The School of Criminal Justice is dedicated to research, teaching and service that examine the nature of crime and control and support practices that reduce crime and criminality, reduce the costs of such practices, and increase fairness of these practices.

University of Cincinnati
College of Education, Criminal Justice, and Human Services
665 Dyer Hall
P.O. Box 210389
Cincinnati, OH 45221-0389
(513) 556-1819

Graduate students are subject to the most current University rules and regulations. Since changes do occur, official updates can be found by consulting the online Graduate Handbooks at the Graduate School’s website. Returning students are subject to the current rules, policies, and regulations in effect at the time of their re-admission and thereafter. For information on the University of Cincinnati Graduate Handbook, go to: http://grad.uc.edu/student-life/graduate_studenthandbook.html

Revised 10/22/2014
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREFACE</td>
<td>3</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE GRADUATE PROGRAMS AT UC</td>
<td>4</td>
</tr>
<tr>
<td>The University of Cincinnati</td>
<td>5</td>
</tr>
<tr>
<td>The City of Cincinnati</td>
<td>5</td>
</tr>
<tr>
<td>Market Value of Criminal Justice Degrees</td>
<td>5</td>
</tr>
<tr>
<td>APPLICATION AND ADMISSION TO THE PROGRAM</td>
<td>6</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Types of Admission</td>
<td>7</td>
</tr>
<tr>
<td>Grading</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>8</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>9</td>
</tr>
<tr>
<td>Continuation Funding</td>
<td>9</td>
</tr>
<tr>
<td>THE MASTERS OF SCIENCE CURRICULUM</td>
<td>10</td>
</tr>
<tr>
<td>The Culminating Experience</td>
<td>10</td>
</tr>
<tr>
<td>Comprehensive Examination Option</td>
<td>10</td>
</tr>
<tr>
<td>Test Development</td>
<td>10</td>
</tr>
<tr>
<td>Test Administration</td>
<td>10</td>
</tr>
<tr>
<td>Test Grading</td>
<td>10</td>
</tr>
<tr>
<td>Notification of Examination Results</td>
<td>11</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>11</td>
</tr>
<tr>
<td>Demonstration Project Option</td>
<td>11</td>
</tr>
<tr>
<td>Major Research Paper</td>
<td>11</td>
</tr>
<tr>
<td>Traditional Thesis</td>
<td>11</td>
</tr>
<tr>
<td>Non-Traditional Project</td>
<td>11</td>
</tr>
<tr>
<td>Masters Degree Time Limitations</td>
<td>12</td>
</tr>
<tr>
<td>Graduation</td>
<td>12</td>
</tr>
<tr>
<td>M.S. Curricular Summary</td>
<td>13</td>
</tr>
<tr>
<td>THE DOCTOR OF PHILOSOPHY CURRICULUM</td>
<td>14</td>
</tr>
<tr>
<td>Doctoral Coursework</td>
<td>14</td>
</tr>
<tr>
<td>Preliminary Hearing</td>
<td>14</td>
