

2014

# Ph.D. in Justice Administration Student Handbook

Department of Justice Administration  
University of Louisville  
2/17/2014



## **PURPOSE**

The Justice Administration Ph.D. Program Handbook is a supplement to the University of Louisville Graduate Catalog. It augments, but does not supersede, university-wide policies and regulations of the School of Interdisciplinary and Graduate Studies (SIGS) as contained in the Graduate Catalog.

[https://louisville.edu/graduatecatalog/toc#Academic\\_Policies](https://louisville.edu/graduatecatalog/toc#Academic_Policies). Other sources of information can be found on the School of Interdisciplinary and Graduate Studies Web Site <https://graduate.louisville.edu/>.

Specifically, the goal is to clarify policies and procedures as they apply to doctoral students in Justice Administration. Additionally, the handbook provides a detailed description and explanation of the doctoral experience specific to the discipline of Justice Administration.

## **DEPARTMENT**

The Department of Justice Administration at the University of Louisville, established in 1968, had in its early years a law enforcement focus, due in part to the Law Enforcement Assistance Administration's (LEAA) higher education funding mandates. However, with time, the program adopted a broader orientation toward justice administration.

This expanded focus generated the establishment of a Master of Science degree accompanied by an ever increasing commitment to research. As the faculty grew and increased emphasis was given to research and the integration of research and teaching, the goal of the establishment of a Ph.D. program evolved in 1999 and solidified into an official proposal that was promoted beginning in 2005. The program was officially approved to begin in the fall semester of 2012. The first class of students began studies at that time.

## **PH.D. PROGRAM: PURPOSE AND RATIONALE**

The purpose of the Ph.D. program is to prepare students for academic careers through a balanced and integrated approach to the study of research, theory, justice systems, and educational issues. Informed opinion, including that of the Council of Graduate Schools of the Association of American Colleges and Universities and the Carnegie Foundation for the Advancement of Teaching, indicates that many Ph.D. programs are imbalanced, and they do not adequately prepare students for academic life as college and university professors. Many programs narrowly focus on training researchers. More broadly defined aspects of scholarship, especially the link between teaching and research, seldom get the attention they deserve. Our program is designed to educate those who will become scholars in the traditional academic environment as well as those who seek employment as researchers, planners and managers within public and private organizations. The program seeks to strike a balance and produce individuals who are capable of both academic and applied scholarship and who understand the relationship between instruction and scholarship, whatever the professional environment or organization.

## **ADMISSION POLICIES**

Entry to the program requires a master's degree or equivalent. Admission requires a completed application form, transcripts of previous undergraduate and graduate study, Graduate Record Examination scores, at least three letters of recommendation, personal statement, writing sample and curriculum vita or resume. Additionally, applicants must show evidence, on their graduate transcript, of completion of both graduate-level statistics and methods courses. Minimum GRE scores of 1000 from the verbal and quantitative sections of the prior version of the exams or a score of 296 on the new version are required. Additionally a minimum graduate GPA of 3.25 is required. Those applicants whose native language is not English and who do not hold a degree from a university where the language of instruction is English must also submit scores from the Test of English as a Foreign Language, with a minimum score of 80 on the internet-based test and a minimum of 500 on the quantitative portion of the GRE. See <https://louisville.edu/justice/degree-programs/on-campus-degree-programs-1/doctor-of-philosophy-in-justice-administration-program> for additional information and access to the online application process.

## **CURRICULUM**

The doctoral program in Justice Administration requires 54 hours of credit beyond the master's degree. The curriculum hours are earned in the following manner:

- |    |                        |                   |
|----|------------------------|-------------------|
| 1. | Ph.D. Core Curriculum: | 21 semester hours |
| 2. | Dissertation Research: | 12 semester hours |
| 3. | Electives              | 21 semester hours |

A minimum of 15 hours in Justice Administration Electives is required. Students have the option of completing a maximum of 6 hours of electives in a related discipline. Preapproval of outside electives by the Doctoral Coordinator is required. Excluding dissertation hours (12), students must complete coursework totaling 42 academic credits. Students must maintain a 3.0 grade point average to remain in the program. The core curriculum of the program is listed below.

### **Ph.D. Core Curriculum**

#### **Statistics and Research Methods:**

- |        |   |
|--------|---|
| JA 749 | Advanced Statistical Analysis in Criminal Justice |
| JA 748 | Seminar in Criminal Justice Program Evaluation    |
| JA 751 | Computer Applications in Criminal Justice         |

JA 750 Field Research in Criminal Justice

Criminal Justice System and Nature of Crime:

JA 703 Criminal Justice Planning

JA 740 Seminar in Crime Prevention and Social Control

JA 745 Advanced Criminal Behavior

**Total Credit Hours: 21**

Dissertation Research:

JA 799 Dissertation

**Total Credit Hours: 12**

**Core Courses:**

Seven core courses provide a review of the fundamental subject areas in the discipline. All core courses must be completed before the student may participate in the Qualifying Project. This project is scheduled for completion twice a year in Spring/Summer and Summer/Fall. (See section on Qualifying Project for more information).

**Electives:**

New electives for doctoral students will be added to the department's course offerings on a regular basis. Thus, students are given ample opportunity to select doctoral courses from within the department that will meet their individual needs. This is achieved by creating courses to address recent changes or new non-traditional views within the field of criminal justice. Elective courses are expected to supplement the subjects taught in the core courses or complement them by providing a more in-depth focus on particular subject areas.

