

DOCTOR OF PHILOSOPHY IN CRIMINOLOGY HANDBOOK

School of Economic, Political and Policy Sciences

University of Texas at Dallas

AY 2018-2019 to Present

NOTE: This handbook is subject to change in accordance with University and Program amendments. Students are responsible for remaining updated and in compliance with University policies throughout their time in the program. The policies set forth in this handbook default to new University policies that may be amended without notice.

(Updated August 13, 2019)

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Program Requirements

To earn the Ph.D. in Criminology, students must fulfill the following requirements:

- I. Coursework: 75 semester credit hours beyond the baccalaureate degree (minus transferred master's credits up to 36 semester credit hours)
- II. Qualifying examination: Taken after required coursework
- III. Doctoral dissertation/Three-paper writing option

I. Coursework

The Criminology doctoral degree requires 75 semester credit hours of graduate study (including a required master's degree of up to 36 semester credit hours).

- I. Criminology Core Classes (15 semester credit hours)

CRIM 7307 Measures and Correlates of Crime
CRIM 7300 Advances in Criminology Theory
CRIM 7301 Seminar in Criminology Research and Analysis
CRIM 7305 Professional Development in Criminology
CRIM 7315 Evidence-Based Crime Prevention
- II. Methodology/Statistics Core Classes (9 semester credit hours)

CRIM 6301 Research Design I
EPPS 7313 Descriptive and Inferential Statistics
EPPS 7316 Regression and Multivariate Analysis
- III. Advanced Statistics/Methodology Elective (3 semester credit hours)
- IV. Qualifying Exam Prep (3 semester credit hours)
- V. Dissertation Research (9 semester credit hours)

Recommended Curriculum Sequence of Ph.D. Coursework for Full Time Students

Important: Students should understand that 9 semester credit hours is considered a “full load” in graduate school. There is no requirement that 9 hours are taken each semester. However, funded students must be enrolled in at least 9 graduate hours to receive funding during a regular semester.

Year	Fall	Spring
1	CRIM 6301: Research Design I* CRIM 7305: Professional Development EPPS 7313: Descriptive & Inferential Stats	CRIM 7307: Measures & Correlates of Crime CRIM 7315: Evidenced-Based Crime Prevention EPPS 7316: Regression & Multivariate Analysis
2	CRIM 7300: Advances in Theory CRIM 7301: Seminar in Criminology Research Advanced Statistics or Methods Elective	Qualifying Exam Prep and/or Elective(s)
3	Qualifying Exam Prep and/or Elective(s) <i>Qualifying Exam</i>	Dissertation and/or Elective(s) <i>Dissertation Proposal Defense</i>
4	Dissertation <i>On the Job Market</i>	Dissertation <i>Dissertation Final Defense</i>

* If student previously took this course or EPPS 6310 at UT Dallas with a grade of B or better, the course will need to be substituted with an additional advanced EPPS graduate statistics or methods course.

A grade of “B-“or lower in any core class requires that the class be retaken, *with only one retake allowed per course*. If the retake results in a final grade of “B-“or lower, the student will be dismissed from the program. Students are only allowed to retake two core courses. Students must also meet the University’s minimum required GPA of 3.0 or higher (see policy [UTDPP1052](#)).

II. Qualifying Examination

Before the dissertation phase, students are required to sit for the Criminology Qualifying Examination after completing all core Ph.D. coursework and upon approval of the Ph.D. advisor and/or Program Head. A student must be registered for at least three semester credit hours of graduate course work during the semester in which she or he wishes to take the qualifying examination. Students on funding may need to enroll in additional hours as required by their student assistantships and should consult with the Ph.D. Advisor or the Program Head for appropriate classes to take during their qualifying examination semester.

Doctoral students must pass the qualifying examination, which consists of two sections, prior to moving into Doctoral Candidacy. The two sections are (1) criminological theory and (2) crime and justice policy. Research methods and statistics will be blended into each of these sections.

The qualifying examination will be offered a minimum of once per academic year, typically in the middle of the Fall semester. It is a take-home exam that will take place over two days with one day allotted for each of the two required areas. *Students will have 6 hours on each of the two days to complete that section of the exam.* Students will be graded Pass/Fail on each section of the exam. By University policy (see [UTDPP 1052](#)), students are permitted only one re-take for any section(s) they did not pass on the first attempt. The second attempt must be completed no sooner than two months after the student receives the results of the first examination but no later than one year after the first attempt. Under no circumstances will a third examination be permitted.

Students wishing to take the qualifying examination must complete the **Intent to Sit Form** at least 21 days before the exam. The form should be approved by the Ph.D. Advisor and submitted to the Graduate Program Administrator.

Admission to Doctoral Candidacy

Students will enter into doctoral candidacy with a designation of ABD (All But Dissertation) upon the successful completion on (1) all required coursework, (2) passing of the qualifying examination, and (3) assignment of an approved faculty supervising committee. The supervising committee is formed by submitting the [Committee Appointment Form](#) to the Graduate Dean's office after obtaining the signatures of all committee members and the Program Head. In order to graduate, students must complete the dissertation or three paper option and all credit hour minimum requirements.

III. Doctoral Dissertation/Three-paper writing option

The Criminology and Criminal Justice Program accepts either a traditional dissertation or offers a three paper option. Students must complete one or the other. A decision needs to be made before the [Committee Appointment Form](#) is submitted to faculty members for signature.

The dissertation is an original work initiated and completed independently by the doctoral candidate. This work typically includes an introduction, literature review, outline of hypotheses, discussion of data and methodology, one or more analytical chapters, and a conclusion/discussion chapter of results and implications. A dissertation manuscript for the Doctor of Philosophy degree must demonstrate an independent research competence on the part of the candidate that substantially adds to the knowledge in the candidate's field with respect to either its intellectual substance or professional practice.