</tr>
<tr>
<td>Scheduling a Hearing</td>
<td>14</td>
</tr>
<tr>
<td>Preliminary Hearing Form</td>
<td>14</td>
</tr>
<tr>
<td>Progress Hearing</td>
<td>14</td>
</tr>
<tr>
<td>Annual Review</td>
<td>15</td>
</tr>
<tr>
<td>Teaching Requirement</td>
<td>15</td>
</tr>
<tr>
<td>Qualifying Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Project for Demonstrating Proficiency in Research Methods &amp; Statistics</td>
<td>15</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>15</td>
</tr>
<tr>
<td>Test Administration</td>
<td>16</td>
</tr>
<tr>
<td>Test Grading</td>
<td>17</td>
</tr>
<tr>
<td>Notification of Examination Results</td>
<td>17</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>17</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>17</td>
</tr>
<tr>
<td>Doctoral Dissertation</td>
<td>18</td>
</tr>
<tr>
<td>Dissertation Committee</td>
<td>18</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>18</td>
</tr>
<tr>
<td>Proposal Preparation</td>
<td>18</td>
</tr>
<tr>
<td>Proposal Hearing</td>
<td>18</td>
</tr>
<tr>
<td>Dissertation Writing and Submission</td>
<td>19</td>
</tr>
<tr>
<td>Defense of the Dissertation</td>
<td>19</td>
</tr>
<tr>
<td>Ph.D. Degree Time Limitations</td>
<td>20</td>
</tr>
<tr>
<td>Graduation</td>
<td>20</td>
</tr>
<tr>
<td>Ph.D. Curricular Summary</td>
<td>21</td>
</tr>
<tr>
<td>COURSES THAT MAY BE TAKEN FOR ELECTIVE CREDIT</td>
<td>22</td>
</tr>
<tr>
<td>OTHER CRIMINAL JUSTICE GRADUATE PROGRAM POLICIES</td>
<td>23</td>
</tr>
<tr>
<td>GRADUATE PROGRAM POLICIES</td>
<td>23</td>
</tr>
<tr>
<td>Policy on Student Review and Dismissal</td>
<td>24</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>26</td>
</tr>
<tr>
<td>Directed Studies/Independent Work</td>
<td>26</td>
</tr>
<tr>
<td>Appeals</td>
<td>26</td>
</tr>
<tr>
<td>Leave of Absence Request</td>
<td>26</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE FACULTY</td>
<td>27-33</td>
</tr>
<tr>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td>A. Leave of Absence</td>
<td>34</td>
</tr>
<tr>
<td>B. Thesis and Dissertation Instructions</td>
<td>35</td>
</tr>
<tr>
<td>C. Registration Procedures</td>
<td>39</td>
</tr>
<tr>
<td>D. Special Rules and Provisions</td>
<td>40</td>
</tr>
<tr>
<td>E. Division Forms</td>
<td>41</td>
</tr>
<tr>
<td>* Graduate Student Information Form</td>
<td>41</td>
</tr>
<tr>
<td>* Demonstration Project Form</td>
<td>42</td>
</tr>
<tr>
<td>* Required Course Credit (petition)</td>
<td>43</td>
</tr>
<tr>
<td>* Elective Course Credit (petition)</td>
<td>44</td>
</tr>
<tr>
<td>* Preliminary Hearing Form</td>
<td>45</td>
</tr>
</tbody>
</table>
# Key Contacts – Telephone Numbers

