six weeks before the last day of class, and the final signed dissertation and all required copies and forms must be submitted to the Registrar's Office by the last day of class. Ph.D. students may not participate in commencement ceremonies until all of the degree requirements are completed and the dissertation is delivered to the Registrar's Office.

ACADEMIC INTEGRITY

"Academic integrity" refers to honesty and respect in intellectual life. All students are expected to uphold the ODU Honor Code in every regard. According to the *ODU Catalog*, "Academic dishonesty, including but not limited to plagiarism and all forms of academic cheating..." constitutes violations of the Honor System. The PhD Committee values academic integrity; suspected violations of the Honor Code will be reported to the Honor Council

The following activities constitute lying and/or cheating: turning in material prepared by or purchased from another person or company, deliberately falsifying data, distorting supporting documentation, inappropriately collaborating with another person without acknowledging that person's help, copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance information about an examination.

Plagiarism is the failure to properly acknowledge the use of another's words or ideas and presenting these as your own. According to the *ODU Catalog*: "A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a

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.

*Faculty members are expected to meet classes as scheduled. In cases of an occasional faculty member should make arrangements to cover the class, and those arrangements should be communicated to the chair. Any rescheduling of a class other than for an occasional absence is permitted only with the written approval of the Dean.

Graduate Teaching Awards

Each year ODU recognizes "graduate teaching assistants who have demonstrated exceptional instructional quality." Awards are given at the program, college and university level (one award for classroom instruction at each level). The university level winner receives \$1,000. The PhD Committee will review materials and choose one person to nominate for the College of Arts and Letters Graduate Teaching Award; the winner at the college level then advances to the university level. Students whose names are submitted to the College and University will need to compile the following information:

- Compilations of the candidate's student evaluations for all classroom sections taught
- Any other supporting materials deemed appropriate by the nominator
- "Portfolios" of graded work and course preparations. If examinations are prepared, a written record of faculty mentoring of that aspect of their development should be included.

In addition, the PhD Committee will supply the College committee with the following information about the person chosen:

- A letter of nomination form the candidate's department chair or mentor

- Two written evaluations of their teaching performance by their mentor or supervisor.

Graduate Awards

Each year the department holds the annual Graduate Banquet where two awards are given out: 1) Outstanding Research; 2) Outstanding Teaching. These are competitive awards and the recipients are chosen during annual review by the Awards Committee based on student assessments, teaching records, research publications as examples.

Summer Teaching Opportunities for Doctoral Students

Most summers the department has a limited number of teaching opportunities available to doctoral students. Multiple goals are met by offering summer teaching including: to meet department needs, broaden doctoral students' teaching experiences, reward outstanding teaching, and provide student income. All students will be invited to apply to teach in the summer by sending requests to the GPD, keeping in mind not all requests will be granted. Classes will be assigned in the following order: (1) department needs with a preference for faculty lines first (2) classes assigned for the first 3 years will be introduction courses (3) fourth year students may request upper division courses recalling criteria 1 (4) all others will be considered last. The ordering is designed to provide students the opportunity to develop a varied teaching portfolio that will make them more marketable as they apply for full-time academic jobs.

Transferring Graduate Credits into PhD Program

After a student has completed two full semesters of study, s/he may petition the PhD Committee to transfer up to 6 credit hours of prior Ph.D. level coursework to be applied toward elective requirements where the assigned grade is no lower than a "B." It is generally anticipated that this provision will be used in limited instances as a mechanism for recruiting the very best students.

Non-Course Electives - Independent Study, Study Abroad, Internship

In rare cases under exceptional conditions, students may petition the PhD Committee to take up to 3 hours of independent study, study abroad or internship credit comprised of doctoral level work and expectations. Independent studies and internships must be supervised by a member of the department. Permission must be obtained from the PhD Committee before beginning such work.

