University of Massachusetts Lowell

School of Criminology and Justice Studies

Ph.D. Student Handbook

2023-2024

School of Criminology and Justice Studies

The School

The School of Criminology and Justice Studies was established in 2012, reflecting UMass Lowell's growing stature as a leader in interdisciplinary scholarship, policy oriented research, and collaboration in the areas of crime and justice. The School's establishment represents a natural evolution for the Department of Criminal Justice and Criminology, which has distinguished itself as a leader in criminal justice scholarship, education, and community service since 1977.

The School houses three scholarly journals:

- Democracy and Security (Editor: Arie Perliger)
  http://www.tandfonline.com/toc/fdas20/current

- Victims and Offenders (Editor: James M. Byrne)
  http://www.tandfonline.com/toc/uvao20/current

- Perspectives on Terrorism (Co-editor: James Forest)
  http://www.terrorismanalysts.com/pt/index.php/pot/index

The School also houses:

- Center for Terrorism and Security Studies - Doctoral students pursuing research in this area are encouraged to collaborate with faculty in the CTSS on grant applications and other initiatives. For more information, please see http://www.uml.edu/ctss.

The Faculty

The school's doctoral program benefits from a strong faculty who possess national and international reputations in several core areas of criminology and criminal justice. There are twenty tenured/tenure-track faculty including seven Full Professors, seven Associate Professors, and eight tenure-track Assistant Professors, three Associate Teaching Professor, and two Assistant Teaching Professors. The faculty are leaders in conducting large scale national research projects, while also working collaboratively with communities and agencies throughout the region and nation to assist with strategic problem solving, crime analysis, evaluation research, and policy analysis.

Contact Information

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OUR GRADUATES

We expect graduates of the doctoral program to be competent to conduct interdisciplinary research and to teach at both the graduate and undergraduate levels in aspects of criminology and/or criminal justice depending upon their specific areas of specialty. The program will thus train the next generation of faculty who will teach criminology and criminal justice in the state and region's community colleges and four-year institutions, as well as nationally, and who will be well positioned to develop productive research agendas in crime and justice.

Our graduates will be well prepared for analytical and administrative leadership posts in international and domestic research and policy institutions. The program will thus train the policy analysts, managers, and administrators in criminal justice and community venues to help prevent crime in the first place, or alternatively, respond effectively to those who violate the law or who come into contact with the justice system.

The doctoral program at UMass Lowell will ensure that our graduates will be at the forefront of the expanding frontier of criminology and an ever-evolving criminal justice system, and consequently, will more effectively be able to address crime control and criminal justice policy problems through sophisticated research than would otherwise be the case.

CURRICULUM & DEGREE REQUIREMENTS

The doctoral degree in Criminology and Criminal Justice is a 60-credit-hour doctoral program. The curriculum provides for a sequence of courses in theory, methodology and statistics. The curriculum also builds upon faculty research strengths and offers substantive courses which address the incidence of crime, the prevalence and correlates of criminals and victims, and the effectiveness of current strategies in the areas of crime prevention, policing, the courts and the corrections system (both institutional and community based).

For the latest course and program information, and admission requirements please visit the UMass Lowell Online Graduate Course Catalog.

Expected Academic, Professional, or Occupational Results

The doctoral program is designed to achieve particular outcomes - to produce graduates who:

1. Will conduct interdisciplinary research and teach at both the graduate and undergraduate levels in aspects of criminology and/or criminal justice depending upon their specific areas of specialty.

2. Will be well prepared for analytical and administrative leadership posts in international and domestic research and policy institutions.

3. Can become policy analysts, managers, and administrators in criminal justice and community venues to help prevent crime in the first place, or alternatively, respond effectively to those who violate the law or who come into contact with the justice system.

4. Will be at the forefront of the expanding frontier of criminology and an ever evolving criminal justice system, and consequently, will more effectively be able to address crime control and criminal justice policy problems through sophisticated research than would be the case otherwise.

Admission Requirements

Doctoral program applicants must demonstrate their ability to pursue doctoral level education as evidenced by:

1. Minimum undergraduate GPA of 3.75; or graduate GPA of 3.66 (if applicable).

2. Verbal and Quantitative scores on the Graduate Record Examination [i.e., generally, the 40th percentile on each GRE component: Quantitative, Verbal and Writing] for admission. Verbal and Quantitative scores on the Graduate Record Examination [i.e., generally, the 50th percentile on each GRE component: Quantitative, Verbal and Writing] for assistantship funding.