**Emergency – Police and Fire** ................................................. 911
**Bills, Student Accounts, Contact**
One Stop Student Service Center ........................................... 556-1000
**Bookstore, Main UC, Information** ....................................... 556-1700
Textbooks ........................................................................ 556-1400
General Book ..................................................................... 556-1800
School Supplies ................................................................. 556-4672
Computer ........................................................................... 556-2679
**Bus, Metro: Cincinnati’s public bus system**
(Route information) ............................................................... 621-4455
**Bus, Metro – Bus Passes, Parking Services** ......................... 556-2283
**Campus Information (maps, campus events,**
Not directory assistance) .................................................... 556-2831
**Career Development Center,**
career development, job postings ...................................... 556-3471
**Cashier’s Office** ................................................................. 556-4252
**Counseling Center** ............................................................. 556-0648
**Directory Assistance, On Campus** ..................................... 556-6000
Off-Campus ........................................................................ 0
**Disability Services** .............................................................. 556-6823
**Employment, Student**
on campus employment ....................................................... 556-6381
**Ethnic Programs and Services** ........................................... 556-6008
**Fifth Third Arena, Tickets**
Information .................................................................... 556-2287
**Financial Aid, Contact One Stop**
Student Service Center ....................................................... 556-1000
**Fitness and Wellness Screenings** ....................................... 556-6124
**Fitness Classes, Recreation Center** .................................... 556-0604
**Graduate Student Governance Assn. (GSGA)** ....................... 0
**Graduate School Office** ...................................................... 556-4335
**Health Insurance, University Health Services** ................. 556-8668
**Health Services, University Health Services**
East Campus ..................................................................... 584-4457
West Campus ..................................................................... 556-2554
**Housing, Graduate** ............................................................ 556-0682
**Off-Campus Housing** ....................................................... 556-0682
ID Badges, Public Safety, 3 Edwards Center ......................... 556-4925
**Information Technologies**
**Help Desk, UCIT** ............................................................... 556-4357
**International Student Services Office** (ISSO) .................... 556-4278
**Intramural Sports** .............................................................. 556-5706
**Libraries, Langsam (Main Library), Hours** ....................... 556-1867
**Circulation** ................................................................. 556-1424
**Lost and Found, Public Safety,**
East and West Campuses ................................................. 556-4958
**Newspaper, Local, Cincinnati Enquirer** ......................... 651-4500
**Nightwalk, Escort back from class at Night** ....................... 558-9255
**Notary, UC Bookstore (by appointment)** ......................... 556-1700
**Ombuds Office** ................................................................. 556-5956
**One Stop Student Service Center** ..................................... 556-1000
**Parking Services** ............................................................... 556-2283
**Pharmacy, University Health Services, West** ..................... 556-6091
**Police, Emergency** .......................................................... 911
Non-Emergency, West Campus ........................................... 556-1111
Non-Emergency, East Campus ........................................... 556-1111
**Psychological Services** .................................................... 556-0648
**Public Library**
Cincinnati Main Downtown .................................................. 369-6900
Clifton Branch .................................................................... 369-4447
Corryville Branch .............................................................. 369-6034
**Recreation Center** ............................................................ 556-0604
Court Reservations ............................................................ 556-0604
**Registration,**
contact One Stop Student Service Center ......................... 556-1000
**Sexual Assault Information** ............................................. 556-0173
24 Hour Help Line ............................................................. 218-0531
**Shuttlebus Information,**
Transportation Services .................................................... 556-4424
**Student Accounts (Bills),**
contact One Stop Student Service Center ......................... 556-1000
**Student Activities Board,**
(SAB) (promotes student groups) ....................................... 556-6107
**Student Code of Conduct,**
Office of University Judicial Affairs ..................................... 556-6814
**Student Government**
GSGA (Graduate Student Governance Assn)......................... 556-6101
**Student Life, UC Office of** ................................................ 556-4119
**Student Records, Registrar** ............................................. 556-9900
**Testing Services** ............................................................... 556-7173
**Tickets, Athletics** ............................................................. 556-2287
**Tickets, Theater, CCM Box Office** .................................... 556-4183
**Transcripts, Student Records, Registrar** ......................... 556-9900
**Tutorial Services** .............................................................. 556-3244
**Veteran’s Educational Benefits, Registrar** ....................... 556-6811
**Wellness Center,** smoking cessation,
wellness/fitness evaluations ............................................ 556-6124
**Women’s Center** ............................................................. 556-4329
PREFACE