A student is required to complete seven elective courses. A minimum of 5 courses (15 hours) must be elective courses offered by the Department of Justice Administration. The following is a sample list of Justice Administration elective courses.

Students in the Ph.D. program may also be permitted to complete a maximum of one course (3 hours) in online electives. The electives must be from a Ph.D. granting program, the instructor must be a member of senior graduate faculty at the University of Louisville or have comparable credentials and enrollment must be pre-approved by the Coordinator of the Ph.D. Program. Additionally, verification of Ph.D. appropriate assignments and subject matter must be provided by the instructor of the course, prior to the decision of the Ph.D. Program Coordinator. Tuition remission for students on assistantships will not cover the cost of online courses.

## Current Electives

JA 602 History of Police in the United States  
JA 605 Police in Our Political and Social Systems  
JA 607 Law and Justice  
JA 609 Economic Analysis of Crime  
JA 610 Theoretical Foundations of Corrections  
JA 611 Critical Issues in Corrections  
JA 613 Advanced Comparative Criminal Justice  
JA 614 Seminar in Policing  
JA 626 Emergency Management  
JA 630 Critical Infrastructure Protection and Resilience  
JA 644 Seminar in Juvenile Justice  
JA 652 Constitutional Issues in Justice Administration  
JA 665 Special Topics in Criminal Justice/Criminology  
JA 670 Directed Studies/Readings  
JA 798 Mentored Research

It should be noted that the Department of Justice Administration requirements indicate that no more than 6 total hours of doctoral credit may come from special courses (e.g., directed readings, mentored research).

### **Continuing Dissertation Credit:**

Students should note that, after they have completed all of their course work and registered for their 12 dissertation hours, they are required to register for one hour of Continuing Dissertation credit each fall and spring semester, until their dissertation is completed. Students must register for this credit on their own and should be aware that tuition and fees apply.

### **Directed Readings/Directed Research Courses:**

A doctoral student is limited to a total of six credits of directed readings and/or mentored research. It is expected that doctoral students would petition to enroll in a Directed Readings course only when regular electives are either unavailable or inappropriate to a student's particular area of specialization. A directed readings course may not be taken until the student has successfully completed their qualifying project.

All directed readings courses must be preapproved by first the Doctoral Coordinator and then by the faculty supervisor. Forms for Directed Readings courses may be obtained in the Student Advising Office. (See Appendix for a copy of the form.)

### **Transfer Credit:**

Students are permitted to transfer graduate credit from another university or another University of Louisville Ph.D. program in lieu of doctoral level courses in the Department of Justice Administration, University of Louisville. Any such credit transfer must be approved both by the Dean of the School of Interdisciplinary and Graduate Studies and the Coordinator of the Justice Administration Ph.D. program. The transfer courses must be shown, to the satisfaction of both parties, to represent comparable work. Transfer credit is limited to a maximum of six credits from another university or twelve credits from another Ph.D. program at the University of Louisville. In both instances, the courses must have a grade of "B" or better and have been completed within the past five years.

### **COMPETENCY ASSESSMENT**

#### **Qualifying Experience:**

To become qualified to begin their dissertation, students must complete two tasks that will constitute their qualifying experience.

1) Qualifying Scholarly Paper Project: The first stage of the process is to, using secondary data, conduct an analysis and write a publishable article/manuscript. This portion of the qualifying experience must be passed prior to advancing to “part 2”.

2) Dissertation Proposal Defense: The second stage of the qualifying experience will consist of the defense of their dissertation proposal. The defense shall be conducted after the student has completed all required (core classes) coursework and 15 additional elective credits (total of 36 credit hours toward completion of their Ph.D.) It is anticipated and strongly recommended that students begin working on their dissertation proposal during their 4<sup>th</sup> semester in the Ph.D. program. This would be in anticipation of their submission of their research protocol to the Institutional Review Board during the early part of their 5<sup>th</sup> full-time semester in the program. While preparation of the dissertation proposal prior to the student’s 5<sup>th</sup> full-time semester in the program will not guarantee their continuation in the program (Qualifying Scholarly Project will still require satisfactory completion), it will insure that the student has completed much of the basic organizational and preparation work on their dissertation proposal by the first part of their 5<sup>th</sup> full-time semester in the program. The dissertation proposal defense occurs upon the recommendation of the dissertation committee.

#### 1) Qualifying Scholarly Paper Project:

Upon completion of all *required core courses (21 hours) and 5 elective courses (15 hours)*, ALL students must pass the qualifying scholarly paper project before being admitted to degree candidacy, i.e., qualified to continue doctoral study at the University of Louisville. Full-time students who begin in the Fall semester must

complete the qualifying scholarly paper project by October of their third year of enrollment (prior to their third academic year of enrollment). Full-time students who begin in the Spring semester must complete their qualifying paper project no later than December of their fifth fulltime semester in the program. Part-time students must complete the qualifying scholarly paper project prior to enrolling in dissertation completion hours (JA 799). The requirement that students complete their qualifying project prior to enrolling in dissertation hours may, in some situations, be waived with the approval of the Ph.D. Program Coordinator.