3. Three letters of reference from individuals familiar with the educational performance of the applicant. [i.e., academic rather than professional references].

4. Two copies of complete and official transcript from undergraduate and graduate institutions.

5. A personal statement which indicates why the applicant wishes to pursue a doctoral degree in Criminal Justice and Criminology.

6. A writing sample such as a theoretical paper, research paper, or literature review.

7. An interview may be requested by the Graduate Admissions Committee.

8. International applicants must provide official TOEFL scores.

9. The Graduate Admissions Committee can accept transfer credit for graduate courses from an accredited university with a grade of "B" or better. Transfer credit can be awarded for graduate courses that are substantially similar to ours. Applicants are required to submit Course Descriptions and Course Syllabi for each course. A maximum of 6 credits can be transferred toward the doctoral degree.

10. Applicants seeking Graduate Assistantships must be submitted by February 1st.

Degree Requirements

The doctoral degree in Criminology and Criminal Justice is a 60 credit-hour doctoral program. The curriculum has been developed to incorporate a theoretically grounded and methodologically sophisticated set of courses as a highly necessary foundation for the evidence driven and best practices approaches to the substantive concentration areas. The basic layout of the doctoral program is depicted below. Please download the **Graduate Programs Guide** for further information and complete descriptions of all degree requirements and procedures.

Required Courses (42 credits)
CRIM 5010: Criminological Theory: Foundations CRIM 6010: Criminological Theory: Advanced CRIM 6020: Nature and Extent of Crime CRIM 5900: Descriptive and Inferential Statistics CRIM 5910: Research Design CRIM 6900: Advanced Regression CRIM 6910: Advanced Research Design CRIM 6920: Qualitative Research Methods CRIM 6890: Special Topics – (taken two times) CRIM 6000: Professional Development CRIM 7950: Advanced Qualitative Methods CRIM 7XXX: Research Seminar – (taken two times)
Controlled Elective (3 credits)
<u>One of the following courses</u> CRIM 7XXX: Advanced Statistical Analysis (3) CRIM 7XXX: Qualitative Data Analysis (3)
Free Elective (3 credits)
One course that is either in or related to criminal justice (could be external to the School of Criminology & Justice Studies)
Dissertation (12 credits)

Terrorism Studies Option

Students interested in the study of terrorism and counter-terrorism within the Ph.D. in Criminology and Criminal justice program should specifically apply for this option during the application process and indicate this in the Statement of Purpose. All other admission requirements are the same. If accepted into the Ph.D. program and the Terrorism Studies Option, students will be assigned an appropriate advisor from the tenured faculty of the Center for Terrorism and Security Studies. The program of study requires 60 credit hours of study, with terrorism-specific course requirements. For more information, please contact the Criminal justice Graduate Advisor via email: CJGradAdvisor@uml.edu.

Required Courses (39 credits)
CRIM 5010: Criminological Theory: Foundations CRIM 6020: Nature and Extent of Crime CRIM 5900: Descriptive and Inferential Statistics CRIM 5910: Research Design CRIM 6900: Advanced Regression CRIM 6910: Advanced Research Design CRIM 6920: Qualitative Research Methods CRIM 6690: Counterterrorism Policies & Strategies CRIM 7100: Advanced Research in Terrorism CRIM 6000: Professional Development CRIM 6050: Advanced Theory of Political Violence CRIM 7950: Advanced Qualitative Methods CRIM 7XXX: Research Seminar
Controlled Electives (9 credits)
<u>One of the following courses</u> CRIM 5710: Domestic Terrorism and Violent Extremism CRIM 5XXX: Theories of Civil Wars **<u>One of the following courses</u>** CRIM 5720: Comparative Terrorism & Counter-terrorism Elective (either inside or outside department) **<u>One of the following courses</u>** CRIM 7950: Advanced Statistical Analysis CRIM 7XXX: Qualitative Data Analysis
Dissertation (12 credits)

Online Courses

The School of Criminology and Justice Studies offers a significant number of online courses. As a general policy, doctoral students cannot receive credit for online courses unless prior written permission is obtained from the Graduate Director.