The Graduate Dean heads the Graduate School of the University of Cincinnati. The Graduate Dean reports to the Provost and is responsible for coordinating, implementing, and administering all policies, rules, and regulations pertaining to graduate degree programs. The Graduate Faculty has the responsibility for determining educational policies and regulation requirements for the admission of students, candidacy, and the awarding of graduate degrees. The rules and regulations of the Graduate School are delineated in the Graduate Handbook of the Graduate School.

The Graduate Faculty exercises sole power in establishing requirements pertaining to all graduate degree programs. However, individual divisions/schools are free to determine specific courses of study, precise manners of instruction, and individual methods for evaluating the results of examinations. The Graduate Student Handbook of the School of Criminal Justice contains the policies, procedures, and curriculum of the Criminal Justice graduate degree programs and complies with the rules and policies of the Graduate School.
CRIMINAL JUSTICE GRADUATE PROGRAMS AT THE UNIVERSITY OF CINCINNATI

Graduate study in Criminal Justice leads to the Master of Science and the Doctor of Philosophy Degrees. As a general master level program, the Master Degree is appropriate for in-service and pre-service students as well as for students who eventually intend to pursue doctoral level work in criminal justice. The School of Criminal Justice Doctoral Degree Program design is to prepare social scientists that will do research and/or instruct criminal justice.

The Master of Science on campus degree is a 30-semester hour program designed to be completed in one calendar year of full-time study. The program emphasizes the role of research in policy-making as well as theoretical and research skills. The Master of Science and Doctoral Degree Programs are integrated. Individuals entering the Ph.D. program with a Master Degree in criminal justice from UC can seamlessly transfer many, but not all, courses taken in the Master program.

Students earning a Doctoral Degree in Criminal Justice at the University of Cincinnati will be required to complete a minimum of 90 semester hours beyond the baccalaureate degree. In the doctoral program, with the admission of an earned master degree to the doctoral program, the requirement is 60 semester hours including doctoral dissertation hours. On completion of the Ph.D., doctoral students will be well grounded in criminal justice, criminology, and research methods. Doctoral students are required to take and pass a single comprehensive examination in any area of criminology, corrections, policing, criminal justice or crime prevention. Students are still required to take courses in another area. To enhance professional development, the curriculum also includes practicum courses on teaching effectiveness and the research process.

An attempt to keep all courses relatively small is paramount in class scheduling. This will usually mean class size range from ten to twenty-five students. Reflecting the diverse backgrounds of the faculty, the curriculum is interdisciplinary in nature. The current faculty members have degrees in criminal justice, psychology, public administration, and sociology. They are also widely published, active in professional organizations, and involved in a range of service activities that assist criminal justice agencies.

Given the focus of the degree and the various kinds of students that enroll to study criminal justice at the University of Cincinnati, the faculty has outlined four objectives for the graduate program. These are:

- To provide students with the conceptual and research skills needed to undertake advanced analyses of the criminal justice system.
- To furnish law enforcement, corrections, and court practitioners with knowledge of justice administration, social science perspectives of human behavior, policy analysis, and criminal justice theory.
- To provide talented practitioners for the criminal justice system who will upgrade levels of professional practice, improve supervisory standards, initiate fresh perspectives, and act as leaders in their profession.
- To prepare students to be social scientists for careers in academia and/or in agency-based research settings.
THE UNIVERSITY OF CINCINNATI

The University of Cincinnati, founded in 1819, is the second largest university in Ohio. Located on four campuses, the University consists of fourteen component colleges and divisions that provide a wide range of graduate and professional programs. The University serves an enrollment of over 42,000 students from all fifty states and ninety foreign countries.

The University’s 18 libraries house 3 million microfilm units, 2.8 million volumes, and more than 19,000 serial subscriptions. Criminal justice holdings include approximately 4,000 books, 70 current criminal justice periodicals, 2,000 government documents (the University is a government documents depository), and the 40,000 volume National Institute of Justice microfiche collection. The University libraries belong to the Center for Research Libraries System and participate in the Greater Cincinnati Library Consortium, which makes available the resources of eleven other area colleges and the Cincinnati Public Library.

Computing facilities at the University of Cincinnati are what you would expect to find at a major research university, and are equipped with a wide range of computing tools (e.g., statistical, GIS, word-processing, graphics, database management software).

THE CITY OF CINCINNATI

The main campus of the University of Cincinnati situated in the picturesque Clifton area, one of America’s most attractive and livable cities according to news reports. Cincinnati is the center of a metropolitan population of 1.8 million people and the home of professional baseball and football teams, a fine symphony orchestra and ballet troupe, and accomplished amateur and professional theater groups. A summer opera season complements the regular musical offerings to make the city one of the richest American cities in terms of its musical heritage.

