

UNIVERSITY OF SOUTH FLORIDA



GRADUATE STUDENT
HANDBOOK
2011-2012

**DEPARTMENT OF
CRIMINOLOGY**

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Welcome from the Department of Criminology University of South Florida

We want to take this opportunity to express our thanks to you for choosing the Department of Criminology at the University of South Florida as the home for your graduate education. We are honored that you have placed your trust and confidence in us. There is no more important role that we, as University faculty, play than educating the scholars and professionals of tomorrow. We will do everything in our power to provide you with a world-class education and to create a professional and intellectual environment within which you can fulfill your ambitions and exercise your talents to their fullest.

As Department Chair and Graduate Director we are here to ensure that your educational experience is productive, rewarding and enjoyable. We can speak for all the faculty and staff who have the same commitment.

So we extend to you a hearty welcome! We hope that your time with us in the Department of Criminology proves to be one of the most fulfilling and enriching of your educational life.

Mike Leiber

Mike Leiber, Ph.D.
Professor and Chair
Department of Criminology

Lorie Fridell

Lorie Fridell, Ph.D.
Associate Professor and Graduate
Director
Department of Criminology

General Graduate Student Information

University Policies and Information

Admissions: General graduate admissions information and policies may be found at the following website: <http://www.grad.usf.edu/graduate-admissions.asp>. The Criminology website is at <http://criminology.usf.edu>. Please consult these websites for the latest information.

USF Graduate School: Information regarding graduate study at USF may be found at <http://www.grad.usf.edu>. The Graduate Catalog is available at this site.

Financial Aid: Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact <http://www.usf.edu/finaid> for information.

Parking Services/BullRunner: Parking and transportation information may be found at: http://usfweb2.usf.edu/parking_services/default.asp. Please note that all parking at USF requires a permit and violators will be ticketed and/or towed at the owner's expense. Permits may be purchased by logging onto OASIS. Failure to pay parking violations will result in academic holds and an inability to register for classes. You may pay parking fines in person at parking services or on their website (note: parking services does not accept cash or checks). The BullRunner is a free shuttle that runs routes across the campus. Please consult the website for current routes and schedules.

Academic Computing/E-Mail Accounts: All students registered for courses at USF are eligible for a free student email account from Academic Computing. To activate a student account, visit the University Network Access website at <https://una.acomp.usf.edu>. You will need your "U" number to activate your NetID. Your NetID allows access to a variety of services including myUSF/Blackboard online courseware, open-use computing labs, free software downloads, and USF library online services. If you experience problems with the website, please contact the IT Help Desk at 813-974-1222.

Student ID Cards: For information on USF Card Services, see the website at: <http://it.usf.edu/services/usfcard>. All USF students are required to obtain and carry a USF ID. The cost of this card is \$10 and qualifies you for graduate student privileges at the Tampa Library and at local businesses that provide student discounts.

International Students: International Student and Scholar Services (ISSS) at USF is the main administrative and advising office for approximately 1,400 international students and 200 research scholars from 130 countries.

Office Location and Hours: USF Tampa Campus, Cooper Hall (4th floor), Room 469, Monday - Friday, 8:00 a.m. to 5:00 p.m. Contact at (813) 974-5102 (phone) (813) 974-0491 (fax) and via email at internationalservices@iac.usf.edu.

Veterans: USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws in effect.

All degree programs currently offered at USF are approved by the State Approving Agency. Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office. VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree. Students should consult the "Handbook for VA Students" (available at the USF Veterans Services office) or log on to USF Veterans Services web site <http://www.veterans.usf.edu/index.asp> for information on various programs and services, and VA rules and regulations.

Graduate and Professional Student Council (GPSC): The GPSC represents all graduate student interests pertaining to academic issues in regular meetings with the USF President, Provost, Dean of Graduate Studies, the Graduate Council, Student Government, and other University Administrators. Advantages to joining the GPSC include:

- Staying abreast of current issues of importance to graduate students
- Receiving announcements on deadlines, scholarships, courses, etc. from USF faculty
- Receiving information on on-campus research positions and general job openings
- Receiving announcements on current GPSC socials, seminars, and meetings

To join the GPSC, visit "Organizations" in myUSF/Blackboard or visit <http://www.gpsc.usf.edu/>

Background Checks. The General Counsel's Office told the department to include in any "handbook," a statement indicating that students they will be responsible for any costs associated with fingerprinting and/or background checks if they are required by an agency (e.g., for employment or for an internship).

Department of Criminology Policies and Information

Copies/Supplies: The Departmental copier and supplies are not for the student's personal/educational use; they are for departmental business (e.g. teaching and research) only.

Listserv: All criminology graduate students are ***required*** to subscribe to the Department of Criminology Listserv to keep updated on news and correspondence. This listserv will be the primary source of communications between the Department faculty and students. Please go to this website and follow the directions to be added to the Listserv:

<http://listserv.admin.usf.edu/archives/crimgrad.html>.

Conference Information and Funding Support: There are two national professional associations that academic Criminologists join and participate in: the American Society of Criminology (ASC) and the Academy of Criminal Justice Sciences (ACJS). These professional organizations hold conferences annually in November and March, respectively. For student membership information, visit the following websites: for ASC: <http://www.asc41.com>; for ACJS: <http://www.acjs.org>.

There are two forms of funding for graduate students who are actively participating in local and national professional conferences. When the budget permits, the Department will provide a small stipend to students who present a scholarly paper or poster at a conference. Students, who wish to attend a conference, but not to present a paper or poster, may also be afforded a smaller stipend.

These travel expenses are coordinated through the Office Manager and receipts are required for payment. Please consult the Graduate Director for more information. *All students receiving department funding for conferences are expected to attend Department functions at such conferences and represent the Department in a professional manner at all times.*

In addition, the Graduate and Professional Student Council offers a conference presentation grant. This program awards a stipend to graduate students presenting or otherwise actively participating at a conference. This funding is limited and competitive, please apply early. To submit an application, visit their website at <http://www.sg.usf.edu/?q=node/347>. Please direct any questions regarding this grant to the A&S Business Office at (813) 974-2045.

Continuous Enrollment: All graduate students must maintain continuous enrollment, defined as completing 6 hours of graduate credit within 3 consecutive semesters (e.g. 6 credits in Fall, 0 in Spring, 0 in summer, etc). Those who fail to maintain continuous enrollment are automatically dropped to non-degree seeking status and must reapply for admission.

Graduation Semester Enrollment: Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Non-Degree Seeking Students: A student who has not yet been accepted into the graduate program may take courses as a "non-degree seeking student." If that student is subsequently accepted into the graduate program, up to 12 non-degree seeking hours can be applied toward the degree; the student will need to submit appropriate paperwork to have those non-degree seeking hours applied toward the Criminology graduate degree. To apply as a non-degree-seeking student, go to www.usf4you.usf.edu. Find "Take a few classes" and click on the last listing under it, "Non-degree graduate." Follow instructions. A non-degree seeking student must obtain permission from the professor to take his or her particular graduate course.

In Good Standing: Graduate students must maintain an overall average of 3.0 ("B") in all courses, and meet the requirements of the degree program to be considered "in good standing." No grade below a "C" will be accepted toward a graduate degree, including C- grades. All grades earned will be counted in computing the overall grade point average (GPA).

Any student who is not in good standing at the end of a semester shall be placed on probation. The College or Department may also place students on probation for other reasons as designated. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean and the Dean of the Graduate School. At the end of the probationary semester, the Department shall recommend to the College Dean, in writing, one of three alternatives:

- (1) Removal of probation,
- (2) Continued probation,
- (3) Dismissal from the degree program.