Preliminary and Comprehensive Examinations

There are two examinations outside of the classroom that students must take and pass in the doctoral program: preliminary exam (PE) and the comprehensive exam (CE).

Preliminary Exam

The PE will be given to students after completion of eighteen credit hours of required course work in May at the conclusion of the spring semester for both full-time and part-time students, but this date may be altered due to unanticipated circumstances (e.g., a global pandemic) and unforeseen issues with course scheduling. In the event of a "revise and resubmit" on the first attempt, a retake of the PE will be conducted in August prior to the start of the fall semester of the student's second year, in time to allow a final decision of pass/fail before course work starts. Thus, students are given two chances to pass the preliminary exam.

The purpose of the PE will be to assess the students' comprehension and application of materials required in the below.

- CRIM 5010: Criminological Theory: Foundations
- CRIM 6010: Criminological Theory: Advanced OR CRIM 6050: Advanced Theory of Political violence
- CRIM 5900: Descriptive and Inferential Statistics
- CRIM 5910: Research Design
- CRIM 6900: Advanced Regression Analysis

Comprehensive Examination

The CE will be administered during the students' third year in the program (if full-time) or in the student's last year of coursework. More specifically the CE will be taken in January, before the start of the spring semester. This date may be altered due to unanticipated circumstances or events (e.g., a global pandemic). The purpose of the CE will be for the student to propose, design and justify a research study in a manner reflective of the general and specific theoretical, substantive, and methodological knowledge expected of students embarking on their dissertation research. Because the topic of the exam will be reflective of the student's expertise and interests, and the exam will be completed in take home format, enhanced expectations for the quality of responses will be assessed accordingly.

Dissertation Requirement

Consistent with practice of other top doctoral programs nationally, the doctoral program in Criminology and Criminal Justice accepts the three-paper option as an alternative to the traditional dissertation. Students must complete one OR the other, but not both.

The traditional dissertation typically includes an introduction, literature review, outline of hypotheses, discussion of data and methodology, a series of analytical chapters, and a conclusion/discussion chapter of results and implications.

Alternatively, the three-paper option is composed of a set of articles that together represent a significant and coherent contribution to our knowledge in Criminology and Criminal Justice. These three papers, once completed, are preceded by an introduction that places the articles in context of the relevant academic literature. The works are then followed by a chapter that draws out the principal conclusions and their relevance and

contribution to the field. These papers are written in the style of a journal article and must be of publishable quality, as determined by the candidate's committee.

Doctoral Candidacy

Consistent with UML policy, students will be advanced into candidacy following successful completion (passing) of the preliminary exam, comprehensive exam **and** required coursework. Following candidacy, students can enroll in dissertation credits. Only in extraordinary circumstances can students register for dissertation credits prior to candidacy. If this is to occur, preliminary exams must have been successfully passed, there must not be any other courses that can reasonably be taken during the semester, and permission must be given by the Graduate Director.

Dissertation Committee

The dissertation committee will serve in a pivotal role to students' experiences in the program and must be an original contribution to the empirical body of knowledge. The four-person committee will supervise and guide students in the dissertation process, if not sooner with the comprehensive examination process. In consultation with the Graduate Director, students will first identify who they want to serve as chairperson of the committee. The chairperson must be a tenured/tenure-earning faculty member.

Once the faculty member has agreed to serve in the role of committee chair, the student will work in consultation with the chairperson to select the other three members of the committee. Non-tenure earning faculty can serve on dissertation committees. Additionally, one of the committee members can be from outside of the School of Criminology & Justice Studies (including outside of UML).

Dissertation Requirement

Consistent with practice of other top doctoral programs nationally, the doctoral program in Criminology and Criminal Justice accepts the three-paper option as an alternative to the traditional dissertation. Students must complete one OR the other, but not both.

The traditional dissertation typically includes an introduction, literature review, outline of hypotheses, discussion of data and methodology, a series of analytical chapters, and a conclusion/discussion chapter of results and implications.

Alternatively, the three-paper option is composed of a set of articles that together represent a significant and coherent contribution to our knowledge in Criminology and Criminal Justice. These three papers, once completed, are preceded by an introduction that places the articles in context of the relevant academic literature. The works are then followed by a chapter that draws out the principal conclusions and their relevance and contribution to the field. These papers are written in the style of a journal article and must be of publishable quality, as determined by the candidate's committee.