MARKET VALUE OF CRIMINAL JUSTICE GRADUATE DEGREES

The Master of Science in Criminal Justice is used by students both as an entry-level degree to middle-management careers and as an avenue for advancement for persons already employed in some phase of the criminal justice system. The importance of graduate training is increasing in the field of criminal justice. Agencies are equating professionalism with higher educational training, and for many careers, the M.S. in Criminal Justice is becoming the minimum qualification for employment.

As a general degree, former students have found the M.S. to be useful in obtaining a wide range of employment within the criminal justice system. The M.S. program in Criminal Justice at the University of Cincinnati began in 1978 and had its first graduate in 1981. Alumni currently hold positions in the highest levels of law enforcement, corrections, and other criminal justice agencies and private security positions. While it would be too much to assert that receipt of the M.S. degree guarantees employment, we are confident that the degree substantially heightens employment opportunity and advancement for talented individuals within the field of criminal justice.

The Doctor of Philosophy in Criminal Justice is a degree much in demand. The Ph.D. program in Criminal Justice began in September 1992 and had its first graduate in 1996. We have graduated over 125 doctoral students since the program began. Recent research suggests that there are between three and four times as many academic positions offered each year, as there are new criminal justice Ph.D.s to fill them. In addition, Federal, State, and local criminal justice agencies as well as private "think tanks" are offering research positions to criminal justice Ph.D.s. The demand for persons with advanced graduate degrees in criminal justice are expected to continue to increase as agencies become more sophisticated in terms of their use of evidence and as the discipline continues to develop.
APPLICATION AND ADMISSION TO THE GRADUATE PROGRAM

The Criminal Justice Admissions Committee considers admission applications into the Criminal Justice on campus graduate programs for autumn semester only.

Applicants offered admission, who cannot attend that academic year, may apply for a one-year deferment. The Admissions Committee will consider the deferment. If approved, admission to the program will be deferred until the following academic fall semester. If the student cannot attend at the start of the fall semester, the offer for admission will be withdrawn.

Admission applications for a fall semester admissions period are open until April 1 for doctoral and June 30th for master applicants. Applicants should understand that admission decisions made by the Admissions Committee begin in January and continue until the cohort is full. Due to the number of applications the School receives, incoming cohorts frequently meet capacity in late February. Applicants not immediately granted admission could be placed on a waiting list. For these reasons, we strongly encourage applicants to apply early in the year and to make certain their application file contains all necessary information. Delays in receiving information will result in delayed entrance decisions.

Admission Requirements for the M.S. Program:
Applicants to the M.S. program are required to have graduated from an accredited college or university and to have a minimum grade point average of 3.0 over 4 years, or a 3.25 during the last two years. In addition, all applicants must submit their scores on the Graduate Record Examination (GRE). We desire scores at or above the 50th percentile. These scores cannot be more than five years old. These are the minimum requirements for admission. Admission is competitive and the satisfaction of these minimum standards does not guarantee admission to the program.

Admission Requirements for the Ph.D. Program:
Applicants to the Ph.D. program must meet all of the requirements for admission to the M.S. program in addition to a graduate grade point average of at least 3.5. Applicants must score above the 50th percentile on the verbal and on the quantitative sections. Writing scores must be at or above 4.0. These scores cannot be more than five years old. Applicants should complete a master’s degree; however, those who do not expect to complete the requisite degree before entering in the fall can be admitted provisionally. These are the minimum requirements for admission. Admission is highly competitive and satisfaction of the minimum requirements could also include experience with research, representative writings and letters of recommendation. The Criminal Justice Graduate Admissions Committee bases its judgment on the applicant’s entire file.