The Dean of the Graduate School, upon recommendation by the Dean of the College of Behavioral and Community Sciences, may dismiss the student from a degree-seeking status after one semester of probation.

Academic Dishonesty Policy: The field of criminology/criminal justice is based upon the integrity of those people working in it. It is assumed that students in the Department of Criminology will live up to the highest levels of academic honesty. If any instructor or professor has reason to believe a student is cheating or being academically dishonest in any way, any and all procedures available will be instituted to have the student dismissed from the program and/or the University (see current Graduate Student and Procedures Manual). An "FF" received as a result of academic dishonesty puts you on Academic Warning for the remainder of your time at USF. A class in which you receive an "FF" as a result of academic dishonesty is not repeatable. All papers, research, and examinations will be monitored carefully and students found cheating will be punished to the fullest extent allowed by the University and the Department.

Mentoring/Major Professor: Choosing a Major Professor is one of the most important decisions you will make as a student. You are encouraged to get to know the faculty by taking courses, meeting with faculty members in their offices, and finding out more about their research interests. You will find that faculty members are happy to talk to you about their research and their areas of expertise. Senior graduate students provide another valuable resource for newer students. Talk to senior graduate students about choosing Major Professors, their experiences with comprehensive examinations, and any other issues. Being in the Department and interacting with the faculty, staff, and other students is what truly integrates you into graduate school and will facilitate a smooth transition from another school or from undergraduate work.

Upon mutual recommendation from the student and professor concerned, a Major Professor will be appointed by the Graduate Director. A Major Professor should be named before 50% percent of the degree program (MA or Ph.D.) is completed. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. These plans may include, but are not limited to, course of study and order of classes, directed research and study topics, and plans toward successful completion of comprehensive examinations and theses/dissertations. Major Professors are expected to be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years.

In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty members are approved as "Co-Major Professors" and jointly serve in that role. Consequently both faculty members must sign approval on paperwork pertaining to the student's processing (e.g., committee form, change of committee form, admission to candidacy).

Criminology Graduate Student Organization (CGSO): The purpose of the CGSO is to serve and advocate for graduate students within the department of Criminology both at the departmental and university levels. The CGSO hosts workshops aimed at improving teaching and research effectiveness, organizes and implements the annual departmental research symposium, addresses student concerns, enhances communication between faculty and students, and assists with the orientation of incoming graduate students. The CGSO meets monthly and all graduate students are welcome to attend. You may find information regarding meetings, workshops, and important links by adding the CGSO organization to myUSF/Blackboard. When you have logged into myUSF, click on "Organizations" and then on "Criminology Graduate Student Organization."

Student Registration Information

OASIS

Login and Registration: To register for classes, students must login to the Student OASIS System at <http://usfonline.admin.usf.edu>. Note: Florida law requires that **all** students enrolled in colleges and universities be immunized against certain communicable diseases. Students who are not properly immunized, or who do not have proof of immunization or an approved exemption (medical/religious) *will have a registration hold placed on their account.*

Health history forms are available at <http://www.shs.usf.edu/immunization/immunization-forms.aspx>.

If you have additional questions, please contact the Immunization Compliance Office at (813) 974-4056 or email: immunization@shs.usf.edu.

Additional information regarding all registration requirements may be found in the Schedule of Classes. Step-by-step instructions are available at http://www.registrar.usf.edu/howtos/oasis_student_registration/

Continuing degree-seeking students register online during the preceding term for their next semester's courses. Dates and instructions for all registration periods are published in the Schedule of Classes for the appropriate semester. Registered students may make schedule adjustments in the regular registration period during the preceding term or during the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A \$100.00 late registration fee is charged during this week. To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period).

Late Registration Information

Fees: To avoid a \$100.00 late payment fee, all tuition fees must be paid in person at the Cashier's Office, on OASIS, or postmarked by the U.S. Post Office (not office metered), by the fifth day of the term. The University is not responsible for lost or misdirected U.S. Postal mail. A student whose registration has been cancelled may request registration reinstatement through the fourth week of class for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, check, or credit card before reinstatement will be effected. Students receiving financial aid **may** receive a deferment of their tuition fees until their aid is disbursed. Please verify this in OASIS to avoid a late payment charge.

Graduate Petition to Add or Drop a Course Late: If a student wishes to add or drop a course after the registration deadline, s/he should obtain and complete a "Graduate Petition" and submit it through the Department's Graduate Director (who will submit it to the College). This form (and

others) can be obtained by going to the Graduate School website (www.grad.usf.edu) and clicking "Forms."

myUSF/Blackboard

Features: The University web portal, <https://my.usf.edu>, is a one-stop shop of online services provided via the web for USF faculty, staff, and students. As myUSF grows, more University services will be incorporated. After logging into the myUSF site, you will first see the myUSF page, a customizable personal page.

At myUSF/Blackboard, you can: 1) view course materials and grades (when available) by clicking on the "Courses" tab in the navigation menu, 2) check and send email using Gmail, 3) browse the USF user directory, and 4) link directly to OASIS. Other portal features beyond the myUSF page include links to: Course catalogs, Library resources, Information Technology, organizations on campus, a customizable Google Apps homepage, and other university-wide resources.

Gaining Access to myUSF:

1. From a web browser, visit <https://my.usf.edu>
2. Login with your NetID and password (if you don't have a NetID, visit <https://una.acomp.usf.edu> and follow through with the procedures).
3. Once inside myUSF, browse through courses, communities, and resources by clicking the tabs at the top of the page. You may also modify the content and the layout to best suit your needs, and create a personalized home page at My Google Apps @ USF where you can add links to your USF Gmail account, *The Oracle* student newspaper, local weather, and Google Docs and Calendar, among other gadgets.

USF Department of Criminology Master of Arts Degree

MA Program Description

The M.A. in Criminology is a two-year program designed to provide the student with an in-depth understanding of the major ideas, issues, theories, and research comprising the field of Criminology.

MA Program Requirements

Program of Study (33 hours)

Thesis Option	Non-Thesis Option
CCJ 6050 (2) Pro Seminar	CCJ 6050 (2)
CCJ 6605 (4) Theory	CCJ 6605 (4)
CCJ 6705 (4) Research Methods	CCJ 6705 (4)
CCJ 6706 (4) Quant. Analysis I	CCJ 6706 (4)
CCJ 6707 (4) Quant. Analysis II	CCJ 6707 (4)
CCJ 6971* (6) Thesis	CCJ 6905 (3) Exam or Project
Electives (9)	Electives (12)

*Per University restrictions, a student may not sign up for a section of CCJ 6971 for fewer than 2 hours.

MA students are strongly encouraged to take Criminology electives; however, with prior approval from the Graduate Director an MA student may take up to six hours of courses from another USF department.

MA Time Limitations

For students who started their MA degrees before Fall 2007:

All credits (including transfer credits) used to satisfy the requirements for the Master's degree must be taken and completed within 7 academic years prior to the date of graduation.

For students who started their MA degrees in the Fall of 2007 or later:

All requirements for the Master's degree must be completed within five (5) calendar years from the student's date of admission for graduate study. Courses taken prior to admission to USF (e.g., transferred in or taken as a non-degree seeking student) can be no older than 7 years at the time of graduation with a Master's degree.

Per College requirements, upon successful completion of all MA requirements except for the thesis, graduate students must enroll in a minimum of two (2) credit hours of Thesis each semester that s/he is using university resources (including faculty guidance) until the completion of the master's degree. (This would apply to summer session if the student is using the services of faculty members during that time.)