**Student Initiation:** The student is eligible to begin the process after completion of 36 hours of Ph.D. coursework consisting of the 21-hour core and five (15 hours) elective courses. Students must formally notify the Coordinator of the Ph.D. program of their intent to participate in the qualifying paper process. This notification may be in written or electronic format. The notification should contain:

- the semester (Spring/Summer or Summer/Fall) in which they plan to begin the process;
- specification of interest in either qualitative or quantitative analysis;
- General area of interest in one of the following: criminology, police, courts, corrections, or juvenile justice;
- Any specialty areas within the general categories that may be of interest.

Every effort will be made to “match” the student’s interest as closely as possible with available secondary data sets. However, it may be that, in some instances, the students specialized interests may not be exactly matched with existing data.

Upon receipt of the student’s notification, the Coordinator of Ph.D. Program will review the student’s records and “certify” they are eligible to begin the examination process. Students must begin the qualification process no later than the first (Fall or Spring) regular semester following the semester in which they submit their notification to begin the process. Students are encouraged to participate in the process during the summer semester and are encouraged to do so as a means of providing them with more time for manuscript preparation.

The Coordinator of Ph.D. Program will inform eligible students of the process, including the guidelines for the manuscript preparation process. They will be provided with two copies of the Justice Administration Honor Code. They will be asked to sign and date one copy of the Honor Code for deposit in their academic file along with their other records (i.e., application and matriculation report). Students will additionally be supplied with a copy of the rubric that will be used for evaluation of their manuscripts. (See Appendix for a copy of the rubric.)

**Rules of the Process:**

- The writing of the article is to be independent of any consultation with faculty (from within our outside of the department and/or university). Nor should students consult any other individuals about substantive issues related to the writing of the manuscript.

- Faculty shall not assist students in this process. To clarify, this means faculty shall not engage in writing, editing or analyzing data with or for the students. This also means that no discussion with faculty is to take place about the manuscript.
- The students will be provided access to a data set from which they can select items for analysis.
  - Because this research is for educational purposes and relies on secondary data which does not contain individual identifiers, students will not be required to submit proposals to the Institutional Review Board for review and approval.
  - Upon successful completion of the qualifying paper project, should students wish to submit their articles for publication, they must submit their protocol to the Institutional Review Board, as exempt research, for approval.
- Students may not use papers written in courses or write a paper in this process that is a derivative from their thesis.

### **Manuscript Review Committee:**

Three Senior Graduate Faculty from the department will be selected to serve on the review committee. Membership on this committee shall be for a one-year appointment. Senior Graduate Faculty eligible for appointment must have a recent (within the past year) publication record. Membership on this committee will be rotated among Senior Graduate Faculty in the department. The work of students receiving an evaluation of “revise and resubmit” will have their “resubmission” reviewed by their original manuscript review committee. Participation on the review committee constitutes 5% service on the faculty member’s Annual Work Plan.

### **Submission and Grading Process:**

The grading process is as follows:

- Students will submit completed manuscripts, one copy each of electronic and printed, to the Administrative Assistant in the Student Advising Office.
- The administrative assistant will make a copy of the original document and remove or cover any identifying information on the copy. Three copies of the “blind” copy of the manuscript will be made and distributed to the grading committee in electronic format. This distribution will be completed in no more than 48 working day hours following the deadline for manuscript submission.
- The manuscript will be reviewed by members of the manuscript committee using a standardized rubric.
- The manuscript committee will function in the following manner:
  - The manuscript review committee will hold an initial meeting, prior to the deadline for manuscript submission during which a “chair” for the committee will be selected. It is the chair’s responsibility to set meetings, to summarize the final committee findings, and to act as a liaison between the committee and the Ph.D. Coordinator.

- Each member of the committee will independently review the manuscript(s), using the standard rubric.
- Once all committee members have independently reviewed the manuscript(s), the committee members will convene to discuss and arrive at consensus over the student’s final rating and to develop summary justifications for the rating.
- The committee findings shall be comprised of the following: Pass or Revise and Resubmit for the initial review. If the student receives a finding of “Revise and Resubmit” upon initial review, the committee findings shall be comprised of Pass or Fail. Justifications for the findings will be summarized by the committee chair. The chair shall prepare a written report of findings and justifications. A copy of this report will be provided, electronically, to the Ph.D. Coordinator. The Ph.D. Coordinator will then meet with the student, discuss the committee findings with the student, and provide the student with a copy of the committee’s written report.
- If a student receives a finding of “revise and resubmit”, the original committee will evaluate the revised document and will follow the procedures outlined above pertaining to the committee findings and justifications.
- Failure to pass the process following a finding of “revise and resubmit” will result in removal from the program.
- Students making revisions to a finding of “revise and resubmit” will be permitted to enroll in coursework while completing this portion of the qualifying project.

