

UNIVERSITY OF SOUTH FLORIDA



GRADUATE STUDENT
HANDBOOK
2009-2010

**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.

We are here to assure that your educational experience is all that you expect it to be. As Department Chair and Graduate Director, we want you all to know that our doors are always open to you in any way in which we can be of service, and we know 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 stay in the Department of Criminology proves to be one of the most fulfilling and enriching of your educational life.

Tom Mieczkowski

Tom Mieczkowski, 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 student ID card 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. You must also have a student ID card to register in with the myUSF/NetID system.

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 being on the GPSC listserv 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. Sign up for the GPSC listserv at: <http://mailman.acomp.usf.edu/mailman/listinfo/gpsc>.

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 the Department encourages students to join and participate actively 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 Judy Pollock, Student Government, at (813) 974-2402.

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 apply for reinstatement of admission.

Non-Degree Seeking Students: A student who has not yet been accepted into the graduate program may take up to 12 hours as a "non-degree seeking student." If that student is subsequently accepted into the graduate program, s/he 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 "Begin Graduate Studies" and click on the last listing under it, "Grad App." On the page to which you are taken, find the smaller "Grad App" which will take you to the application. 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 possible as 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. If you would like to contact an officer of the organization, the phone number is (813)974-3857 and office is #339. 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” under the “Student Resources” heading.

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

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.

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.

Please see the Department website for current course information on available classes, contact the instructor, or contact the Graduate Director for advising information. 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.

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) 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 (except Summers) until the completion of the master's degree.

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/newsite/forms/grad_forms.asp.

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.

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," "Thesis & Dissertation," and "Deadlines."

The Thesis Option is designed 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.

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. [Please note that Dr. Richard Newell, an instructor in the Department of Criminology, is approved to serve on thesis committees.] 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 original signature. 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 their thesis. The proposal typically contains a literature review and a detailed description of the research methods to be used for the thesis research.

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. 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:** This is a web-based course that provides an excellent overview of participant protections associated with human subject research. Upon completion of the course, you will be able to print a certificate that will be forwarded to the IRB office. Provide a copy to the Graduate Director for your file. For further information visit the website at: <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>.
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, 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. Successful candidates need to provide copies of the completed thesis to the Graduate School, one copy for the departmental archives and one copy for the chair of the committee.

Graduate School Format Requirements: Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the Thesis and Dissertation section of the Graduate School website. As above, students are encouraged to consult this website frequently (and early) and to be current on all Graduate School requirements.

The thesis must conform to the current format guidelines of the University. Refer to the Format Requirements in the Thesis and Dissertation Handbook, available on the web at <http://www.grad.usf.edu>. Workshops on Format Requirements are held by the Graduate School each semester and are posted on its website.

Six to eight weeks before the last day of class in the semester that the student anticipates graduating, ***students MUST have portions of the draft copy reviewed and approved for format by the Manuscript Editor at the Graduate School.*** A draft of the preliminary pages of the manuscript, and other documents as noted, must be received in the Graduate School no later than 5:00 p.m. on the posted deadline. Students are encouraged not to wait for the deadline, but to submit their draft for review as soon as they are able to complete the preliminary pages of their document (title page, table of contents, lists of tables and figures, and abstract). For information on what to include in the draft package refer to the Format Check Requirements on the web page <http://www.grad.usf.edu>.

Drafts will be reviewed for compliance with the required University Format. Once the review is complete, the student will be contacted to pick up the reviewed draft. Questions on this process may be directed to the Manuscript Editor at jgiles@grad.usf.edu.

Information on submission of the finished and approved manuscript copies is given with the Format Review. It is advisable that students schedule a final submission appointment for a final manuscript review and submission of documentation. **Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester** and must therefore apply for graduation by the posted deadline and enroll in a minimum of 2 thesis hours for that subsequent semester. Only after the manuscript has been approved by the Graduate School to be filed electronically at the University Library can the student be certified for the degree.

The Graduate School will notify the registrar of the change in thesis 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 each College.

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.

Non-Thesis Option

The Non-Thesis Option is designed 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.