In the event that a student nears the end of the time limitation, but needs more time to complete the degree, the student may submit a request for an extension. The request must be approved by the (Co-) Major Professor (s), Graduate Director, College Associate Dean, and Dean of the Graduate School or designee. The request must include the reasons for needing an extension and clearly state the amount of time requested, up to one year. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved.

Students who are unable to continue in the program for more than 12 months must submit a Leave of Absence Request, which extends the time limit for the duration of the approved leave.

Both the Time Limit Extension and Leave of Absence Request Forms may be obtained at: <http://www.grad.usf.edu/> (See "Forms.")

MA Major Professor

A Master's student, in consultation with the Graduate Director, should select his/her Major Professor or Co-Major Professors before s/he has completed 50% of the degree program. Generally, this person becomes the chairperson of the student's thesis committee.

MA Thesis Option

MA thesis students are strongly advised when they BEGIN their thesis to familiarize themselves with the requirements and associated deadlines found on the Graduate School website (<http://www.grad.usf.edu>). Go to "Student Resources" and then "Thesis & Dissertation." Review all requirements and pay particular attention to "ETD Deadlines."

The Thesis Option is particularly well suited for students seeking a research career in criminal justice and for those intending to pursue a Ph.D., and ultimately an academic career, at the university level. In the Thesis Option, students will learn to conduct methodologically sound and theoretically grounded research. As they complete their graduate studies, students will produce an original piece of research that makes a unique contribution to the scientific body of literature in criminology and criminal justice.

MA Supervisory Committee: Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty, appointed by the Graduate Director and approved by the Associate Dean or designee of the College of Behavioral and Community Sciences. The committee will approve the course of study for the student and plan for research, supervise the research, and read and approve the thesis for content and format.

It is the responsibility of the *student* to form an M.A. thesis committee consisting of a Chairperson who is a member of the faculty of the Department of Criminology and two additional members (one of whom may be from an outside department). The two committee members will be identified jointly by the student and his/her Chairperson.

All tenured or tenure-earning faculty at USF are qualified to be a member of a Master's Thesis committee. All tenured or tenure-earning faculty in the Department of Criminology at USF are qualified to supervise a Master's Thesis committee. Others desiring to serve on a Master's Thesis committee must submit a curriculum vita and be approved by the Department and College of Behavioral and Community Sciences.

Once a committee has been determined, a Supervisory Committee Form, (available from the Graduate Director) needs to be completed by the student and submitted to the committee members for signature. (Faxed/scanned signatures are acceptable.) Notification of the committee appointment will be sent by the Graduate Director to the Dean's Office in the College of Behavioral and Community Sciences.

Once approved by the College, the original form is placed in the student's file in the College. A copy will be returned to the program. The committee appointment is official only after receiving College approval. An approved and current Supervisory Committee Form must be on file in the College before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation. Faxed signatures are acceptable.

Changes to the Supervisor Committee: Change of Committee Forms (available from the Graduate Director) should be submitted for approval as soon as the change takes place. Faculty members who are removed from the Committee are not required to sign the revised form, provided that the Major Professor has signed indicating approval of the change. Any non-USF faculty being added to a committee must submit a CV for approval. Changes to a Committee are official only once approved and filed by the Graduate School.

Thesis Proposal: The student is required to prepare, in consultation with the Supervisory Committee, a proposal outlining the objective of his/her thesis. The proposal typically contains a literature review and a detailed description of the research methods to be used for the thesis research. Committee members will decide whether the student will defend the proposal orally. Regardless of whether there is an oral defense, the chair of the thesis committee shall notify the Director of the Graduate program once the proposal has been accepted by the student's committee.

Institutional Review Board (IRB) Policies and Procedures: All graduate students are required to become acquainted with and keep up to date with the policies and procedures of the USF Institutional Review Board. Researchers proposing to use human subject participants, as well as any form of secondary data, are ***required*** to submit an application to the IRB for review and approval ***before*** initiating each project. ***A researcher may begin a study only after receipt of a letter of approval from the IRB.***

To begin the approval process, researchers must complete the following:

1. On-Line Certification: The web-based "Foundations" course provides an overview of participant protections associated with human subject research. Upon completion of the course, you will receive a certificate documenting course completion. Provide a copy to the Graduate Director for your file. For further information visit the website at: http://www.research.usf.edu/cs/irb_education.htm
2. Investigator Responsibilities Form: Complete this form after reading the related documents at <http://www.research.usf.edu/cs/invrespon.htm>

Participants in research, researchers, and others who have questions, problems or concerns, who want to obtain information, or who want to offer input should contact the USF IRB Staff. This office may be reached at: Phone: (813) 974-5638, by Fax: (813) 974-5618, or via their website at: <http://www.research.usf.edu/cs/irb.htm>.

Oral and Written Defense of Thesis: The student, after having an approved proposal, will work to complete the proposed thesis with the guidance of his/her Major Professor and Committee. Upon completion of the thesis, the student will submit to an oral defense before the thesis is submitted for final approval to the Graduate School.

The Thesis Committee administers the oral examination. The Thesis Committee Chair shall be responsible for notifying the department faculty prior to the scheduled defense. Any faculty member in the department may attend and examine if desired, but the right of voting is reserved to members of the thesis committee. A majority vote of the committee is required for any action. The thesis and oral defense will be evaluated as a combined effort. There are three possible outcomes: Pass, Pass provided specific modifications are made, or Fail. If the outcome is a failure, the oral defense may be repeated within one semester of the first attempt. It is the responsibility of the Chair of the Thesis Committee to notify the Graduate Director in writing of the action taken by the Thesis Committee.

Students who are passed conditionally upon modifications to the thesis will have such time to complete them as the committee determines appropriate. The modified thesis will be resubmitted to the Committee for final examination and approval. After this step is completed the student may then submit the thesis to the Graduate School. A successful candidate must provide electronic copies of the completed thesis to the Graduate Director and (at least) the chair of the committee.

**** NEW as of Fall 2010 ****

Graduate School Format Requirements, MA: The University has transitioned to the "Electronic Thesis and Dissertation" (ETD) system. The "ETC Resource Center" is at <http://www.grad.usf.edu/thesis.asp>. All MA-thesis and doctoral students are required to attend an ETD Workshop or complete an ETD tutorial the semester prior to graduation. (With this new system there is no longer a "format check" as previously devised.)

Thesis Credit hours: Thesis students will take at least six credit hours of Thesis, CCJ 6971. Many students end up taking more than six thesis hours; only six will be applied toward the 33 hours required for the degree. The student completing a thesis **MUST** be signed up for two CCJ 6971 hours during the semester of his/her graduation.

Change to Non-Thesis Option: If a student changes from the thesis to the non-thesis option during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Graduate Petition is filed no later than the last day of drop/add. If a student enrolled in the thesis option has taken thesis credits but elects to change to non-thesis option, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the "Z" grade.

MA Non-Thesis Option

The Non-Thesis Option is appropriate for students seeking positions in the field of criminal justice who do not plan to pursue the Ph.D. In the Non-Thesis Option, students will—through a project or comprehensive exam—learn to assess the practical applications of theory and research to policy and program development. Students demonstrate their understanding of the research process and its implications for criminal justice.

MA Project: A non-thesis Master's student may complete a project—the topic and form of which will be determined in consultation with his/her Major Professor and one other faculty member. Projects might include an exhaustive literature review, a data analysis project, a melding of two literatures, or other similar scholarly endeavor. Projects are supervised/approved by the Major Professor and one other Criminology faculty member. Students sign up for CCJ 6905 for project work. Upon successful completion of the project, the student must submit an electronic version to the Graduate Director.