**Process Schedule – Spring/Summer:**

February 15 <sup>th</sup>	Deadline for notification of intent to complete
April 15 <sup>th</sup>	Students are provided access to data for analysis
August 1 <sup>st</sup> (or closest working day)	Manuscripts are submitted for review
August 15 <sup>th</sup> (or closest working day)	Manuscript findings to Ph.D. Coordinator
August 20 <sup>th</sup> (or closest working day)	Student Notification Meetings Completed
September 20 <sup>th</sup> (or closest working day)	Revise and Resubmit Due
October 1 <sup>st</sup> (or closest working day)	Revise and Resubmit findings to Ph.,D. Coordinator
October 6 <sup>th</sup> (or closest working day)	Student Notifications Completed

**Process Schedule – Summer/Fall:**

May 15 <sup>th</sup>	Deadline for notification of intent to complete
July 1 <sup>st</sup>	Students are provided access to data for analysis
October 15 <sup>th</sup> (or closest working day)	Manuscripts are submitted for review

November 1 <sup>st</sup> (or closest working day)	-	Manuscript findings to Ph.D. Coordinator
November 6 <sup>th</sup> (or closest working day)	-	Student Notification Meetings Completed
December 6 <sup>th</sup> (or closest working day)	-	Revise and Resubmit Due
December 16 <sup>th</sup> (or closest working day)	-	Revise and Resubmit findings to Ph.,D. Coordinator
December 21 <sup>st</sup> (or closest working day)	-	Student Notifications Completed

### **DISSERTATION COMMITTEE**

The selection of a dissertation committee involves the single most significant step a student will take. The dissertation committee can aid the student in choosing courses and selecting an area of specialization, as well as fulfilling its most important role of guiding the student through the dissertation process.

The research specializations of the faculty represent diverse areas and the student should not have difficulty selecting a committee. Prior to the establishment of a dissertation committee, the Ph.D. Program Coordinator will serve as the official advisor to doctoral students.

The dissertation committee shall be comprised of a minimum of four members. This shall include three members from the Department of Justice Administration and one member from another department. These members are to be selected from Justice Administration Senior Graduate Faculty, from Senior Graduate Faculty within an academic unit of the University of Louisville or approved for temporary Senior Graduate Faculty status within the College of Arts and Sciences. A member of the committee, selected or agreed upon by the student, will serve as chair of the committee. The committee chair must be both a member of Senior Graduate Faculty and a fulltime, tenured or tenure-track member of the faculty in the Department of Justice Administration. In general, a student will decide upon a committee chair and subsequently work with that individual in selecting the remaining committee members.

Students are encouraged to begin thinking about their dissertation topic during their second full-time year in the program. Identification of a chair, committee members, topic and general research strategies by the student's fourth full-time semester in the program is recommended.

### **DISSERTATION**

The culmination of requirements for the conferring of a Doctor of Philosophy degree is the doctoral dissertation. The award of a Doctor of Philosophy degree indicates that a student has attained mastery of a field and has demonstrated the capacity to perform independent scholarly research.

The doctoral degree is not awarded solely upon completion of a curriculum of courses, even though the student has done superior work in them; rather, it is awarded in recognition of creative scholarship as

demonstrated by a substantial contribution in the candidate's chosen field. The scholarly product that demonstrates this contribution is the dissertation.

Technically, the student officially begins work on the dissertation after passing the qualifying paper process. However, the time-frame and work schedule of each student may create a variety of differences in actual approach. A student may enter the doctoral program already dedicated to examining a specific criminal justice or criminological issue. Another student may take a year or so before deciding upon a suitable topic. Once a student has identified a possible research topic, its suitability should be discussed with appropriate faculty. It is not unusual for students to consider multiple research proposals before deciding upon the final and mutually agreeable doctoral dissertation topic. Ideally, a student should begin thinking about his/her dissertation and exploring various topics no later than the second semester of coursework. As soon as a dissertation topic is decided upon, subsequent research papers, whenever possible, should be oriented toward the doctoral dissertation and area of specialization.

Students should refer to <https://graduate.louisville.edu/sigs/Programs/theses-dissertations> for additional information.

### **Topic Approval:**

Once a student has formed a Dissertation Committee and has, with the committee, agreed upon a topic, a Research Topic Approval Form (RTAF) must be processed through the Ph.D. Program Coordinator. Upon completion of a successful proposal defense, the doctoral coordinator will forward the RTAF to the School of Interdisciplinary and Graduate Studies (SIGS). This form officially indicates to SIGS that work on the dissertation has begun and has been approved by the committee.

### **Dissertation Proposal Defense:**

The dissertation topic and the research to be carried out must be approved by the dissertation committee. Approval is gained by successfully presenting and defending the research proposal. The dissertation proposal defense is the second portion of the student's qualifying process. This is a defense of the student's dissertation proposal and is conducted to determine the student's knowledge of their specific dissertation topic as well as the appropriateness of the student's research methods and analysis proposal. The defense shall be conducted by the dissertation committee. The findings shall consist of "pass", "pass with revisions" or "fail". Students may have two attempts to pass their dissertation proposal defense. Following the second finding of "fail", the student will be removed from the program.

The dissertation committee chair shall schedule the defense and notify the Ph.D. Program Coordinator of the time and location of the event. Individuals other than the dissertation committee members may attend but may not participate directly in the process. Once the committee has made a ruling on the outcome, the committee chair shall notify the Ph.D. Coordinator, in writing, of the outcome. Students shall be notified of the outcome at the end

of the committee deliberations following the defense. All students should consult the School of Interdisciplinary and Graduate Studies Web site <https://graduate.louisville.edu/sigs/Programs/theses-dissertations> for forms and information concerning dissertation topic and proposal approval, submission deadlines, format, etc.

### **Institutional Review Board (IRB):**

Once the prospectus defense has been successfully completed, the student must submit her/his dissertation proposal to the university's Institutional Review Board (IRB) for approval. No data collection may occur without IRB approval.