Project: A non-thesis Master's student may complete a project—the topic of which will be determined in consultation with his/her Major Professor. Projects may include an exhaustive literature review, a data analysis project, or other similar scholarly endeavors. Projects are supervised/approved by the Major Professor and one other Criminology faculty member. Students sign up for CCJ 6905 for project work.

General 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 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 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 participation in the commencement ceremony is desired. 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.

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

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.

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 as follows:

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.

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

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

*Graduates of USF's MA in Criminology must take electives within the Department of Criminology to substitute for required courses already taken to fulfill MA requirements.

**Per University restrictions, a student may not sign up for a section of CCJ 7980 for fewer than 2 hours.

***Up to 9 hours may be taken outside the Department of Criminology.

***The 4 hours of CCJ 7910 that students must take the semester before (2 hours) and the semester of (2 hours) their comprehensive exams count toward this elective requirement. (See page 16.)

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.

Time Limitations

For students who started their Ph.D. degrees before Fall 2007: All coursework taken after admission to the Ph.D. program and before admission to candidacy must be completed within 5 years for those students with a Master's degree, and within 7 years for those entering without a Master's degree. After admission to candidacy, students will be given 5 years to complete all requirements towards the attainment of their Ph.D. Doctoral candidacy is defined as completion of all coursework and successful completion of the comprehensive exams.

For students who started their Ph.D. degrees in Fall 2007 or later: All requirements for doctoral degrees must be completed within eight (8) calendar years from the student's date of admission for doctoral study. Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.

Courses taken prior to admission to the Ph.D. program (e.g., transferred in) 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 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:
http://www.grad.usf.edu/newsite/forms/grad_forms.asp.

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 a member of a Doctoral Supervisory Committee. All tenured faculty in the Department of Criminology at USF are qualified to supervise a Doctoral Committee. [Please note that Dr. Richard Newell, an instructor in the Department of Criminology, is approved to serve on thesis committees.] Others desiring to serve on a Doctoral Supervisory Committee must submit a curriculum vitae and be 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 original signature. 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 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.

Changes to Supervisory Committee: Changes must be submitted on a Change of Committee Form, available from the Graduate Director. Original 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 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) current 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 one semester prior to the semester in which the exams will be taken. An email 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.

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. collectively constructs the written examination
3. reads each student's written exam and determines a grade for each exam that reflects the consensus of the Committee
4. devises questions to be asked on each student's oral examination
5. determines a grade for each oral exam that reflects the consensus of the Committee
6. determines a grade for each student's overall performance on the combined written and oral comprehensive examinations that reflects the consensus of the Committee
7. in the case of a Conditional Pass, determines what additional work will be required and grades it

Written 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.

Responses to the written examination are expected to be quite comprehensive and written at a highly professional and scholarly level. Students should read each question thoroughly and give careful thought to their answers, providing detailed descriptions, in-depth critical analysis, and innovative or original ideas. Students should be absolutely certain that their answers are fully responsive to all parts of the question posed.

Oral 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. 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. Students may also be examined on questions they ***did not*** choose to answer 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.
3. 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 determine a grade on the written examination for each student. 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. Grades on the written examination will be one of the following: **Pass With Distinction, Pass, Marginal Pass, or Fail**. Comprehensive Exam Grading Guidelines are posted to the Criminology and CGSO websites.
2. The Graduate Director, in consultation with the Committee, will summarize in written form the comments of the Committee members on each student's performance on the written exam, identifying strengths and weaknesses of the response. This feedback will be provided to the student only upon official notification of the student's overall performance on the written and oral comprehensive exams.
3. Upon completion of each oral exam, the Doctoral Comprehensive Exam Committee will determine a grade for the oral exam (**Pass With Distinction, Pass, Marginal Pass, or Fail**). The Committee will then determine an overall grade on the student's combined performance on the written and oral examinations. Overall grades may be: **Pass With Distinction, Pass, Conditional Pass, or Fail**.
4. Within one week of the completion of the oral exam, the student will be notified in writing by the Graduate Director of his/her performance on both the written and oral exams as well as the overall grade on the comprehensive exam. This notification will include written feedback on the strengths and weaknesses of the student's written and oral responses, and, in the case of a Conditional Pass, additional work may be assigned.