MA Comprehensive Examination: Students taking the Non-Thesis Comprehensive Exam Option will normally take the exam during their fourth semester in the program. A request to sit for the Master's Comprehensive Examination must be submitted to the Graduate Director ***the semester prior to*** the anticipated examination. During this prior semester the graduate student must identify, in consultation with the Graduate Director, a faculty mentor (e.g., the student's Major Professor) and register for at least 1 hour of CCJ 6905 Independent Study with the mentoring faculty member. The mentoring faculty will work with the graduate student during the semester, helping to prepare the student for the comprehensive exam. At the culmination of this semester the mentoring faculty will notify the Graduate Director that the student is either prepared for and will sit for the Comprehensive exam, or, alternately, is not prepared and will require further preparation prior to sitting for the examination. If the student is certified as prepared, the Graduate Director will establish an examination date within the first four weeks of the next semester, and identify a grading committee of two faculty members, one of whom will be the mentoring faculty.

Administration and Grading of MA Comprehensive Examination: During the semester in which the exam is given, the student will enroll in at least one credit hour of CCJ 6905 Independent Study with the mentoring faculty *and* at least one credit hour of CCJ 6905 with the other member of the grading committee. The Graduate Director will provide the examination to the student, who will

have five working days to complete and return the examination. The Graduate Director will, in consultation with the two identified grading faculty, create the examination questions.

The possible grading outcomes include: Pass, Conditional Pass, and Fail. It is the responsibility of the mentoring faculty of the examination to notify the Graduate Director in writing of the action taken by the examination committee. In the event of a failure or conditional pass the student will receive within two weeks an evaluation from the members of the examination committee. Upon the request of the student the two graders and the Graduate Director (if the Graduate Director is not also a grader) will meet with the student as a committee.

Application for MA Degree

In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not s/he plans to participate in the commencement ceremony. It is the **student's** responsibility to clear all "I" grades (Incompletes) in courses required for graduation and to provide official transcripts of all transferred course work needed for graduation at least 3 weeks prior to the end of the term in which they expect to graduate. A student must be enrolled in at least 2 credit hours during the semester of graduation.

To download the application for a graduate degree, go to www.registrar.usf.edu and find "Graduation." Click on "Where do I apply to graduate with my Master's, Specialist's or Ph.D. degree?" Read all graduation requirements and form instructions. Submit the completed form to the Criminology Graduate Director (so a copy can be made for your file), who will forward the form to the College, which will, in turn, forward the form to the Office of the Registrar.

USF Department of Criminology Doctor of Philosophy Degree

Ph.D. Program Description

The Ph.D. or Doctor of Philosophy degree is a research degree conferred when a student has demonstrated proficiency and distinctive achievement in the field of Criminology. The student completes required courses and a minimum number of hours of course work, takes and passes comprehensive examinations, and meets the residency requirements. The Doctor of Philosophy degree requires a student to complete a dissertation that provides evidence of the ability to do original and independent research that contributes to the body of knowledge in Criminology.

Ph.D. Program Requirements

The Ph.D. in Criminology requires a *minimum* of 90 hours beyond the Bachelor's degree, or a *minimum* of 57 hours beyond the Master's degree. Students entering the program with a Master's degree are normally awarded 30 credit hours towards the Ph.D. (Students who earn their MA's in Criminology at USF are awarded 33 credit hours towards the Ph.D.) Doctoral students are required to complete comprehensive examinations, a research tool requirement, a prospectus, a prospectus defense, a dissertation, and a dissertation defense. The 90 hours required for the Ph.D., assuming 30 credit hours earned for possession of the Master of Arts degree, are:

1. 30 credits hours earned for M.A;
2. 18 core hours (CCJ 6050, 6605, 6705, 6706, and 6707);
3. 12 elective hours, up to 9 of which may be in an area outside the department*;
4. Meeting the Research Tool Requirement (3 hours for CCJ 6708 and 3 hours selected from the following: CCJ 6709 and 6716); and
5. 24 dissertation hours. [Dissertation hours over 24 will not count as elective credit.]

*The course work taken outside the department is expected to bear a reasonable and meaningful relationship to the discipline of criminology. The student should confer with the Graduate Director and the Major Professor regarding the appropriateness of courses taken outside the department.

IMPORTANT NOTE FOR THOSE WHO EARNED THEIR MA IN CRIMINOLOGY AT USF: Graduates of USF's MA in Criminology will have already taken many of the required courses, but will still need to acquire a total of 90 hours for the Ph.D. As a result, such students will take electives to substitute for required courses already taken to fulfill MA requirements.

Summary of the Ph.D. Curriculum

Required Courses	CCJ6050 Pro Seminar	2
	CCJ6605 Theory	4
	CCJ6705 Research Methods	4
	CCJ6706 Quantitative Analysis I	4
	CCJ6707 Quantitative Analysis II	4
	CCJ7980 Dissertation**	24
Research Tools	CCJ 6708 Quantitative Analysis III	3
	CCJ 6709 Qualitative Methods <i>OR</i> CCJ 6716 Evaluation Research	3
	Electives	12
Total		60

**Per University restrictions, a student may not sign up for a section of CCJ 7980 for fewer than 2 hours. Advanced/Directed Research hours taken after the student has advanced to candidacy may apply toward the total number of dissertation hours required. Advanced/Directed Research hours shall not exceed 50% of the dissertation hour requirement.

NEW:** For students entering Fall 2011 or later, directed research hours taken with their major professor (or co-major professor) prior to advancement to candidacy may satisfy up to 50% of the dissertation hour requirement, with program approval. Students who started the program prior to Fall 2011 can request application of this new policy to them through the graduate director (who would email the request to the Grad School for approval).

Academic Residency

Students must be enrolled in a doctoral program for a minimum of 3 years beyond the baccalaureate degree. A student must achieve at least one academic year of residency, defined as a minimum of 9 hours per semester for 2 *consecutive* semesters completed on a USF campus. Additionally, the University requires a minimum of 24 hours to be completed on a USF campus. Deviations from these rules must be recommended by the student's doctoral committee and approved by the Dean of the Graduate School.

Ph.D. Time Limitations

The Department requires that students advance to candidacy within five years of admission. Doctoral candidacy is defined as completion of all coursework and successful completion of the comprehensive exams.

For students who started their Ph.D. degrees before Fall 2007: Per University policy, all requirements for doctoral degrees must be completed within ten (10) calendar years from the student's date of admission for doctoral study.

For students who started their Ph.D. degrees between and including Fall 2007 and Spring 2011: Per University policy, all requirements for doctoral degrees must be completed within eight (8) calendar years from the student's date of admission for doctoral study. Courses taken prior to admission to the Ph.D. program (e.g., transferred in or taken as a non-degree seeking student) can be no older than 8 years at the time of graduation with the doctoral degree, with the exception that there is no time limit for courses from a completed master's degree applied toward a doctoral program.

NEW ** For students who started their Ph.D. degrees in Fall 2011 or later: Per University policy, all requirements for doctoral degrees must be completed within seven (7) calendar years from the student's date of admission for doctoral study. All courses applied to the doctoral degree must be completed within seven (7) years, including courses taken prior to admission to the USF doctoral program, taken as a non-degree seeking student or transferred in from another institution. Exception: There is no time limit for courses from a completed master's degree applied toward a doctoral program.

Per College requirements, doctoral students who have been admitted to candidacy are required to accumulate a minimum of six (6) credit hours of Dissertation during each previous 12-month period (previous three terms, e.g., Fall, Spring, Summer) until the degree is granted.