The process for both types of dissertations follows the same rigorous sequence of examination and defense. The steps in this process are outlined below and occurs under the guidance of the dissertation committee:

1. Prepare a proposal that details the project that the student intends to undertake.

2. Defense of the proposal by the student before the committee and such other members of the faculty and the public who choose to attend the defense. The proposal is announced publicly throughout the university at least two weeks before the scheduled defense.

3. After successful defense of the proposal, the student begins preparing the dissertation or three papers under the guidance of the dissertation committee.

4. Once the committee has approved the work as ready for the final defense, the student proceeds to a formal oral defense of the dissertation before the committee, other faculty, and members of the public. The final dissertation defense is announced at least two weeks prior to the defense date. The committee may accept, accept subject to minor changes, require major changes, or reject the dissertation.

5. Upon acceptance by the committee, the work(s) must meet all requirements by the Graduate Dean's office for formatting and processing. Both the traditional dissertation and the three-paper option must be in compliance with university requirements. Students must provide bound copies of this work to their committee as well as any university offices set forth by the Vice Provost for Graduate Education.

6. Students are expected to meet all university regulations and deadlines for graduation.

Continuous Enrollment (Directly from UML Graduate Catalog)

If the graduate student requires the use of University resources to continue his or her dissertation but has completed the required number of credits for doctoral research, he or she may sign up for 3, 6, or 9 credits of Continuing Graduate Research.

Graduate students who have completed all the requirements except the writing and defense of the dissertation and who do not need to use university resources must register for Continued Matriculation (CM.6010.201) and pay a fee each semester." Students can only have three consecutive terms of continued matriculation CM6010 in the program, otherwise students will have three options; sign up for the one credit continued dissertation review CRIM711 (if you're currently working on your dissertation), file an academic petition as to why you need an extension, or remove yourself from the program and reapply at a later date.

Timeliness of Completion

Based on UML policy, students completing the doctoral program will have a maximum of eight years from the date of matriculation into the program. In exceptional circumstances, an extension may be granted by the UML Graduate Policy and Affairs' Committee (GPAC). In order to request an extension, the student must do the following: 1) Submit an academic petition (https://www.uml.edu/docs/petition_grad_tcm18-87176.pdf), 2) a letter explaining why degree has not been completed in the allotted timeframe and a detailed timeline for completion, and 3) a letter of support from either the student's dissertation committee chairperson or Graduate Director.

Academic Standing

Doctoral students are required to maintain a 3.0 GPA throughout their entire time in the program. A maximum of 9 credits less than a "B" can be applied toward the doctoral degree program.

UML Warning/Probation/Dismissal System

If students' semester GPA falls below a 3.0, they are automatically given a written warning by Graduate Admissions. The written warning is sent to the Graduate Director and placed in the students' record in the Registrar's Office.

If students' semester GPA falls below a 3.0 for a second time, they will receive a written letter of probation by the Vice Provost for Graduate Education. Copies of the letter will also be sent to the Graduate Director, School Chairperson/Director, College Dean, and the letter will be placed in the students' record in the Registrar's Office. The Graduate Director will convene the School's graduate committee and meet with the student in order to recommend a course of action, which may include loss of candidacy and/or dismissal. If a recommendation of losing degree candidacy or dismissal is recommended, it is subject to the approval of the College Dean.

If students' semester GPA falls below a 3.0 for a third time and their cumulative GPA is also below a 3.0, they will be automatically dismissed from the graduate program and UML. Students are able to petition for reinstatement, but will need approval of the Graduate Director, Department Chairperson, College Dean, and Vice-Provost for Graduate Education (or his/her designee). If at least one person does not approve the petition, the dismissal remains and cannot be appealed.

Separate from the UML warning/probation/dismissal system, the College Dean can recommend to the School's graduate committee a course of action (including dismissal) for students not meeting the academic standards expected of graduate students within the College.