5. Those students achieving an overall grade of **Pass With Distinction** or **Pass** will be recommended by the Graduate Director to the Graduate School for Admission to Doctoral Candidacy.
6. In some circumstances the combined performance on the written and oral exams will result in a Conditional Pass. Those students earning an overall grade of **Conditional Pass** will be given an additional assignment by the Doctoral Comprehensive Exam Committee that must be submitted to the Committee by the due date designated by the Graduate Director. 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.
7. Those students earning an overall grade of **Fail** are permitted one repetition of the doctoral comprehensive examination. All procedures detailed above will be repeated for the student re-taking the doctoral comprehensive examination. Failure on a repeat examination shall result in dismissal from the graduate program.
8. 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). Go to "Student Resources," "Thesis & Dissertation," and "Deadlines."

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 in order to satisfy the Department's enrollment requirements.

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 converted to dissertation hours. Once Candidacy is approved, the student must enroll for a minimum of 2 dissertation hours each semester that the student is working on the dissertation and using university resources.

Dissertation Prospectus and Prospectus Defense: After completing coursework and comprehensive examinations 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. 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:** This is a web-based course that provides an excellent overview of participant protections associated with human subject research. Upon completion of the course, you will be able to print a certificate that will be forwarded to the IRB office. Provide a copy to the Graduate Director for your file. For further information visit the website at: <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>.
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>.

Graduate School Format Requirements/Review: The Dissertation must conform to the format guidelines of the University. Refer to the format requirements in the Thesis and Dissertation Handbook, available on the web at <http://www.grad.usf.edu/> for details and necessary forms.

Six to eight weeks before the last day of class in the semester that the student anticipates graduating, ***students MUST have portions of the draft copy reviewed and approved for format by the Manuscript Editor at the Graduate School.*** Note that you must print and complete the ProQuest Agreement Form (available at the Format Check Website, <https://www.grad.usf.edu/etd/>) **before** beginning the online process and determine which method of publication you prefer. A draft of the preliminary pages of the manuscript, and other documents as noted, must be received in the Graduate School no later than 5:00 p.m. on the posted deadline. Students are encouraged not to wait for the deadline, but to submit their draft for review as soon as they are able to complete the preliminary pages of their document (title page, table of contents, lists of tables and figures, and abstract). For information on what to include in the draft package refer to the Format Check Requirements on the web page <http://www.grad.usf.edu>. In addition, if you are attending the graduation ceremony, you must provide the name of your hooding professor at Format Check submission.

The submitted pages will be reviewed for compliance with the required University Format. Information for turning in the final manuscript will be included with the Format Review information returned to the student. Questions on this process may be directed to the Manuscript Editor at jjiles@grad.usf.edu.

Dissertation Final Defense Requirements: After the Doctoral Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling and announcement of the Dissertation Defense (also called Final Oral Examination). The following (found at <http://www.bcs.usf.edu/CurrentStudents/GradForms.cfm>) must be submitted to the College for review/approval two weeks prior to the defense:

- Request for the Dissertation Defense form
- Defense Announcement form
- A filled-out, but unsigned Successful Defense of the Ph.D./Ed.D. Dissertation form.

Once the College has communicated approval to hold the dissertation defense, the Announcement must also be posted in a public forum for a minimum of twenty-four hours to comply with statute requirements for a public meeting. A copy should also be sent to the Graduate School. (We encourage major professors to announce the defense to all Criminology faculty and graduate students via email one week in advance of the defense date.) If the defense is successful, the Major Professor (through the Graduate Director) will submit the fully signed Successful Defense of the Ph.D./Ed.D. Dissertation form to the College.

Outside Chair of the Dissertation Defense: The Dissertation Defense (or Final Oral Examination) shall be convened and proctored 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: the Major Professor may not serve as the “Outside Chair.”

Dissertation Final Submission Guidelines: Information on submission of the finished and approved manuscript copies is given with the Format Review. **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. Only after the manuscript has been approved by the Graduate School for filing in the University Library can the student be certified for the degree.

Mandatory Electronic Submission: Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Thesis and Dissertation website. It is the student’s responsibility to make sure that he/she has met all degree requirements as specified in the Graduate School Degree Requirements section of this publication, as well as any College and/or Program requirements for the degree.