In the event that a student nears the end of the time limitation, but the student needs more time to complete the degree, the student may submit a request for an extension. The request must be approved by the (Co-) Major Professor (s), Graduate Director, College Associate Dean, and Dean of the Graduate School or designee. The request must include the reasons for needing an extension and clearly state the amount of time requested, up to one year. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Students who are unable to continue in the program for more than 12 months must submit a Leave of Absence Request, which extends the time limit for the duration of the approved leave.

Both the Time Limit Extension and Leave of Absence Request forms may be obtained at "Forms" on the Grad School web site at <http://www.grad.usf>.

Doctoral Supervisory Committee

Composition: As soon as an area of research is determined and a Major Professor is chosen, a Doctoral Supervisory Committee will be approved for the student. (The Major Professor is the Chair of the Doctoral Supervisory Committee.) The department will request approval of the Doctoral Committee from the Associate Dean of the College. The Doctoral Supervisory Committee will approve the student's course of study and plan for research, supervise the research, read and approve the dissertation, and conduct the dissertation defense.

The Doctoral Supervisory Committee will consist of at least four members, three of whom must come from the Department of Criminology. All tenured or tenure-earning faculty at USF are qualified to be *members* of a Doctoral Supervisory Committee. All tenured and tenure-earning faculty members in the Department of Criminology at USF are qualified to serve as the *chair or co-chair* of a Doctoral Committee. If a student wants to have a person who does meet the above requirements serve on his/her Doctoral Supervisory Committee, s/he must submit a curriculum vitae for that person and have the member approved by the Department and the College.

Once a committee has been determined, a Supervisory Committee Form (available from the Graduate Director) needs to be completed by the student and submitted to the Committee Members for their signature. (Faxed/scanned signatures are acceptable.) To insure uniformity of excellence across the colleges, (Co-) Major Professor(s) of Doctoral Supervisory Committees will need to submit a current curriculum vitae (approximately two pages long with the last three years of scholarly activity included) with the committee appointment form to the College for approval by the Associate Dean or designee. Notification of the committee appointment will be sent to the Associate Dean of the College of Behavioral and Community Sciences.

Once approved by the College, the original form and the approved CV are placed in the student's file in the College. A copy of the committee form will be returned to the Department. The Committee appointment is official only after receiving approval from the College. An approved and current Committee Form must be on file in the College before qualifying exams and must be current before graduation can be certified. (See note on changing supervisor committee below.)

Changes to Supervisory Committee: Changes must be submitted on a Change of Committee Form, available from the Graduate Director. Signatures of faculty being added to the Committee, along with the approval signature of the (Co-)Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty members who are removed from the Committee are not required to sign the form, provided that the Major Professor has signed approval of the change. Any non-USF faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the College. An approved and current Committee Form must be on file in the College before graduation may be certified. Refer to the previous section on Approval for information on processing the Committee Form.

Doctoral Comprehensive Examinations

Purpose: The purpose of the doctoral comprehensive examination is to determine the student's readiness to conduct independent research for the doctoral dissertation. To demonstrate readiness, students must show convincing evidence of their ability to apply theoretical perspectives and sound methodological procedures to research questions. The department will assess a student's knowledge of (a) theory, (b) research methods and statistics, and (c) the existing criminological literature and key contemporary criminal justice issues and assess a student's skills of (a) analytical thinking, (b) research design and (c) writing. Students will demonstrate their readiness to engage in independent research by successfully completing both a written and an oral examination.

Procedures Prior to Examinations:

1. To be permitted to sit for the doctoral comprehensive exams, all outstanding "I" and "M" grades, including "IF" and "MF" grades, and all Ph.D. course requirements must be completed. Additionally, students must submit to the Graduate Director a Graduate Supervisory Committee form with all required signatures.
2. Students must inform the department Graduate Director of their intention to sit for the doctoral comprehensive exams at least three weeks before the exam is distributed. An email or phone communication is sufficient to meet this requirement.
3. Students must enroll in at least two graduate semester hours, typically in CCJ 7910, during the Fall or Spring semester (whichever was most recent) prior to taking the examinations. During this semester, students will establish a schedule of study and review in consultation with the Major Professor. ***This requirement should be interpreted that a single semester of preparation is a necessary but not sufficient amount of preparation for successful completion of the doctoral comprehensive examinations. It is the responsibility of the student to determine how much time s/he needs to sufficiently prepare for the examinations.***
4. During the semester in which the student takes the examination, the student must be enrolled in a minimum of two graduate credit hours, typically in CCJ 7910. These hours count as electives toward the degree requirements.

Doctoral Comprehensive Examination Committee: The Doctoral Comprehensive Examination Committee consists of at least three faculty members. The duties of the Doctoral Comprehensive Exam Committee each semester are as follows:

1. solicits questions from the full faculty
2. constructs the written examination
3. reads each student's written exam
4. devises questions to be asked on each student's oral examination
5. determines a grade for each student's overall performance based on the combined written and oral comprehensive examinations
6. in the case of a Conditional Pass, determines what additional work will be required and grades it.

The "traditional" comprehensive exam process is described here. As of Fall 2011, students have the option of taking the comprehensive exam using the traditional procedures or using the "new comprehensive exam process" that is associated with the revised curriculum that will apply to new students entering Fall 2013. Information regarding the new comp exam process is contained in separate documents on the CGSO and Criminology web sites.

Written Comprehensive Examination

1. The written examination is administered at the end of the 3rd week of the Fall and Spring semesters. The scheduling of the written exam is firm and will not be changed.
2. The format of the written exam will be take-home, and students are permitted to avail themselves of all notes, library materials, and the like.
3. All students taking the exam in a given semester are given the same questions. During the written examination period, students ***may not*** discuss the exam with other students or faculty either within or outside the University of South Florida. Students are on their honor to produce their own work on their exams. ***Academic dishonesty in any form, including plagiarism, is a serious offense. All exams are subject to review for any form of academic dishonesty. Students found by the Doctoral Comprehensive Exam Committee to be guilty of academic dishonesty—to any degree—on their exams are subject to immediate reprimand and dismissal from the graduate program and the University, as provided in the Student Handbook.***
4. Students are given the written examination at noon on Friday at the end of the 3rd week of the Fall or Spring semester. Responses to exam questions must be typed, double-spaced, using APA citation and reference style. All sources must be cited where appropriate and fully documented. Students must submit their exam responses within 10 days (i.e., no later than noon on the 2nd Monday after the written examination is distributed). Written exam responses may be submitted earlier than the deadline at the student's discretion.

Oral Doctoral Comprehensive Examination

1. The Graduate Director will contact each student to schedule an oral examination. Oral exams will begin two weeks after the written examination responses have been submitted by the student.
2. During the period between the submission of the written exam and the oral examination, students may confer with anyone except USF Criminology faculty members on their exam content.
3. The oral examination will be prepared and administered by the Doctoral Comprehensive Exam Committee, with the Graduate Director serving as moderator. Each oral exam will not exceed 2 hours and will consist of questions designed to follow up on answers provided by the student on the written exam. Because the oral exam is predicated on each student's individual performance on the written exam, oral exams will likely differ from student to student.

**** New as of Fall 2010 ****

Students will no longer be examined on questions they did not choose to answer on the written exam.

4. The oral exam will take place with only the student, the Graduate Director, and the Doctoral Comprehensive Exam Committee present. The student may not bring any notes, books, or other materials to the oral exam; s/he will be provided with a copy of his/her own exam and the exam questions.