Office Space

All students during will have access to PhD student office space during their first four years but no one is guaranteed space at any given time. Because space is limited, students are expected to share all space (including desks, desktops and drawers, computers, bookshelves, file cabinets) and not claim space. Preference to use office space at any given time goes to students that are in the first through fourth year as PhD students, as they will be meeting with undergraduate students in their classes, completing course work, and developing their dissertation. Computer labs are available for student use throughout campus.

Master's Students who Request Entrance to PhD Classes

In exceptional cases, Master's students from any ODU program may take doctoral classes within the Department of Sociology and Criminal Justice under the following conditions:

1. the student has an academic background in the discipline equivalent to incoming doctoral students,
2. the student is capable of completing the work in the class without a higher degree of assistance than normally expected of a doctoral student,

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.

Because master's students may not take 800 level classes, when the above conditions are 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 Responsibilities Agreement that will clearly outline the GA's responsibilities for that semester. At the end of each semester, the GA's immediate supervisor will evaluate the GA's performance; 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

University identification numbers are assigned upon admission to ODU and are used by the university in lieu of social security numbers. Student ID cards are required for the use of many University services and facilities. When you go to get your ID card, tell them that you should also be approved to receive a PROX card (will get you into BAL after hours and into classrooms). Obtain ID Cards at the Card Center, 1110 Webb Center; further information is available at <http://www.odu.edu/af/cardcenter/student.htm>

Computing Services, ODU E-Mail and LAN Accounts

An active ODU E-mail account is required for all students; students may also wish to activate a LAN account in order to use on-campus computer labs. Information about ODU E-mail accounts is at <http://occs.odu.edu/accounts/>. Students are responsible for maintaining their ODU E-mail account; if you use automatic forwarding to another account, you must still check your ODU account regularly to delete spam that may fill the account and interrupt forwarding. See OCCS for info about various accounts, computer software and hardware <http://www.occs.odu.edu/>

Library Services

The Perry Library offers an array of excellent services to support the research and educational activities of ODU students including online library forms, reserve materials, and interlibrary loans as well as workshops throughout the year to explain library services. The

library uses ODU e-mail to notify users of holds, recalls, renewals, fines, fees, and to deliver materials requested through Interlibrary Loan. For more information, see the webpage <http://www.lib.odu.edu> or visit the library.

The ODU ID card also serves as the library card. The Perry Library is one of 14 members of the **Virginia Tidewater Consortium for Higher Education (VTC)**. ODU students may thus visit, use the library services and borrow books from VTC member libraries. Obtain a VTC card from the ODU Library circulation desk; VTC cards must be renewed each semester. For more information, <http://www.lib.odu.edu/vtc/tcllibs.html>

Parking and Transportation

All vehicles parked in University parking facilities must display a valid parking permit. Students, faculty and staff are required to purchase permits. Permits may be obtained at the Old Dominion University Parking Services located at 43rd St. and Elkhorn Avenue, 683-4004. For more information:

main page: <http://www.odu.edu/af/parking/>

students: <http://www.odu.edu/af/parking/registration/students.shtml>

parking decals and passes: <http://www.odu.edu/af/parking/registration/decals.shtml>

campus map: <http://www.odu.edu/oduhome/campusmap.shtml>

Security

The ODU Department of Public Safety offers a Patrol Escort Service between the hours of 5:30 p.m. to 12:30 a.m. seven days a week during fall and spring semesters when classes are in session. Their telephone number is 683-3477 or you can call from a campus emergency phone or campus call box; for more information: <http://www.odu.edu/af/police/faqs/escorts.shtml>

UNIVERSITY POLICY STATEMENT

Old Dominion University is committed to policies that assure that there is no discrimination on the basis of age, sex, race, color, religion, national origin, veteran status, political affiliation, handicap, or sexual orientation. Old Dominion University complies with the Family Rights and Privacy Act of 1974 (as amended).