Direct Admission into the Ph.D. Program:
Students who have completed a baccalaureate degree may apply for direct admission into the doctoral program. These students should have at least a 3.5 grade point average. GRE scores are required. Applicants must score above the 50th percentile on the verbal and on the quantitative sections. Writing scores must be above 4.0. Successful applicants often present scores substantially higher. The Criminal Justice Admissions Committee bases
its judgment on the applicant’s entire file. Successful applicants often have taken advanced mathematics and research methods courses. The committee may recommend admission to the applicant at the doctoral level, master level or neither graduate program. Students admitted directly into the doctoral program must satisfy requirements to receive a Masters Degree within two years of entering the doctoral program.

All applicants must submit the following application materials:

A. completed electronic University of Cincinnati Admissions Application for Graduate Study.

B. completed electronic (part of the Admissions Application Process) Personal Statement. The personal statement should include a summary of the applicant’s past educational record, any criminal justice experience and/or research as well as a statement of future educational and career goals.

C. For the Ph.D. program application, a writing example is required. The writing might include a paper submitted for a course, a portion of a thesis, or article/presentation where applicant was the primary author.

D. two letters of recommendation for the Masters program, three letters of recommendation for the Ph.D. program.

E. official college transcripts from all colleges attended.

F. results of the General Test of the Graduate Record examination.

If you encounter any other difficulties in completing your application, please feel free to contact the office of the Graduate Director, School of Criminal Justice at 513-556-3851.

Types of Admissions:
There are four basic types of admission granted by the School of Criminal Justice.

1. Full Graduate Standing – Full-time Admission
Students meeting the minimum criteria for admission admitted with full graduate standing. Applicants admitted as full-time students are eligible for financial aid.

2. Full Graduate Standing – Part-time Admission
Applicants to the M.S. program can apply for consideration of admission as a part-time student. Part-time students meeting the minimum criteria with an admission offer can have full graduate standing; however, they may enroll in a maximum of eleven credit hours per semester and are ineligible for a University Graduate Scholarship (UGS) or Graduate Assistant (GA).

3. Provisional Admission
Provisional admission granted to applicants who lack undergraduate work essential for graduate study in criminal justice or who have not completed the requisite degree at the time of application. Students admitted provisionally must make up deficiencies and/or present evidence that they have completed the required degree (baccalaureate for the M.S., master for the Ph.D.). Full-time provisionally admitted students are eligible for financial aid. Provisionally admitted doctoral students must complete their master degree by the end of winter semester following admission for consideration of future funding. They must finish their master degree by the end of summer semester following admission (one year after admission) to continue in the doctoral program.

4. Unclassified Graduate Student
Unclassified graduate students defined and classified as admitted to the Graduate School for study, but not admitted to graduate degree programs. They may take courses for graduate credit. No more than nine graduate semester credit hours taken prior to admission are acceptable toward graduation for students in the College of Education, Criminal Justice, and Human Services. Unclassified graduate students seeking admission to graduate level criminal justice courses must gain the approval of both the instructor offering the course and the Graduate Director of the School of Criminal Justice.
International Student Admission:
International students applying for admission to the graduate program must demonstrate proficiency in English. The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is other than English. The minimum TOEFL score required for admission to the School of Criminal Justice is 92 (internet-based test). Before the admission to the University is completed, international students must fulfill US Immigration Service requirements and register with the Office of International Student Services. International students receiving financial aid awards whose native language is not English must pass an oral proficiency examination, administered by the University of Cincinnati. More information about International Student Services and the requirements can retrieved on the University web site at http://www.isso.uc.edu

Additional Admission Information:
Students who have not taken a course in statistics must enroll in such a course upon entering the School of Criminal Justice (the undergraduate statistics deficiency must be satisfied before enrolling in Statistics in Criminal Justice).

GRADING
Graduate student performance at the University of Cincinnati is graded A, A-, B+, B, B-, C+, C, F (D is not a valid graduate grade), P, U, T, I, I/F, NG, W, UP, N, SP, UW, and IP. The following are not graduate grades and prohibited from assignment: C-, D+, D, or D-.