Alternatively, the three paper option is composed of a set of articles that together represent a significant and coherent contribution to our knowledge in the discipline of Criminology and Criminal Justice. These three papers, once completed and ready for defense, are preceded by a written introduction that places the articles in the context of the relevant academic literature and ties them together. The works are then followed by a chapter that draws out the principal conclusions across the studies and their relevance and contribution to the field. These papers are written in the style of journal articles and must be of publishable quality, as determined by the candidate's committee. At least one of these papers must have been submitted for publication *prior* to the final oral defense. These works are generally authored solely by the doctoral candidate, but they may have joint authorship with committee members on one (but no more than one) of the papers. Theses or analytical papers used to meet the requirement for a Master's degree may not be used as one of the three papers.

All students, regardless of selection of dissertation or three paper option, will need to prepare a proposal and undergo a final oral examination. The proposal should include a tentative title, review/background of research and hypotheses to be tested, and a discussion of the methodology to be used. When the written proposal is complete, the student will typically orally defend her/his proposal before the Supervising Committee. Once the dissertation is complete, the student will need to submit the dissertation to the Office of Graduate Studies along with a [Request for Final Oral Examination](#) form. The Dean of Graduate Studies will then appoint the Examination Committee, which includes all members of the Supervisory Committee plus a non-voting representative appointed by the Graduate Studies Dean.

While there is no preference between the dissertation or the three paper option, students should give serious consideration to both options and determine which option is in their best interest based on their long-term goals post-graduation.

Funding Opportunities

Students should indicate their desire to be considered for funding as a teaching or research assistant or a teaching associate on their application, in their letter of intent to the program, or at any time by contacting the Ph.D. Advisor or the Program Head.

Funding opportunities are competitive, merit-based, and can range from a small stipend to a full assistantship with tuition remission. Funding is always dependent upon the University's year-to-year budget, is not guaranteed, and is also contingent upon adequate progress in the program, academic standing, and satisfactory performance on all job responsibilities.

The presumption is that funding opportunities will run on the academic nine month calendar but are technically decided on a semester by semester basis. As such, funded students will be evaluated each semester by their supervising professor. At the end of each academic year, the

Program Head along with the Ph.D. Advisor will review the progress of funded students to determine whether funding should continue in the following academic year.

Funded students must be enrolled full-time (i.e., nine graduate semester hours each long semester) and are responsible for abiding by all UT Dallas policies and procedures. In addition, they are expected to regularly check their UT Dallas email accounts and to respond to all program communications and are required to attend all sponsored program functions and activities (i.e., guest lecturers, brown bags, etc.).

University Standards and Requirements

Academic Standing

In order to qualify for graduation, students must maintain a 3.0 grade point average for all graduate courses (see policy [UTDPP1052](#)). Students must also earn a grade of B or better in **all** required core classes. A core course may only be repeated one time.

Graduate Grading and Grade Point Average

The following grading scale is used in all graduate coursework at the University of Texas at Dallas:

GRADE	GRADE POINTS PER SEMESTER HOUR	DESCRIPTION
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
F	0.00	Failure of either a Pass/Fail or Graded Course
I	Incomplete	Grades of F, X, P & W do not produce Grade points
P	Pass	Grades of F, X, P & W do not produce Grade points
W	Withdraw	Grades of F, X, P & W do not produce Grade points
NR	0.0	Non-recorded, used for ONLY grades that indicate the student grade awaits review from the Office of Community Standards and Conduct.

Enrollment/Registration Requirements

According to University Policy (see [UTDPP1052](#)), a student **must** be registered for at least three semester credit hours of graduate coursework during the semester in which any major degree

examination, such as the qualifying examination, proposal defense, or final oral examination for the dissertation/three paper option, is taken or during the semester in which the proposal is submitted for approval.

Continuous Enrollment for Dissertation: Once a student has enrolled in dissertation credit hours, unless a leave of absence has been granted, that student must maintain continuous enrollment of at least three graduate credit hours during consecutive long semesters (i.e., Fall and Spring) until the final approved copy of the manuscript has been submitted to the Office of Graduate Studies.

Enrollment during the Semester of Graduation: With the exception of in absentia registration, doctoral students who have successfully defended the dissertation, but did not graduate during that semester, must be enrolled for at least one credit hour in the semester in which they graduate. Enrollment for one semester credit hour in the final semester is only allowed once.

In Absentia: If the approved copy of the dissertation manuscript is submitted to the Office of Graduate Studies after the semester deadline (see Office of Graduate Studies webpage for specific dates) but before the Census Day of the next semester, the student may register in absentia for her/his final semester of graduation. This option allows the student to apply to graduate without formally enrolling in courses for that semester. Students are eligible if they have completed all degree requirements except for the submission of the final approved copies of the dissertation. Students will have to complete the [In Absentia Registration Form](#) and pay a nonrefundable/nontransferable fee.

Time Limits

According to University Policy (see [UTDPP1052](#)), all requirements for the doctoral degree must be completed within one ten-year period. Students whose Master's degrees are accepted for full credit toward the Ph.D. must complete all requirements for the degree within one eight-year period. No work exceeding these limits will count towards the doctoral degree. Exceptions to the time limit specifications must be approved by the Dean of Graduate Studies.

Catalog Policy

According to University Policy (see [UTDPP1052](#)), students are bound by the coursework requirements of the catalog in effect at the time of their admission to the doctoral program (within a ten-year period) provided that the requisite courses continued to be offered. With the approval of the Dean of Graduate Studies, students may elect to be bound by the catalog in use at the time the student applies for graduation.