### **Dissertation Defense:**

Upon acceptance of the completed dissertation by the chair of the dissertation committee, copies must be provided for review by all committee members. The chair of the dissertation committee will organize and oversee the final defense at a time suitable to all participants. The Ph.D. Program Coordinator, Department Chair, Dean and the Justice Administration Faculty will be specifically invited to attend the dissertation defense. Additionally, a general announcement and invitation will be made to the University of Louisville community. The dissertation must be approved in writing by each member of the dissertation committee. All students should consult the School of Interdisciplinary and Graduate Studies Web site <https://graduate.louisville.edu/sigs/Programs/theses-dissertations> for forms and information concerning dissertation topic and proposal approval, submission deadlines, format, etc.

## **RESIDENCY REQUIREMENTS**

Universities commonly require doctoral students to acquire a minimum number of credits within a particular time period. Such a policy prohibits a student from accumulating small numbers of credits in a piecemeal fashion over excessively long periods of time. Residency requirements also ensure that doctoral students have the opportunity to participate fully in the intellectual life and research atmosphere of the University. At least two years of study must be spent at the University of Louisville and at least one must be spent in full-time residency (except as indicated below). This requirement allows students to build mentoring relationships with faculty members and accrue classroom and research experience over time, while the full-time residency requirement is designed to provide students with at least one year of immersive, intensive study.

According to the Council of Graduate Schools, residency advantages students in the following ways: ". . . fluency in the language and vocabulary of the [field of] specialization is enhanced by frequent and close association with other students in the same field; competence in the field is enhanced by close familiarity with the university's libraries; valuable experience is gained by attending and participating in both formal and informal seminars, colloquia, discussions led by specialists visiting from other campuses, laboratories, or governmental research groups; and thesis or dissertation research is facilitated by frequent consultation with the advisor."

Full-time residency requires that a student be registered for a minimum of 18 credit hours within a twelve-month period. Registration for candidacy cannot be used to meet this requirement.

## **PART-TIME STUDENTS**

Any graduate student enrolled for fewer than nine credits is considered to be a part-time student. Although the department strives to recruit students whose aim is to complete the program on a full-time basis, it is likely that some students' personal commitments and work demands may necessitate part-time study. Some students may elect to begin the doctoral program on a part-time basis, fulfilling the residence requirements at a later date. Other students may reverse this approach by fulfilling residency requirements initially and shifting to part-time status later. It is very important to note that approval for an assistantship or fellowship requires full-time enrollment status.

We recognize that the individuals who will enroll as part-time doctoral students in our program will, in most all instances, be working full time, usually in criminal justice organizations. They will be encouraged to enroll regularly and consistently in courses so they may complete their degrees in a timely manner. There are, however, time limits on degree completion and their ability to meet these alternative residency requirements is critical to their ability to complete the program. As such, the department has developed an alternative residency track for these students.

### **Alternative Residency Track:**

Doctoral programs that support part-time students may submit an alternate plan to the School of Interdisciplinary and Graduate Studies to ensure that the intent of the residency requirement has been met. The Department of Justice Administration has had the following alternative residency track approved for part-time students.

Part-time students will be fully integrated into all parts of the Ph.D. program from the time they are admitted until they complete their Ph.D. Specifically, in Justice Administration, all part-time doctoral students will be required to participate in two departmental colloquia during the semesters for which they are enrolled. These colloquia will provide the students with the opportunity to interact informally with faculty and other doctoral students. At least three of these sessions will be offered each semester so that the part-time students will be able to incorporate this requirement into their schedules. The requirement for participation in these additional sessions will be applicable until the doctoral students have passed their qualifying scholarly paper project and have a working four-member dissertation advisory committee.

Examples of these sessions are: faculty and graduate student presentations on individual research projects; research and other professional presentations by guest lecturers from other academic institutions or appropriate

outside organizations; and open question and answer sessions with the Ph.D. program coordinator and/or the department chair or individual faculty.

All part-time students will develop an academic plan, in conjunction with the Ph.D. Program Coordinator. This plan will include the completion of first, the required core courses and then elective courses. All doctoral students will follow a similar academic plan that is created in conjunction with the Ph.D. Program Coordinator. This will provide all the doctoral students with a strong foundation for their more specialized work but will additionally create a distinct “cohort” of students and provide the part-time students with the ability to interact, regularly, with their doctoral cohort.

### **TIME LIMITATIONS**

Doctoral students have four (4) years after passing the qualifying paper project and entering Degree Candidacy to finish all other degree requirements. While granting an extension of time is rare, requests for extension of time must be submitted in writing to the Coordinator of the Ph.D. program. Once reviewed by the Coordinator of the Ph.D. program, the request is forwarded to the unit dean, and then to the Dean of the School of Graduate and Interdisciplinary Studies for review and final approval. Students must be considered in good standing for the request to be considered.

### **MONETARY AWARDS & STUDENT WORK ASSIGNMENTS**

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by amount of award, the nature of associated work assignments and duration of funding. The five main categories are listed below.