Grading of Comprehensive Exams

1. Two weeks after the deadline for submission of written responses to the exam, the Doctoral Comprehensive Exam Committee will meet to discuss each student's written. During this two-week period, members of the Committee will keep their impressions of students' performances confidential and restricted only to other members of the Committee or the Graduate Director.
2. The Graduate Director, in consultation with the Committee, will draft comments on the written exam, identifying strengths and weaknesses of the response.
3. Upon completion of the oral exam, the Doctoral Comprehensive Exam Committee will determine a grade for each question and the overall exam (High Pass, Pass, Conditional Pass, or Fail) and finalize the written comments on the exam. See separate document entitled "Grading Guidelines" (updated August 2010).
5. Within one week of the completion of the oral exam, the student will be notified in writing by the Graduate Director of his/her overall grade on the comprehensive exam. This notification will include the written feedback on the strengths and weaknesses of the student's exam, and, in the case of a Conditional Pass, information regarding additional work to be completed.
6. A student who achieves an overall grade of High Pass or Pass will be recommended by the Graduate Director to the Graduate School for Admission to Doctoral Candidacy.
7. A student who earns an overall grade of Conditional Pass will be offered the opportunity to revise one or more answers on the examination following guidelines offered by the committee. The revisions will be submitted by the due date designated by the Graduate Director. In completing the required work for the Conditional Pass, after conferring with the Comprehensive Exam Committee members, the student will continue to follow the same restrictions in terms of conferring with others as set forth in the exam instructions. The Doctoral Comprehensive Exam Committee will notify the student of his/her overall performance (either Pass or Fail) no later than two weeks after the additional work was submitted.
8. A student who earns an overall grade of Fail the first time s/he takes the exam must meet with the full committee to discuss the strengths and weaknesses of the exam and to receive guidance on how to achieve success. All procedures detailed above will be repeated for the student re-taking the doctoral comprehensive examination. Failure on the second taking of the examination shall result in dismissal from the graduate program.
9. Students who apply to take the doctoral comprehensive examination may elect to withdraw from the examination process at any time prior to the submission deadline for the written examination. Failure to submit a written exam by the deadline will automatically result in a student's withdrawal from the examination process. However, once the student submits the written examination, s/he may not withdraw from the remainder of the examination process. Submission of a first written exam by the student constitutes a first doctoral comprehensive examination; submission of a second written exam constitutes a repeat examination.

Admission to Doctoral Candidacy

The Admission to Candidacy form will be submitted by the Graduate Director during the semester in which the student successfully passes the examination. The form will be approved by the Dean of the College of Behavioral and Community Sciences and forwarded to the Dean of the Graduate School for final approval. Doctoral Candidacy is effective as of the day that the Graduate School approves of the request and changes the student's status. As long as the Candidacy request is received between the first and last day of class during a semester, the Candidacy will be effective as of that semester. The student may then enroll in dissertation hours the following semester.

Dissertation Requirements

Ph.D. students are strongly advised when they BEGIN their dissertations to familiarize themselves with the requirements and associated deadlines found on the Graduate School website (www.grad.usf.edu). See "Thesis & Dissertation."

The Department requires that the student enroll in a minimum of 2 dissertation hours (CCJ 7980) for each committee member who will be working with him/her that semester. Although 24 hours of CCJ 7980 is the maximum number of hours to apply for the Ph.D. degree, many students will find it necessary to take more than 24 hours of CCJ 7980. Only 24 dissertation hours will count toward the 90 hours required for the degree.

Dissertation Enrollment Requirements: Advanced Research hours (CCJ 7910) may be applied, with approval, toward the total number of dissertation hours required. Students may begin to register for dissertation hours in the semester following Admission to Candidacy. No Advanced Research (CCJ 7910) hours taken *prior to* (or during the semester of) advancement to candidacy will be counted as dissertation hours. Once Candidacy is approved, the student must enroll for a minimum of 2 dissertation hours (or 7910 hours) each semester that the student is working on the dissertation and using university resources (including faculty guidance). The student must be signed up for 2 dissertation hours (they *must be* CCJ 7980 hours) during his/her final semester.

Dissertation Prospectus and Prospectus Defense: After completing coursework and the comprehensive examination required for the doctoral degree, students are expected to prepare a dissertation prospectus. This paper details the objectives and justification of the dissertation. The proposal typically contains a literature review and a detailed description of the research methods to be used for the dissertation research. This project should be an *original* work that contributes to the field of knowledge within criminology. Students should consult with their Major Professor for information on the expectations of the committee in meeting this requirement. Upon satisfactory completion of the prospectus, a defense of this proposal is conducted. The student will meet with his/her committee and suggested revisions will be provided both in writing and/or orally. Once revisions are completed, the student will provide an updated prospectus to the committee for approval. The Major Professor will notify the student when s/he has satisfied all the requirements of the committee for the prospectus and discuss a course of action for completion of the final dissertation. The student will inform the Graduate Director that his/her prospectus has been approved; there is no form for this purpose. (While not desirable, there is no University or

Department rule that precludes defending the prospectus and the completed dissertation in the same semester.)

Institutional Review Board (IRB) Policies and Procedures: All graduate students are required to become acquainted with and keep currently updated regarding the policies and procedures of the USF Institutional Review Board within the Division of Research Integrity and Compliance. Researchers proposing to use human subject participants, as well as any form of secondary data, are ***required*** to submit an application to the IRB for review and approval ***before*** initiating each project. ***A researcher may begin a study only after receipt of a letter of approval from the IRB.***

To begin the approval process, researchers must complete the following:

1. **On-Line Certification:** The web-based “Foundations” course provides an overview of participant protections associated with human subject research. Upon completion of the course, a certificate documenting course completion will be provided. Students should provide a copy to the Graduate Director for their file. For further information visit the website at: http://www.research.usf.edu/cs/irb_education.htm
2. **Investigator Responsibilities Form:** Complete this form after reading the related documents at <http://www.research.usf.edu/cs/invrespon.htm>

Participants in research, researchers, and others who have questions, problems, or concerns, who want to obtain information, or who want to offer input should feel free to contact the USF IRB Staff. This office may be reached at: Phone: (813) 974-5638; Fax: (813) 974-5618 or via their website at <http://www.research.usf.edu/cs/irb.htm>

*****NEW as of Fall 2010*****

Graduate School Format Requirements/Review, Ph.D.: The University has transitioned to the “Electronic Thesis and Dissertation” (ETD) system. The “ETD Resource Center” is at <http://www.grad.usf.edu/thesis.asp>. Note that beginning in Fall 2010, all MA-thesis and doctoral students are required to attend an ETD Workshop or complete an ETD tutorial the semester prior to graduation. [With this new system there is no longer a “format check” as previously devised.]

Dissertation Defense

After the Doctoral Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) A student must successfully defend the dissertation in order to be able to proceed and complete the final submission process.

Scheduling the defense requires that the following forms be completed and submitted to the college dean's office at least two weeks prior to the defense. The forms are located on the BCS website, <http://www.bcs.usf.edu/CurrentStudents/GradForms.cfm>

- Request for Dissertation Defense form (all committee members must sign. Faxed signatures are acceptable)
- Announcement of Dissertation Defense
- Successful Defense form

The College Office will perform the following tasks related to dissertation defense

- Confirm that the eligibility criteria for the outside chair has been met
- Verify the composition of the examining committee; approve the Request for the defense and announcement
- Notify the outside chair and major professor of the guidelines for conducting the exam
- Notify the chair of the academic department that the approved announcement of the defense needs to be disseminated to the department faculty
- Notify the Graduate School that the defense has been scheduled

Outside Chair of the Dissertation Defense

The Dissertation Defense (or Final Oral Examination) shall be presided over by a senior and distinguished scholar from outside the department, nominated by the Major Professor. If the chair is from another institution, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida. Note that the Major Professor may not serve as the "Outside Chair." The function of the Outside Chair is to preside over the introduction of the candidate, the questioning procedure, and the deliberation and voting of the committee.