ADVANCED STANDING
Any student transferring from an accredited graduate program has the opportunity to have advanced standing granted towards their program completion. For the graduate programs, a total of six semester hours for the Master Program and twelve semester hours for the Doctoral Program can be petitioned for an award for placement of advanced standing. Students seeking advanced standing must petition the Graduate Director for acceptance of their credits.

There are two types of advanced standing credit awarded: course equivalence and elective. The faculty will grant course equivalence credit for courses we require as part of the degree program. The student must demonstrate that the course they took is substantially the same as the one we require. Elective credit will generally be granted (see stipulations below) for graduate criminal justice courses and graduate courses in other disciplines if they are pertinent to the student’s academic objectives. Students can get petitions for advanced standing in the School of Criminal Justice, 5336 Campus Recreation Center.

The following policies guide the Graduate Director in determining whether to grant advanced standing.

- Credit is granted for graduate courses with B or better grades.
- If there are excess credits when course equivalence is granted, the excess can be applied toward elective requirements.
- If petitioner has an earned Master degree, credits can be applied towards the Doctoral Program without regard for the age of the credits granted. However, if petitioner has not earned a Masters degree, credit will be granted as follows:

  - The credits must have been earned within the past five years.

  - Students can petition for advanced standing credits earned between five to ten years ago, however, faculty will review the application for changes in the "state of the art".

  - Credits earned more than ten years ago will not be award advanced standing.

  - If course equivalence is granted, the student cannot count the School course for credit toward the degree (as either a required course or an elective). However, the School course would count for determining student status (full-time/part-time) and might help prepare the student for comprehensive and/or proficiency examinations.

  - Course equivalence granted for CJ Statistics I only if petitioner has taken an equivalent course and has passed a waiver examination. The waiver examination offered during the first two weeks of the fall semester. Course equivalence is prohibited for Statistics II in Criminal Justice at the doctoral level.
FINANCIAL AID

Each year, the School of Criminal Justice partially or fully funds the studies of a large percentage of its full-time graduate students. Only those enrolled for at least twelve (12) credit hours each semester qualify as full-time students and, in turn, can be considered for financial assistance. The program allocates two types of financial aid:

Graduate Incentive Award (GIA) is a university funded tuition scholarship, which provides a waiver of a percentage of the instructional fee. These awards do not cover the General Fee or the Information Technology and Instructional Equipment Fee, a part of the assessment each semester. GIA awards are scholarships competitively awarded based upon the students’ academic record. Since the GIA is a scholarship, recipients are not required to render any employment services to the School of Criminal Justice.

A second type of aid is a Graduate Assistantship (GA). Those students selected for a GA position receive a tuition waiver Graduate Assistantship Scholarship (GAS) which covers the instructional fee and if awarded could cover the General Fee and College Fee (but not the ITIE fee), and a stipend depending on the degree program for the academic year (autumn, and spring semesters). In return, the student must work twenty hours each week for the School performing duties such as teaching classes, supervising criminal justice majors doing their field placement, tutoring undergraduates acting as facilitators in distance learning, and aiding faculty in their research and teaching endeavors. Selection of GA is the result of a competitive process. Criminal Justice faculty review credentials of GA candidates to ascertain the skills and abilities relevant to the position. Academic record is an additional factor considered in the selection process.

A third type of financial award is available to part-time graduate students, in the policing area. Each year two Massel Scholarships granted to an incoming part-time graduate student and the other to a continuing part-time graduate student based on the students’ academic record.

The Graduate Admissions Committee reviews files in December and begins making financial aid decisions in early January through March and April. While some financial aid decisions are made after this date, chances of receiving assistance are diminished if an application is only partially completed or is submitted after March.

Please note that all students interested in consideration for financial support must complete the "Financial Aid Inquiry" and the "College of Education, Criminal Justice, and Human Services Application for Graduate Financial Aid". If these forms are not completed and sent to the School of Criminal Justice, we will not have a record of your interest when the faculty allocates available Graduate Assistantships and University Graduate Scholarships.