1. ***Assistantships:*** By far, the most common type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of three years, but are awarded for no more than one academic year at a time. A student may be awarded full tuition with a full-time, 20-hour work assignment, or partial tuition with a part-time, 10-hour work assignment. All students on assistantships receive a stipend payable every month over a 12-month period. (July 1 through June 30). Those on full assistantships receive annual stipends of approximately \$18,000. They also receive a full tuition waiver for fall and spring as well as health insurance benefits. Part-time assistance is one-half the stipend of the full assistantship award and one-half the tuition waiver but does not carry health insurance benefits. GA's on full stipend must be enrolled full time (9 credit hours). Part-time assistance must be enrolled for a minimum of 6 academic credit hours.
  - a. The assistantship program provides aid for a faculty member and the department and is also a learning experience for the student. Each GA may be assigned to one or more professors. The precise nature of a student's work assignment will vary from one faculty member to another. Generally, the assignment involves a combination of activities within the parameters of the faculty

member's teaching assignment and other academic projects. Some graduate students may remain with the same professor for their entire program of study. However, it is not unusual for students to work with a variety of professors.

- b. The assistantship may also provide students with the opportunity to teach courses for the department. Such an assignment requires the student to teach four undergraduate classes per 12-month period, usually at the freshmen or sophomore levels.

2. **Fellowships:** A limited number of one-year University Fellowships are awarded each year to incoming doctoral students. Interested students may check the School of Interdisciplinary and Graduate Studies Web site for additional information.  
[https://graduate.louisville.edu/financial-support/grants\\_fellowships/University%20Fellowships](https://graduate.louisville.edu/financial-support/grants_fellowships/University%20Fellowships) .
3. **Other Financial Assistance:** Information on other sources of financial assistance can also be found at <https://graduate.louisville.edu/sigs/financial-support.html>
4. **Merit Awards and Conference Travel Awards:** On an occasional basis, generally no more than once or twice a year, the Graduate Student Union of the College of Arts and Sciences sponsors graduate student competition for small lump sum grants to augment student research projects and conference travel. These awards recognize innovative research throughout the university's student community. Detailed information can be found at <https://graduate.louisville.edu/financial-support/research-funding.html>. Additionally, as funds are available, the Department of Justice Administration will provide Ph.D. students with funds to supplement the cost of their dissertation research as well as travel to academic conferences.
5. **Other Funding:** The Department of Justice Administration views the awarding of grants for faculty research projects as a potential source of funding for doctoral students through the employment opportunities that are created.

## CONFERENCE PARTICIPATION

Doctoral students are encouraged to attend professional/academic conferences during their graduate career. Of course, completing their program requirements should always be a priority. Conference participation should augment, not interfere with, doctoral education.

In past years a growing number of graduate students have pooled resources to travel to national conferences in order to present papers. Annually a majority of the faculty attend the national conferences of the American Society of Criminology and the Academy of Criminal Justice Sciences. Doctoral students are also encouraged to participate in regional and state criminal justice association activities. Attendance and participation at professional meetings can provide an important part of the socialization in the discipline.

## **GRADUATE STUDENT UNION**

The College of Arts and Sciences has an active Graduate Student Union. Students benefit from the association through its social events and various other activities aimed at informing students of issues and changes of particular interest to a doctoral student. Finally, and probably more importantly, the association serves as a forum for discussion of graduate program issues and concerns between students.

The Graduate Student Union functions under the direction of elected officers. There are two to four meetings for the year and any other "as needed" meetings when required. Social events are generally informal get togethers planned and carried out by the membership.

## **WORKSPACE / COMPUTER ACCESS**

In some cases doctoral students will be provided with office space and computer for their professional use. Full time doctoral students who are Graduate or Teaching Assistants have priority for office space/computers. Part-time students may be provided with similar access on an "as needed" and "as available" basis.

## **COMMUNICATION**

Each student at the University of Louisville is provided, free of charge, an e-mail account with the university system. It is expected that students will activate and use this address for all communication with the department. Any announcements or the dissemination of necessary information will be made using students' university e-mail addresses. Students are responsible for checking their campus e-mail in order to keep abreast of important announcements, reminders, etc. Failure to do so may result in missing important information. The department will not make provisions to contact students at alternative addresses.

## **STUDENT GRIEVANCES AND APPEALS**

Students should consult the Graduate Student Orientation Handbook for details on the School of Interdisciplinary and Graduate Studies process for student grievances. This publication can be found at: <https://louisville.edu/graduate/files/Graduate%20Student%20Handbook.pdf>. The process for resolving issues between students and faculty begins at the department level. If students have a disagreement or conflict with a faculty member, the first step is to meet with the faculty member in an effort to resolve the matter. If this fails, students should contact the Coordinator of the Ph.D. program for assistance in finding a resolution. If this also fails, the next step is to contact the Department Chair for further assistance. If it is a matter that cannot be resolved within the department, students can contact the University Student Grievance Officer as noted in the Orientation Handbook.

## **ACADEMIC DISHONESTY**

The Department of Justice Administration takes academic dishonesty very seriously. The department has an honor code which describes various forms of academic dishonesty and the department's response to these actions. (See Appendix for a copy of the Justice Administration Honor Code). The Graduate Student Orientation Handbook contains information on Plagiarism.

See <https://louisville.edu/graduate/files/Graduate%20Student%20Handbook.pdf> for more information.

Additionally, the University Writing Center has a virtual work shop – <http://breeze.louisville.edu/plagiarism09/> on preventing plagiarism.

## **HOSTILE WORK/CLASSROOM ENVIRONMENT**

The Department of Justice Administration seeks to maintain a working and educational environment that is free from harassment of any kind. Harassment of any kind is not acceptable in the department or at the university. The Department of Justice Administration is committed to educational excellence and respect for all individuals. At the same time, the department and the university are also committed to protecting the academic freedom and freedom of expression of all members of the university community. Academic freedom and freedom of expression includes, but is not limited to, the expression of ideas, however controversial, in the classroom, residence hall, and in keeping with different responsibilities, in work places elsewhere in the university community. This policy does not attempt to address behaviors that do not constitute discriminatory harassment.