Procedures for Conducting the Oral Defense

1. The oral defense should be conducted to allow time for the student to make any necessary corrections following the defense and still meet the Graduate School's final submission deadline of the dissertation.
2. It is required that all members of the Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Graduate School Dean. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three members, including the Major Professor is required to proceed with the defense. The Outside Chair is not considered as part of the Committee.
3. The presentation should be considered an important function in the department and all graduate students and faculty be encouraged to attend.
4. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The voting is not public.

5. The Outside Chair should open the proceedings by introducing the candidate and the Dissertation Committee.
6. The examination process generally will not exceed three hours and should consist of a presentation by the candidate designed to summarize the dissertation and then questioning by the Outside Chair, Committee Members and others in attendance.
7. Following the completion of these proceedings, the Outside Chair will ask all visitors and the candidate to leave and will re-convene the Dissertation Committee only. The Outside Chair may share his/her impressions and opinions of the candidate and the dissertation. The Outside Chair will preside over the deliberations and voting of the committee, but is not to participate in the voting. The voting is to be limited to "pass" and "fail" votes. The Outside Chair has the responsibility of tallying the votes and of informing the candidate of the final decision. *The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense form.* The College Graduate Dean will resolve substitutions and disagreements within the committee.
8. The Outside chair will convey the decision of the Dissertation Committee to the Department/College Graduate office using the Successful Defense Form that will be maintained in the student's file.

Dissertation Final Submission Guidelines: Students will follow ETD Guidelines (see above). Students who fail to submit the final copy of a dissertation by the posted submission deadline will be considered for graduation in the following semester and therefore must apply for graduation by the posted deadline and enroll in a minimum of 2 dissertation hours for that subsequent semester. An electronic copy of the dissertation must be provided to the Graduate Director.

Graduation Requirements for the Ph.D. Degree

During the semester in which graduation is anticipated, students must:

1. Have an approved and accurate Supervisory Committee Form on file in the Graduate School
2. Be enrolled in at least 2 dissertation hours (no other type of credit hour will substitute)
3. Complete all requirements set forth by the ETD system
4. Apply for graduation by the posted deadline (see below)
5. Submit a Successful Dissertation Defense Form to the Department and the College.

Application for Ph.D. Degree

In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not s/he plans to participate in the commencement ceremony.

To download the application for a graduate degree, go to www.registrar.usf.edu and find "Graduation." Click on "Where do I apply to graduate with my Master's, Specialist's or Ph.D. degree?" Read all graduation requirements and form instructions. Submit the completed form to the Criminology Graduate Director (so a copy can be made for your file), who will forward the form to the College, which will, in turn, forward the form to the Office of the Registrar.

It is the student's responsibility to clear all "I" grades (Incompletes) in courses required for graduation and to provide official transcripts of all transferred course work needed for graduation at least 3 weeks prior to the end of the term in which s/he expects to graduate.

Final Grade Modifications Post-Dissertation

The Graduate School will notify the registrar of the change in dissertation grade from "Z" to "S" once the final manuscript has been received, reviewed and certified for permanent filing in the University Library. Copies of the "Final Approval Form" will be distributed to the student and college. Copies of the Change of Grade memo will be sent to the College.

Assistantship and Funding Information

Presidential Doctoral Fellowships

The Presidential Doctoral Fellowship is reserved for recruiting outstanding doctoral students who have demonstrated potential for excellence in research and scholarly/creative activity. Competition for these fellowships is university-wide, and recipients exemplify the University of South Florida's mission, goals, values, and vision in the areas of teaching, research, service, and community engagement. The fellowship provides a stipend of \$25,000 per year plus full tuition, fees, and health insurance and is renewable up to five years. For information on the nomination process, please go to: <http://www.grad.usf.edu/grants.asp>

University Graduate Fellowships

The goal of the University Graduate Fellowship is to recruit outstanding masters or doctoral level graduate students to the University of South Florida. To be nominated by the Department of Criminology, applicants must have achieved a high GRE score and a high GPA and demonstrate a strong commitment to research. This fellowship provides a stipend of \$10,000 for Master's students and \$12,000 for Ph.D. students plus a partial tuition waiver. University Graduate Fellowships are for the first year of graduate study only.

USF Graduate School Scholarships and Fellowships

The University of South Florida provides numerous funding opportunities to enhance student diversity and access for all citizens. The USF Graduate School is committed to excellence in graduate education and is proud to offer fellowship opportunities for new and continuing students. Some of these fellowships are only available to students through nominations by their Program/Department, while others are available by direct submission from students who meet the eligibility requirements. It is important to note that funding for the fellowships is limited and the

competition for the awards is stiff. In addition, many of the fellowships require that a [FAFSA](#) (Free Application for Federal Student Aid) be completed and filed with USF. To be considered for specific awards, it is critical to submit a complete application prior to the stated deadline. Applications received after the deadline will not be reviewed. For information on these fellowships, go to <http://www.grad.usf.edu/grants.asp>

Criminology Graduate Assistantships

The assignment of graduate students to positions within the department is the responsibility of the Department Chair in consultation with the Graduate Director, matching student and faculty preferences wherever possible. The assignment of graduate students to faculty members should be in keeping with the professional objectives of the student and the department. Students eligible for more than one type of support will be awarded the type for which they ranked the highest. The Graduate Director may change assignments and make additional assignments as necessary and as new sources of funding become available. Assistantships typically carry the expectation of twenty hours of effort per week, *as well as attendance at Department-sponsored functions.*

GA Benefits:

Student Health Insurance for Graduate Assistants: A benefit of being a Graduate Assistant (Class Code 9191, 9182, 9183, 9184, 9185 or 9550) is eligibility to participate in the Student Insurance Program. **To be appointed as a Graduate Assistant you must be admitted to a graduate degree program, be classified as a degree-seeking student, be a full-time student during the funded semesters (9 hours in fall and spring; 6 hours in summer), and maintain a 3.00 GPA.** The University will subsidize part of the health insurance premium for individual coverage of those employees on a .25 or .50 FTE appointment who elect coverage under the USF Student Health Insurance Plan. The employer contribution will be paid directly to the insurer. The employee is responsible for payment of the remainder of the insurance premium for coverage selected by the employee. If you have enrollment or general questions, contact Student Health Insurance Office at 1-813-974-5407 or by e-mail at insurance@shs.usf.edu. Please note that dental benefits are not available in lieu of health insurance benefits through the Collective Bargaining Agreement.

Tuition Payment (Waiver) Procedures: Students eligible for tuition payments (waivers) through assistantships, employee benefits, etc. in the Department of Criminology will each receive a copy of their appointment papers from the Office Manager. Please note that it is the student's responsibility to make copies of this paperwork for his/her own records.

Each semester, students receiving financial assistance through assistantships in the Department will be required to turn in a copy of their appointment papers, their registration schedule for the coming semester, and their waiver paperwork, and to meet all deadlines set within the College of Behavioral and Community Sciences.

GA Job Requirements and Accountability: Departmental assistantships are competitive and may be revoked if students do not perform their job duties satisfactorily. Students who are assigned to be present within the Department are expected to be present for these hours. ***Please note that assistantships are for the entire length of the appointment dates (see appointment papers for dates).*** Assistants may be required, therefore, to work through the Christmas, Spring Break, and Thanksgiving holidays and are responsible for getting permission for early leave. Under the Collective Bargaining Agreement, graduate assistants are able to request 40 hours of leave per semester for any reason, with permission from their supervisor. For example, a student wishing to attend a conference could ask for that week off.