Grade Exclusion (Directly from UML Graduate Catalog)

"A request may be submitted to omit a specific course (grade and credits) from the GPA for matriculated students. Such a request must be presented on an Academic Petition, provide detailed justification for the specific action, and certify that the action has been approved by a majority of the departmental graduate committee. Only one grade exclusion in total, including a grade for a repeated course, will be permitted for each degree sought by the student as recommended by the departmental graduate committee. However, the official transcript will list grades for all undergraduate and graduate courses taken at the University with the notation that the grade and credits are excluded from the GPA. Once a grade exclusion has been processed it may not be reversed. Additionally, grade substitutions are not permitted."

Academic Misconduct

Doctoral students are expected to maintain academic integrity at all times while in the program. Academic misconduct includes, but is not limited to, plagiarism, using unauthorized or fabricated data, submitting someone else's work as one's own, presenting work that was previously submitted in another course, etc. When students engage in academic misconduct, it is a serious issue. Sanctions can include a warning, lowering of grade, reduction in final course grade, a grade that cannot be deleted, and suspension/expulsion from the university. Please review the academic misconduct policy here:
https://www.uml.edu/Catalog/Graduate/Policies/Academic-Integrity.aspx

Funding

The department has available Graduate Teaching Assistant and Graduate Research Assistant positions to support graduate students in the pursuit of their degrees. These positions are awarded to students primarily in recognition of scholarship achievement. Graduate assistants work 18 hours per week and are assigned to faculty members to assist in research, instruction, and other professional duties.

The allocation of Graduate Teaching Assistants within the department will be determined by the School Director/Chairperson and the Graduate Director in consultation with faculty members who express a need for Teaching Assistants. Graduate Research Assistant positions will be determined by the Principal Investigators of research grants.

GTAs and GRAs are required to maintain full-time enrollment (9 credits).[1] If they drop below full-time status (including via course withdrawals, failing grades, and grade exclusions), they will have violated the GTA/GRA contract and therefore will be unable to be considered for funding the subsequent semester.

Policy for students traveling to conference(s) and requesting department funds

The university and school does provide financial support to our graduate students to attend conferences.

[1] Funded students who have completed program requirements (Tiers I, II, and III courses) may petition to drop below full-time status and keep their funding.

Faculty in the School of Criminology and Justice Studies

Professors	Research Areas
Pauline Brennan	Courts; Race & Justice; Corrections; Female Offenders & Victims
James Forest	Terrorism and Security Studies
Andrew Harris	Public Policy: Mental Health; Sex Offenders
Melissa Morabito	Policing; Gender; Mental Health
April Pattavina	Courts; Corrections; Policy
Arie Perliger	Political Violence; Political Socialization; Middle Eastern Politics
Kelly Socia	Communities and Crime; Sex Offenders; Policy
Sheldon Zhang	Transnational Organized Crime; Human Trafficking
Associate Professors	
Christopher Harris	Policing
Claire Lee	Cybercrime; Comparative Criminology; Big Data; Immigration
Christopher Linebarger	Political Violence; Civil Wars; Terrorism; Security Studies
Wilson Palacios	Substance Use Disorders; Qualitative Methods
Jason Rydberg	Prisoner Reentry; Sex Offenders; Program Evaluation
Ryan Shields	Sex Offender Policy; Reentry
Neil Shortland	Terrorism and Security Studies
Assistant Professors	
Joselyne Chenane	Policing; Race & Justice; Neighborhoods; Comparative Justice
Emily Green-Colozzi	Mass Shootings/School Violence; Terrorism; Crime Prevention
Rebecca Dunlea	Courts and Prosecution; Organizational Policy; Race and Ethnicity
Joshua Long	Corrections; Prisons; Risk Assessment
Amber Ruf	Criminological Theory; Sex Trafficking
Teaching Professor	
Cathy Levey	
Associate Teaching Professor	
Michelle Veilleux	Business Law and Ethics
Walter Toomey	Civil Litigation; Employment Law; Trade Secrets
Assistant Teaching Professor	
Erica Katz	Gender, Race, & Crime; Victimology
Yahayra Michel-Smith	Poly-Victimization; Child Maltreatment
Emeritus Faculty	
Eva Buzawa	Intimate Partner Violence
James Byrne	Criminal Justice Technology; Corrections; Comparative Justice
William Fisher	Crime and Mental Illness
David Hirschel	Victims; Legal Issues
Larry Siegel	Delinquency; Criminology; Corrections
Linda Williams	Victims; Child Abuse; Methodology