The University of Louisville defines discriminatory harassment in the following manner:

Discriminatory harassment is contrary to University of Louisville policy and may also be illegal. The university defines discriminatory harassment as:

Behavior of any type (oral, written, graphic, physical) that creates a "hostile environment." Hostile environment harassment includes, but is not limited to, unwelcome comments or conduct that have the purpose of unreasonably interfering with an individual's work or academic performance, participation in a sponsored university activity, or creating an intimidating, hostile or offensive working or learning environment that a reasonable person would find threatening or intimidating;

1. The behavior is directed at persons because of their race, color, national or ethnic origin, religion, gender (whether or not sexual in nature), age, disability, veteran status, or sexual orientation, gender identity unless otherwise permitted or required by applicable law; or
2. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or participation in a university, state, or federal discrimination investigation AND, which also unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the university; for example, a supervisor with respect to an employee, or a faculty member with respect to a student, for parts 2 or 3 above to be applicable. Part 1, however, does not require that a person misuse university-delegated authority, and applies whenever such conduct by any person while on university grounds or during university activities interferes with work or

academic performance or participation in university activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances.

Nothing herein overrides existing university policy, or circumscribes the authority of the university to establish policy that is not otherwise contrary to law. For more information on discriminatory harassment and the means through which to seek remediation for these types of actions, go to:

<https://louisville.edu/hr/affirmativeaction/discriminatory/definition.html>

# **APPENDIX**

University of Louisville

PhD/JA Program Plan

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Term Admitted: \_\_\_\_\_

Final transcript received:  No  Yes

<u>Core Courses Required</u>	<u>Term</u>	<u>Hrs</u>	<u>Grade</u>
JA 703 CJ Planning	_____	3	_____
JA 740 Sem: Crime Prev & Soc Control	_____	3	_____
JA 745 Advanced Criminal Behavior	_____	3	_____
JA 748 Sem: CJ Program Evaluation	_____	3	_____
JA 751 Computer Applications in CJ	_____	3	_____
JA 749 Adv Statistical Analysis in	_____	3	_____
CJ JA 750 Field Research in CJ	_____	3	_____
Total Ph.D. Core Hours:		21	

Qualifying Assessment:

PART 1: Publish Article:  No  Yes

1. Pass: \_\_\_\_\_ Fail: \_\_\_\_\_ Revise & Resubmit: \_\_\_\_\_

2. Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

PART 2: Dissertation Proposal Topic: \_\_\_\_\_

Committee: Chair: \_\_\_\_\_ Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

1. Pass: \_\_\_\_\_ Fail: \_\_\_\_\_ Revise & Resubmit: \_\_\_\_\_

2. Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

Electives – (Coursework must be 600 level or above, a minimum 15 hours must be JA electives; transfer credit or electives outside of department must be approved by Doctoral Program Coordinator)

<u>Course # and Title</u>	<u>Term</u>	<u>Hrs</u>	<u>Grade</u>
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
_____	_____ 3	_____	_____
Total Elective Hours:		21	
Dissertation Research: Term(s) _____		12	

TOTAL MINIMUM HOURS FOR Ph.D. DEGREE: 54

University residency requirement met: YES NO

Candidacy maintained: YES NO Application for degree: TERM: \_\_\_\_\_

Notes:

Revised 10/13

**REQUEST FOR COURSEWORK SUBSTITUTION**

I, \_\_\_\_\_, request the following coursework be approved as a substitute for \_\_\_\_\_, the required course in the Ph.D. program.

I understand this does not constitute a waiver of credits. The basis of my request is as follows:

**APPROVALS:**

\_\_\_\_\_, Justice Administration Ph.D. Program Coordinator

\_\_\_\_\_, Date

## Directed Readings/Mentored Research

- I. A minimum of three weeks prior to the beginning of the semester in which a student is interested in taking a directed readings/mentored research course she/he must submit a request, in writing, to the Ph.D. Program Coordinator.
- II. Students are eligible to take mentored research/directed readings courses only after having successfully completed the Qualifying Paper Project.
- III. A student wishing to pursue a directed readings or mentored research course must include the following in their request.

### A. Statement of Purpose

1. Two hundred word statement of the project to include:
  - a. a detailed description of the project;
  - b. justification for this course rather than a standard elective course as well as an explanation of the benefits the student expects to gain from this project; and
  - c. a research question or questions that are the subject of the directed readings or mentored research course.

### B. Preliminary Bibliography

1. A list of a minimum of ten articles, monographs, and other literature sources relevant to the subject that the student will read and critique as part of his/her directed readings or mentored research project. Full citations will be provided by the student in APA format.

### C. Methods of Inquiry

1. Student will identify in a detailed manner the methods of inquiry to be used in the directed readings or mentored research project. This will include what types of research methodology the student will use to answer the questions in III A 1 c. and a timeline for the project.

### D. Method of Assessment

1. Number and regularity of meetings with mentor.
2. Number and type of products from the project (i.e., papers or other appropriate products)
3. Number and type of examinations (if appropriate)
4. Method of grading.
5. Other appropriate items.