At the close of each semester, the assigned supervisors will be given the opportunity to evaluate graduate assistants. Students will be provided feedback this by the Graduate Director. If a student is found to be deficient and/or negligent in his/her duties and funding is recommended to be dropped, the Graduate Director will meet with the student to discuss the reasons for revocation of funding. All graduate assistant appointments are one-year renewable appointments (9- or 12-month).

Communications: All graduate assistants, teaching associates, and adjunct instructors will be assigned a mailbox in the Department copy room. Please check your mailboxes regularly for Departmental and University information.

Due to the large number of students sharing the graduate offices, there is not a voicemail box available for messages. If you are assisting a faculty member with teaching, or teaching your own course, please notify your students that they will need to communicate with you via the USF email system provided by the University either through Blackboard or through another email of your choosing. Please note your office hours and email contact information on your syllabus to avoid miscommunication and phone calls to the general department line. Students who are funded in the department are expected to provide a personal contact number to the Graduate Director and/or faculty assigned to work with these students.

Copying/Supplies: All funded graduate assistants working with assigned faculty members will be provided a confidential code for the copy machine. These codes are provided only for faculty-directed use of department resources. ***Under no circumstances*** are students to share this code with or receive this code from any other graduate students. Doing either will be construed as academic dishonesty and a serious violation of the Department's code of conduct.

Supplies in the department are available to funded students only as necessary for them to teach their own course or assist faculty. These items are not for personal use or for coursework taken as a student. If you find that the supplies are low, please notify the Office Manager.

Faculty Members and their Research Interests

[See the Criminology web site for contact information]

Lyndsay Boggess	Assistant Professor: Community context of crime, race/ethnicity and crime.
Max Bromley	Professor Emeritus & Director of MA in Criminal Justice Administration Program: Law enforcement, campus crime.
John Cochran	Professor & Associate Dean for Faculty Affairs: Capital punishment, micro-social theories of criminal behavior, macro-social theories of crime and crime control.
Richard Dembo	Professor: Drugs, juvenile justice and delinquency, methodology, youth public health issues, interventions.
Lorie Fridell	Associate Professor & Graduate Program Director: Police use of force, violence against police, racially biased policing.
Kathleen Heide	Professor: Juvenile homicide, parricide, family violence, child abuse, treatment issues, juvenile justice, psychological theories and issues.
Wesley Jennings	Assistant Professor: Trajectories, Hispanics, sex offending.
Shayne Jones	Assistant Professor: Social psychology of anti-social behavior, psychopathy.
Michael Leiber	Professor: Race, juvenile justice, delinquency.
Michael Lynch	Professor: Environmental and corporate crime and regulation, radical criminology, racial bias and criminal justice.
Tom Mieczkowski	Professor & Chair: Drug testing, terrorism, forensics.
OJ Mitchell	Assistant Professor: Courts and sentencing, race and crime, drugs and crime, meta-analysis.
Wilson R. Palacios	Associate Professor: Social epidemiology of substance use and abuse, illicit drug markets (social networks) and drug subcultures, qualitative research methods, Latino/a issues in criminology and criminal justice.
Christine Sellers	Associate Professor & Associate Chair: Criminological theory, juvenile delinquency and justice, domestic violence.
Dwayne Smith	Professor & Vice Provost for Faculty and Program Development: Homicide, capital punishment, structural correlates of crime.

Tampa Community and Surrounding Area

With 2.5 million residents, the Tampa Bay area is one of the world's most desirable areas in which to live, Tampa Bay is home to year-round festivals and activities, and enjoys a climate that is consistently pleasant and sunny. In 2008, Yahoo Real Estate ranked Tampa as the 8th cleanest city in America, and Forbes lists it as the 5th best outdoor city. A 2004 survey by the NYU newspaper ranked Tampa as the top city for 20-somethings. It's no wonder that more than half of USF's 212,000 graduates have opted to stay right here after graduation.

The Tampa Bay area is situated off the Gulf of Mexico and features outstanding local beaches. Two nearby beaches have earned the title "Best Beach in the U.S." as rated by Dr. Beach— Caladesi Island near Dunedin and Fort DeSoto Park North Beach in St. Petersburg. Other vacationing draws include Busch Gardens/Adventure Island, the Lowry Park Zoo, The Florida Aquarium and historic Ybor City area. Orlando, with all of its theme parks, is about one hour away.

In addition, we host several national professional sports teams, such as the NFL's 2002 Super Bowl Champion Tampa Bay Buccaneers, 2008 American League Champions Major League Baseball's Tampa Bay Rays and the NHL's 2004 Stanley Cup Champion Tampa Bay Lightning. And, for the culturally inclined, there is the Salvador Dali Museum in St. Petersburg, Ringling Brothers Museum in Sarasota, the Museum of Science and Industry (right across the street from our Tampa campus), the Straz Center for the Performing Arts and the Tampa Museum of Art, not to mention USF's own Contemporary Art Museum and GraphicStudio. The Gasparilla Pirate Festival, often referred to as Tampa's Mardi Gras, draws over 400,000 visitors annually to witness the pirate "invasion" of the pirate ship *Jose Gaspar* and the parade that follows, after the mayor of Tampa turns the keys to the city over to the Gasparilla and his men.

Concerts and performances are regularly staged at USF's Sun Dome, the College of Visual and Performing Arts and Special Events Center, as well as Tampa's St. Pete Times Forum, Clearwater's Ruth Eckerd Hall, and numerous small venues located through the Bay area.

Tampa Attractions

- Adventure Island – Water park adjacent to Busch Gardens
- Busch Gardens – Theme park with roller coasters, shows, and a zoo specializing in the African continent (located within walking distance to campus)
- The Salvador Dali Museum – Located near the USF St. Petersburg campus
- The Florida Aquarium – Large-scale aquarium located in the Channelside District of Tampa
- Florida Holocaust Museum – One of the largest in the U.S.
- Lowry Park Zoo – Home to over 2,000 animals including the largest collection of Florida wildlife, several hands-on exhibits, and an African Safari
- Museum of Fine Arts – St. Petersburg, the only comprehensive art museum, from antiquity to the present, on Florida's West Coast
- Museum of Science and Industry (MOSI) – Largest science center in the Southeastern U.S., includes an IMAX theater

- The Pier – Waterfront district in St. Petersburg; includes an aquarium, children's museum, fine dining, and specialty shops
- Ringling Museum of Art – Sarasota, collection includes more than 10,000 objects from ancient to contemporary periods from around the world
- Tampa Museum of Art – New facility that just opened in 2010
- Ybor City – Florida's Latin Quarter, a popular nightclub and entertainment district

Venues

- Ruth Eckard Hall – One of the finest acoustic performance halls in Florida
- St. Pete Times Forum – Home to the NHL Tampa Bay Lightning and USF basketball and host to concerts, professional wrestling, ice-skating, etc.
- Raymond James Stadium – Home of the NFL Tampa Bay Buccaneers (and their 103-ft pirate ship) and USF Bulls football and host to the Outback Bowl, big ticket concerts and events including Super Bowls XXXV and XLIII
- George M. Steinbrenner Field – Spring training home to the New York Yankees and home of the Tampa Yankees Class A affiliate
- Straz Center for the Performing Arts – Boasts one of the nation's leading Broadway series
- Tampa Theater – Historic theater featuring a wide range of independent, foreign, and documentary films
- Tropicana Field - Home to the MLB Tampa Bay Rays
- Sun Dome – Located on the USF campus, a venue for year-round concerts and events

For information on all of these places and other things to do in Tampa, please visit: <http://www.visittampabay.com/> for links to these sites.

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