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
3. Have their dissertation reviewed for compliance with the University Format Requirements
4. Turn in the final copy of the dissertation to the Graduate School by the posted deadline and receive approval for compliance with University Format Requirements
5. Apply for graduation by the posted deadline (see below)
6. Submit a Successful Dissertation Defense Form to the Department and the College.

Application for 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 participation in the commencement ceremony is desired.

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 \$22,500 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.

Diverse Student Success Fellowships

The University of South Florida provides numerous funding opportunities to enhance student diversity and access for all citizens. The **Graduate Diversity and Access Fellowship** and the **W.E.B. DuBois Graduate Fellowship** provide full-time tuition plus a 2-year, \$8,000 annual stipend for masters-level and a 3-year, \$12,000 annual stipend for doctoral-level students. The **McNair Doctoral Fellowship** provides full-time tuition plus a 3-year, \$15,000 annual stipend for 5 USF doctoral level students who have graduated from regional and national Ronald E. McNair programs and can present strong evidence of undergraduate research experience and academic talent. The **Pan American Fellowship** is need-based and provides full-time tuition plus a 2-year, \$8,000 annual stipend for masters level and a 3-year, \$12,000 annual stipend for doctoral-level students who are academically talented and bilingual (Spanish/English). The **Graduate Diversity & Access Summer Program** is designed to prepare new graduate students for academic success at the University of South Florida. Strong consideration is given to students who are traditionally underrepresented in graduate programs. The participant is granted a \$1,300 stipend, and is required to enroll in a summer graduate course in their discipline. The student is also required to attend six weekly workshop sessions involving aspects of graduate study such as use of the library, mentoring, coping strategies, research and writing, and time and stress management. For more information these opportunities please go to: <http://www.grad.usf.edu/newsite/fellowships.asp>.

Departmental 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***. It must be remembered that a funded student, regardless of assigned position, is still involved in professional training. Therefore, wide exposure to a variety of experiences in both teaching and research is necessary for professional development.

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 (9 hours in fall and spring; 6 hours in summer), and maintain a 3.00 GPA.** The University will pay up to \$1385.00/year of the health insurance premium for individual coverage of those employees on a .50 FTE appointment, and \$923.00/year for those on a .25 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. If you have claims or benefit questions, call Blue Cross/Blue Shield Student Insurance Group at 1-866-931-9560 or visit them online at <http://www.studentinsurancegroup.us/>. 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 and keep it on hand.***

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.

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 Office Manager and assigned supervisors will be given the opportunity to evaluate graduate assistants. Students will be provided feedback by the Graduate Director on their job performance and professionalism. If a student is found to be deficient and/or negligent in their 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.

Funded students and adjuncts will not be assigned a phone code for long distance or faxes. Due to the large number of students sharing the graduate offices, there will not be 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 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 or Program Assistant. Students found to be abusing these policies will be subject to formal reprimand as detailed above.

Faculty Research Interests

FULL-TIME FACULTY

Tom Mieczkowski	Professor & Chair: Drug testing, terrorism, forensics
Lyndsay Boggess	Assistant Professor: Community context of crime, race/ethnicity and crime, schools and violence, quantitative research methods
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, racial profiling
Kathleen Heide	Professor: Juvenile homicide, parricide, family violence, child abuse, treatment issues, juvenile justice, psychological theories and issues.
Shayne Jones	Assistant Professor: Social psychology of anti-social behavior, psychopathy.
Kim Lersch	Professor, Lakeland: Law enforcement issues
Tom Loughran	Assistant Professor: Quantitative methods, statistical modeling
Michael Lynch	Professor: Environmental and corporate crime and regulation, radical criminology, racial bias and criminal justice.
OJ Mitchell	Assistant Professor: Courts and sentencing, race and crime, drugs and crime, meta-analysis
Rich Newel	Instructor: Drug detection technologies and the epidemiology of drug abuse.
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: Violent crime, homicide, capital punishment.
James Unnever	Professor: Causes of crime, racism, and public opinion about crime.