Appendix A: Inventory Sheet for Criminology

NAME:
DOCTORAL PROGRAM CURRICULUM INVENTORY

Course	Where Taken	Semester	Grade	Credit Hours
CRIM 5010: Criminological Theory: Foundations				3
CRIM 6010: Criminological Theory: Advanced				3
CRIM 6020: Nature and Extent of Crime				3
CRIM 5900: Descriptive and Inferential Statistics				3
CRIM 5910: Research Design				3
CRIM 6900: Advanced Regression				3
CRIM 6910: Advanced Research Design				3
CRIM 6920: Qualitative Research Methods				3
CRIM 6890: Special Topics				3
CRIM 6890: Special Topics				3
CRIM 6000: Professional Development				3
CRIM 7950: Advanced Qualitative Methods				3
CRIM 7XXX: Research Seminar				3
CRIM 7XXX: Research Seminar				3
CRIM 7XXX: Advanced Statistical Analysis OR CRIM 7XXX: Qualitative Data Analysis				3
Elective				3
Dissertation				3
Dissertation				3
Dissertation				3
Dissertation				3

PROGRAM MILESTONES DATE

1. Passed Preliminary Examination _____
2. Passed Comprehensive Examination _____
3. Defended Dissertation Proposal _____
4. Defended Dissertation _____
5. Final Draft Submitted to Registrar _____

Student has completed all requirements for Ph.D. in Criminal Justice and Criminology

Pauline Brennan, Ph.D.
Director of Doctoral Program _____ Signature _____ Date

Name:
Doctoral Program Inventory Sheet (Terrorism Option)

Course	Where Taken	Semester	Grade	Credit Hours
CRIM 5010: Criminological Theory: Foundations				3
CRIM 6XXX: Advanced Theory of Political Violence				3
CRIM 6020: Nature and Extent of Crime				3
CRIM 5900: Descriptive and Inferential Statistics				3
CRIM 5910: Research Design				3
CRIM 6900: Advanced Regression				3
CRIM 6910: Advanced Research Design				3
CRIM 6920: Qualitative Research Methods				3
CRIM 6690: Counterterrorism Policies & Strategies				3
CRIM 7100: Advanced Research in Terrorism				3
CRIM 6000: Professional Development				3
CRIM 7950: Advanced Qualitative Methods				3
CRIM 7XXX: Research Seminar				3
CRIM 5710: Domestic Terrorism and Violent Extremism OR CRIM 5XXX: Theories of Civil Wars				
CRIM 5720: Comparative Terrorism & Counterterrorism OR Elective				
CRIM 7XXX: Advanced Statistical Analysis OR CRIM 7XXX: Qualitative Data Analysis				3
Dissertation				3
Dissertation				3
Dissertation				3
Dissertation				3

PROGRAM MILESTONES DATE

1. Passed Preliminary Examination _____
2. Passed Comprehensive Examination _____
3. Defended Dissertation Proposal _____
4. Defended Dissertation _____
5. Final Dissertation Submitted to Registrar _____

Student has completed all requirements for Ph.D. in Criminal Justice and Criminology

Pauline Brennan, Ph.D.
Director of Doctoral Program _____ Signature _____ Date

Appendix C: Preliminary/Comprehensive Examinations

Preliminary Exam (PE)

The PE will be given to students after completion of eighteen credit hours of required coursework in May at the conclusion of the spring semester for both fulltime and part time students. A retake of the PE will be conducted in August prior to the start of the fall semester of the student's second year, in time to allow a final decision of pass/fail before course work starts. Thus, students are given two chances to pass the preliminary exam.

The purpose of the PE will be to assess the students' comprehension and application of materials in required Tier I classes below.

- CRIM 5010 Criminological Theory: Foundations
- CRIM 6010 Criminological Theory: Advanced
- CRIM 5900 Descriptive and Inferential Statistics
- CRIM 5910 Research Design
- CRIM 6900 Advanced Regression Analysis

The skills and knowledge students will need to answer the questions will come from the readings covered in the syllabi for the above "first year" classes. The primary focus of the exam will be for students to critique features of a given study. As such, the exam is loosely structured around the task of doing a peer review of a research article, but will contain more focused questions that will allow answers to be graded in a consistent and reliable manner with high inter-rater reliability.