### E. Equivalence of Three Credit Course

1. Student must demonstrate how work identified above is equivalent of regular three credit course workload.

- IV. All approval forms as well as supporting documentation must be submitted to the Ph.D. Coordinator, the instructor of record and the Chair of the Department prior to the end of the third day of class of the semester in which the student wishes to do the directed readings or mentored research project. If all appropriate materials are submitted, the individuals responsible for approval will independently determine if the proposed project is of sufficient quality to justify approval.
- V. Exceptions to this policy may be requested upon petition to the Department Chair.

**QUALIFYING PAPER PROJECT RESULTS**

This certifies that

\_\_\_\_\_ has successfully completed the Qualifying Paper Project in Justice Administration.

\_\_\_\_\_ has not passed the Qualifying Paper Project in Justice Administration.

Revise and resubmit due on \_\_\_\_\_.

DATE:

\_\_\_\_\_ Member, Paper Review Committee

\_\_\_\_\_ Member, Paper Review Committee

\_\_\_\_\_ Chair, Paper Review Committee

\_\_\_\_\_ Ph.D. Program Coordinator

## QUALIFYING PAPER PROJECT RUBRIC

Criterion	4 A-level qualities (90–100)	3 B-level qualities (80–89)	2 C-level qualities (70–79)	1 or 0 D- or F-level qualities (60–69 or below 60)	Score
<b>Completeness</b>	Complete in all respects; reflects all requirements	Complete in most respects; reflects most requirements	Incomplete in many respects; reflects few requirements	Incomplete in most respects; does not reflect requirements	
<b>Understanding</b>	Demonstrates a sophisticated understanding of the topic(s) and issue(s)	Demonstrates an accomplished understanding of the topic(s) and issue(s)	Demonstrates an acceptable understanding of the topic(s) and issue(s)	Demonstrates an inadequate understanding of the topic(s) and issue(s)	
<b>Analysis, evaluation, and conclusions/recommendations</b>	Presents an insightful and thorough analysis of all issues identified.	Presents a thorough analysis of most issues identified.	Presents a superficial analysis of some of the issues identified.	Presents an incomplete analysis of the issues identified	
	Makes appropriate and powerful connections between the issues identified and the strategic concepts studied in the literature; demonstrates complete command of the topic and analytical tools applied	Makes appropriate connections between the issues identified and the strategic concepts studied in the literature; demonstrates good command of the topic and analytic tools applied.	Makes appropriate but somewhat vague connections between the issues and concepts studied in the literature; demonstrates limited command of the concepts and analytical tools applied	Makes little or no connection between the issues identified and the concepts studied in the literature	
	Supports opinions and conclusions with strong arguments and evidence; presents a	Supports opinions and conclusions with reasons and evidence; presents a fairly balanced view;	Supports opinions and conclusions with limited reasons and evidence; presents a somewhat one-	Supports opinions and conclusions with few reasons and little evidence; argument is	

	balanced and critical view; interpretation is both reasonable and objective	interpretation is both reasonable and objective	sided argument	one-sided and not objective	
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	Presents detailed, realistic, and appropriate conclusions/recommendations clearly supported by the information presented and concepts from the reading	Presents specific, realistic, and appropriate conclusions/recommendations supported by the information presented and concepts from the reading	Presents realistic or appropriate conclusions/recommendations supported by the information presented and concepts from the reading	Presents realistic or appropriate conclusions/recommendations with little, if any, support from the information presented and concepts from the reading	
<b>Review of the Literature</b>	Supplements recommendations and conclusions with relevant and extensive review of the literature; clearly and thoroughly documents all sources of information	Supplements recommendations and conclusions with a relevant review of the literature; documents all sources of information	Supplements recommendations and conclusions with a limited review of the literature; provides limited documentation of sources consulted	Supplements recommendations and conclusions, if at all, with incomplete review of the literature and documentation	
<b>Writing mechanics</b>	Writing demonstrates a sophisticated clarity, conciseness, and correctness; includes thorough details and relevant data and information; extremely well-organized	Writing is accomplished in terms of clarity and conciseness and contains only a few errors; includes sufficient details and relevant data and information; well-organized	Writing lacks clarity or conciseness and contains numerous errors; gives insufficient detail and relevant data and information; lacks organization	Writing is unfocused, rambling, or contains serious errors; lacks detail and relevant data and information; poorly organized	
<b>APA guidelines</b>	Uses APA guidelines accurately and consistently to cite sources	Uses APA guidelines with minor violations to cite sources	Reflects incomplete knowledge of APA guidelines	Does not use APA guidelines	
<b>Total:</b>					

**POINT DISTRIBUTION:**

**ORIGINAL SUBMISSION**

**36 TO 28 = PASS**

**27 OR LOWER = REVISE AND RESUBMIT**

**REVISE AND RESUBMIT**

**36 TO 28 = PASS**

**27 OR LOWER = FAIL**

**DISSERTATION PROPOSAL DEFENSE VERIFICATION**

Date \_\_\_\_\_

On this date, (name) \_\_\_\_\_

successfully defended her/his dissertation proposal, entitled,

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Dissertation Chair

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

Received by Ph.D. Program Coordinator \_\_\_\_\_

Date \_\_\_\_\_

## HANDBOOK VERIFICATION

This is to certify that I, \_\_\_\_\_, have  
(print your name)

received a copy of the Justice Administration Ph.D. Program Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date