Old Dominion University
PhD Criminology & Criminal Justice
Doctoral Student Annual Report

All doctoral students will complete this report each year. The report covers the spring, summer and fall semesters, January-December. The report is due to the PhD Director by January 20th.

Name: _____ Date submitted: _____

Semester/Year entered the program: _____

Dissertation Committee if formed (3-5 members, one of whom is from outside the department):

Chair _____ External Member _____

Member _____ Member _____

Which of the following best describes your career goals:

____ Ph.D. granting department ____ 4-year college ____ 2-year college
____ non-university research position ____ other non-academic position

Please provide the information requested below and attach it to this page.

1. Cumulative GPA at end of Fall semester _____.
2. Attach updated Plan of Study (see next page).
3. Attach current vita
4. List research accomplishments during the calendar year as follows (provide complete citation information):
 - a. papers published or accepted for publication in refereed journals or edited books
 - b. papers submitted to refereed journals
 - c. papers presented at professional meetings
 - d. manuscripts in preparation
 - e. external funding (fellowships, research grants) received
 - f. external funding applications submitted
 - g. other research experience or research assistantships (for each project, indicate the faculty with whom you worked and provide a brief description of the project)
5. List teaching accomplishments during the calendar year as follows:
 - a. date completed the ODU Graduate Teaching Assistant Institute (GTAI) _____.
 - b. courses taught (differentiate between new preparations and courses taught before)
 - c. course development activities (e.g. development of multimedia content)
 - d. skill development activities (e.g., Preparing Future Faculty workshops attended)
 - e. other activities that contribute to teaching portfolio development
 - f. teaching awards
 - g. attach all teaching evaluations for all courses taught during the calendar year
6. Describe your goals for next academic year in the areas of (1) degree completion, (2) research and (3) teaching.
7. List any other accomplishments indicative of your professional and scholarly development or any other matters that should be considered in evaluating your progress.

**Old Dominion University
PhD Criminology & Criminal Justice
Plan of Study**

Sem Yr / Date	Requirements	Grade
	Core Courses (12 hours)	
	CRIM 800 Proseminar in Crim & CJ	
	CRIM 801 Criminology & Public Policy	
	CRIM 802 Advanced Criminological Theory	
	CRIM 803 Inequality, Crime & Justice	
	Research Skills (12 hours)	
	CRIM 810 Qualitative Research Methods	
	CRIM 820 Advanced Research Methods	
	CRIM 805 Multivariate Data Analysis	
	CRIM 815 Advanced Multivar Data Analy	
	Electives (12 hours)	
	CRIM 850 Crimes of the State	
	CRIM 845 Crime & Communities	
	CRIM 895 Social Institutions, Crime and Justice	
	CRIM 895 Researching the CJS	
	Other:	
	Other:	
	Exams	
	Comprehensive Exams	
	Dissertation	
	CRIM 890 Professional Development Seminar	
	CRIM 899 Dissertation Hours (minimum 9 hours)	
	Proposal Defended	
	Dissertation Defended	

Date Submitted	Forms to be Completed & Submitted http://www.odu.edu/ao/gradstudies/forms/index.shtml
	Appointment of Doctoral Dissertation Committee - D2 - Submit once dissertation committee is fully formed (Requires signature of all committee members)
	Result of Doctoral Examination or Requirement - D3 – upon completion of dissertation proposal defense (Requires dissertation chair's signature)
	Result of Doctoral Examination or Requirement - D3 – upon completion of final dissertation defense. (Requires dissertation chair's signature)
	Doctoral Candidates 1-Hour Full-Time Notification - D4 – Required if students have completed all other requirements, are actively working on their dissertation, and wish to delay financial air repayment. Must be submitted every semester.
	Doctoral Dissertation Acceptance and Processing - D5 – Submit once dissertation has been successfully defended. (Requires signature of all dissertation committee members)
	Doctoral Dissertation Delivery - D6 – Must accompany the dissertation to the Office of Registrar