The PE will consist of 3 questions, which will require that the students:

1. Critique the appropriateness (i.e., identify both strengths and weaknesses) for the application of a given theory to a given research question. (30% of score).

   Example questions include:
   a. Does the study adequately and accurately describe the theory being used?
   b. Does the study adequately cover the existing literature on the use of the theory as it relates to the research question(s) being asked?
   c. Is the theory appropriate for the research question being studied?

2. Critique the appropriateness (i.e., identify both strengths and weaknesses) for a given research design to address a given research question. (40% of score)

   Example questions include:
   a. Are the study's methods (dataset, variables, analytical model, etc.), appropriate in terms of using the aforementioned theory?
   b. Do the study's methods adequately allow for answering the study's research question(s)?

3. Interpretation of a statistical table (i.e., regression output) that shows an understanding of the output from the given analytical model used to generate the table's data, and the interpretation of the output for the research question it addresses. (30% of score)

   Example questions include:
   a. Interpret the effect of the primary independent variables of interest on the outcome (note: "It's significant" is insufficient). Are the author's hypotheses supported by the results?
   b. Interpret the effect of [VARIABLE X] on the outcome (this can be structured in a way that the student must demonstrate that they understand how continuous and categorical variables work in regression).
   c. Does the author provide any information to suggest how well the model fits the data? If so, what information can be gleaned from these tests?

Each question will require a 2-4 double-spaced page response, excluding references.

The PE will be a take-home exam given on a single day. The exam will begin at 9:00 AM and students will have eight hours to complete the response. Students may refer to readings and class notes. Students will be prohibited from working together or with others while taking the PE exam.

Procedure for Assessment of the PE

It is expected that excellent responses will be grounded in the knowledge, skills, and abilities gained in the first year of course work. The PE will be graded by five members of the Doctoral Examination Committee. Each question will be afforded a weighted score, totaling to a score of 100 for the exam (Q1: 30pts; Q2: 40pts, Q3: 30pts). The average of all graders' scores will serve as the student's final score on the exam. A final score below 80/100 will be the threshold for failure. At this point any outlier scores are identified and addressed. If only a single reviewer fails the student (i.e., 4/5 pass the student), then the student will automatically pass, preventing a single outlier from resulting in a revision. There are two possible options for students whose final grade falls below this threshold, and had more than one reviewer failing the student.

1. Revise and Resubmit

If the student earns a final grade between 70 and 79.9, the student will be given an opportunity to revise their response in August of the same year. This revised response must address deficiencies in the initial response, and provide some indication that the student understands why the initial response was deficient.

The revision will be graded as pass/fail. A pass requires three passing scores and an overall average score of 80 or above. The revision will be given in the same manner as the original PE. The revision allows the determination of a final passing or failing grade on the PE prior to students starting their fall classes in year 2.

2. Failure Outright

On the original PE, if a student earns a final grade below 70 (i.e., the average of all reviewers' grades is below 70) he/she will not be given a chance to revise and resubmit, will fail the exam outright and will be dismissed from the doctoral program. Students who fail the Revise and Resubmit exam will also be dismissed from the doctoral program.

Comprehensive Exam (CE)

Taken as a whole, the purpose of the CE will be for the student to propose, design and justify a research study in a manner reflective of the general and specific theoretical, substantive, and methodological knowledge expected of students embarking on their dissertation research. Because the topic of the exam will be reflective of the student's expertise and interests, and the exam will be completed in take home format (as is the case in most doctoral programs in criminal justice and criminology), enhanced expectations for the quality of responses will be assessed accordingly.

During the winter session of the third year, fulltime students in the program will take a comprehensive exam (CE), while part time students will do so after the semester in which they complete appropriate credit hours. While the PE revolved around critiquing the appropriateness of theory and method for a specific research question, the CE will require that the student apply their knowledge of theory and method to a substantive area that is reflective of the student's theoretical, substantive, and methodological interests. In this sense, each student will craft a proposal responding to a hypothetical request for proposals (RFP) that is tailored to the area of expertise that the student has been developing.

Content of CE

Specifically, the CE will require that the student design and justify a study addressing a research question in their area of interest. The approximate research question will be pre-determined as follows.