Department of Criminology List of Faculty and Staff Contact Information

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USF and Tampa Community Information

USF Traditions and Overview of the University

USF Mascot – Rocky The Bull

Today's Rocky the Bull got his start as an idea for a toy for the Bookstore to sell in 1965-66. The first Rocky was drawn as a cartoon rendition for Athletics to use with newsletters. Rocky's image was first trademarked in 1974, and then a redesigned version trademarked in 1984. Rocky is a regular at USF Football and Basketball games and is powered by a member of USF's cheerleading squad.

Full Story: <http://www.usf.edu/History/rocky.html>

How The Bulls Were Born

From the early name suggestions of "Desert Rats" to "Florida Chickens" and even after a student-election run-off with the "Buccaneer," the Golden Brahman was finally voted as the mascot of USF in November 1962. Since Florida was a cattle-raising state like Texas, students wanted something comparable to the Texas Longhorns. In the late 1980's, the mascot evolved into the "Bulls" for promotional reasons.

Full Story: <http://www.usf.edu/History/rocky.html>

USF Academic Mace

In 1998, the university's Faculty Senate requested the creation of a mace, a ceremonial staff used by many institutions of higher learning to show the right of academic institutions to grant degrees to graduates. USF's mace includes a gold pinecone at its top to represent growth and continuity. Eight silver semicircles, which support the pinecone, stand for the eight colleges in existence at USF when the mace was commissioned. The mace is used for all USF commencement ceremonies and during the installation of university presidents. When not in use, the mace is displayed in a tall glass case in the foyer of the president's office.

Full Story: <http://www.usf.edu/History/mace.html>

The Stampeding Herd of Thunder

USF's Marching Band, the Herd of Thunder, first took to the field at the 1999 season home opener against Southwest Texas State on Sept. 11, 1999. Their unique entrance to the field began as a running "stampede" that day, and has continued every home game since.

Full Story: <http://www.usf.edu/History/1band.html>

USF Bull Market

A decades old tradition, the USF Market's original venue was every Wednesday in the mall behind the UC (University Center) now the Phyllis P. Marshall Center. The market drew a crowd which filled the mall with students, staff and faculty who were eager to find a "buy," eat lunch and casually visit with colleagues. Today the market is located on the walkway between Cooper Hall and the Sun Dome.

Homecoming

USF has held a campus Homecoming since 1964. Early Homecomings were scheduled around the Golden Brahman's (later the Bulls) basketball games. 1997 marked the only year where two Homecomings were celebrated: in spring for the last traditional basketball Homecoming and October 18, 1997, - USF's first football Homecoming. Since 1997, USF Homecoming's have been named "SuperBull," followed by the numeric succession since '97.

Throughout the years, the traditional bonfire has been held where the mascot of the opposing team is crowned as the centerpiece of a ready-to-burn wood palate tower. A campus carnival began in 1991 and has been held ever since. The traditional campus parade has been held on various locations and most recently featured over 80 entries of floats and cars.

Homecoming Website: <http://ctr.usf.edu/homecoming/>

"Go Bulls" Hand Symbol

The bullhorns created from the fingers on your hand create a powerful symbol that silently screams: "Go Bulls!" First started as a good luck for basketball free-throw shooters, the Go Bulls hand symbol has been used during basketball games, football games, and now during all USF events as the premier "Go Bulls" cheering symbol.

Alma Mater

Composed by Wayne Hugoboom, a professor of music at USF in 1960, the USF Alma Mater was first used in 1961. Hugoboom won a USF song competition and received a check for \$250 for coming up with the tradition-making words and music.

Full Story: http://www.usf.edu/History/alma_mater.html

Student Government Inaugural Ceremony

USF's first Student Body President, Jim Woodruffe, was elected in 1961, and began a list of impressive student leaders that followed each year. The first woman Student Body President was Yvonne Berry in 1976 and the first African-American elected was Les Miller, in 1977. In 2001 with the establishment of the Board of Trustees, the Student Body President now serves as the 13th elected member of the Trustees, bringing more voice to the students than ever.

Tampa Community and Surrounding Area

Those who choose to join the USF family have an even bigger community to explore: the Tampa Bay 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 Tampa Bay Performing Arts Center 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.

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 2,00 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 to open 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 the Tampa Yankees Class A affiliate
- Tampa Bay Performing Arts Center – 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.usf.edu/About-USF/about-tampa-bay.aspl> for links to these sites.

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