The Doctoral Examination Committee will meet with each student in the fall semester of year three. At this time, the student will identify the substantive area(s) that represent the research interest. By December 15, the student will then provide the Doctoral Program Director with a list of no more than three possible topic areas. The hypothetical RFP (i.e., the exam) will prompt the student to structure their proposal so that it addresses the following issues:

1. Problem Statement/Theoretical Importance and Review of Literature (15pts):
   Draw on relevant literature providing a thorough justification of the importance of the research question, and contribution of the proposed study to the field. This section should provide a concise but detailed review of the relevant literature for the research question.

2. Quantitative / Qualitative Measurement (20pts):
   A detailed discussion of the conceptualization and operationalization of the primary constructs of interest in the study.

3. Data Collection (20pts):
   A detailed discussion of a proposed means of data collection, covering the appropriateness of the data to addressing the research question. Specific aims for this section will include outlining the specific mode(s) of data collection (e.g., face to face interviews, self-administered questionnaires, official records, etc.), justifying the decision behind this choice, and outlining the means by which a sample will be generated.

4. Design and Proposed Analysis (30pts):
   A detailed outline of a proposed research design and analyses, justifying their appropriateness to addressing the research question. Specific aims will involve classifying elements of the design (e.g., cross-sectional, longitudinal, quasi-experimental, mixed methods, etc.), explicitly linking the chosen design to the research question, and justifying the potential analyses that would be applied to the data produced (e.g., specific regression models, constant comparative theme refinement, etc.).

5. Limitations (10pts):
   Detailed discussion of data collection limitations and potential threats to the validity of the study, covering the plausibility of the threats and outlining possible remedies.

6. Breadth of Literature/Formatting (5pts):
   Miscellaneous points to be awarded for drawing on literature throughout, and proper formatting.

7. Appendices:
   APA formatted reference list, with tables and figures included as needed.

Students are required to draw on scholarly literature extensively in each section of the proposal, reflecting knowledge of the areas of expertise. The choice of data collection will not be restricted to secondary data sources nor restricted to quantitative research designs. The complete proposal will likely range from 15-20 double-spaced pages, excluding references/appendices. Longer submissions will not be turned away, but students will be encouraged to use space efficiently.

Timing and Format of the CE

The CE will be administered as a take-home exam, expected to be completed over a period extending from Monday through Friday, a period of five days. This allows sufficient time for the student to craft a high quality response which demonstrates their mastery of a specific research topic. The exam will take place in January, prior to the start of Spring Semester in the student's 3rd year. In the event that the student needs to submit a revision, the revision process will take place at the conclusion of the Spring Semester.

This timing is important for several reasons. First, by conducting the CE after the fall semester of the 3rd year for fulltime students and after Tier II course work has been completed for part time students, all required courses will be completed at this juncture. Second, students who pass the CE would be able to potentially use materials from their responses towards a concept paper for

their dissertation research. Third, this timing would resolve the student's status (i.e., continuing matriculation in Tier III or dismissal from the program by the conclusion of Year 3).

Procedure for Assessment of the CE

The sections of the CE will be afforded a weighted score, totaling to 100 (i.e., Potential contribution: 15pts; Measurement: 20pts; Data Collection: 20pts; Design and Analysis: 30pts; Limitations: 10pts; Literature/Formatting: 5pts). The average of all graders' scores will serve as the student's final score on the exam. A final score below 80/100 will be the threshold for failure. At this point outlier scores (e.g., [10, 92, 85, 88, 82]) would be identified and addressed. If only a single reviewer fails the student (i.e., 4/5 pass the student), then the student will automatically pass, preventing a single outlier from resulting in a revision.

There are two possible options for students whose final grade falls below this threshold.

1. Revise and Resubmit

If the student earns a final grade between 70 and 79.9, the student will be given written feedback on the CE and then given an opportunity to revise their response. This revised response must address deficiencies in the initial response, and provide some indication that the student understands why the initial response was deficient. The revision will be graded as pass/fail, where three or more passing scores and a minimum average of 80 results in passing the exam. The timing of the revision will be subject to a reasonable time period specified by the committee.

2. Failure Outright

If a final grade is below 70 (i.e., average of all reviewers scores is below 70, and at least two reviewers gave a failing grade) students will not be allowed a chance to revise and resubmit, will fail the exam outright, and be dismissed from the program. Failure on the revision will also result in dismissal from the program.