Continuation Funding

Students admitted to doctoral study may seek continuation funding for up to three additional years (total of four years of funding). For consideration of the continuation funding, a student must have a completed Masters degree, be full-time, in good standing, and make good progress toward degree completion. Good progress is demonstrated, in part, when:

- By the end of the first year of study the student has completed most of the foundation coursework;
- By the end of the second year of study the student has completed all required coursework and passed proficiency examinations; and
- By the end of the fourth year of study the student has passed comprehensive examination, been admitted to candidacy and has successfully defended a dissertation research proposal.

For full consideration of continuation of funding, forms distributed to graduate students must be returned to the Graduate Director by the appropriate date. The School of Criminal Justice Graduate Committee will review all applications and awards will be made on a competitive basis. The principal evaluation criteria for this funding, 1) scholarly performance while in the graduate program, 2) degree progress, 3) and, where applicable, graduate assistant performance evaluations. Continuation funding is not a right and should not become an expectation. Termination of funding for a variety of reasons determined by the Faculty and Graduate Committee would result in loss of continuous support.
THE MASTER OF SCIENCE CURRICULUM

Students must complete 30 semester hours of coursework. The Master of Science Program has a curriculum divided into four main areas. The areas are 1) Theoretical Core 2) Concentration 3) Elective Classes 4) and, Culminating Experience. First, the four courses in the Core establish the conceptual basis for understanding crime and criminal justice, and provide students with grounding in research methods and statistics.

Second, students must select a concentration in one of three areas: Corrections, Law Enforcement and Crime Prevention, or Criminal Justice. They must complete at least 9 semester hours of coursework in their specialty area. In each area, one or two classes are required and then the student must select an additional class.

Third, flexibility in the program permits elective coursework (6 or 9 semester hours). Students must complete two to three elective courses. These courses may be from any area, including courses in the student’s selected concentration area.

Fourth, students must complete a “Culminating Experience”. The culminating experience demonstrates master level competency in criminal justice subject matter. This requirement can be met two ways: 1) passing a comprehensive examination or, 2) by successfully completing a “demonstration project”. It is entirely possible to complete the Master of Science Program in one year of full-time study.

The Culminating Experience
The culminating experience, which involves either passing a comprehensive examination or completing a demonstration project, requires that the student show mastery of criminal justice subject matter.

Students will be required to complete the option they choose. Choices are: 1) taking a comprehensive examination; or, 2) completing the Demonstration Project. Students who take a comprehensive examination may not subsequently choose to satisfy the culminating experience by doing a demonstration project. Similarly, students who choose to do a demonstration project cannot subsequently opt for the comprehensive examination.

Comprehensive Examination Option (no credits)
Master degree comprehensive examinations are one of two ways a graduate student can satisfy the Master degree culminating experience requirement. The examination will survey the Master classes and concentration areas, including statistics and research methods courses.

Development of Criminal Justice Examination
The Master Examination developed by the Examination Committee is composed of faculty from each of the curriculum areas and appointed by the School Head each year. The School Head will make these appointments at the beginning of the academic year so the committee can prepare examinations for both the July and January test periods.

The Committee will use questions submitted by the faculty who teach courses in the core and each concentration area. Expectations are that students answer questions from the Core and their selected concentration area. A total of four questions are to be answered for the master comprehensive examination. Two questions are to be answered from the core courses, Seminar in CJ, Seminar in Criminology, Basic Research Methods, or Applied Statistics, one from the concentration area of Law Enforcement and Crime Prevention, Administration of Justice, or Corrections. The final question could be from any other area (could be additional question from concentration or core area).

Test Administration
Master comprehensive examinations are administered twice a year on the second Friday in July and January. The examination will last for 4.5 hours beginning at 8:00 a.m. on the specified date and end at 12:30 p.m. The examination requires: 1) completion of answers by computer, in lab provided by the School, data stick provided, and, 2) examination taken in-house and without reference materials. Students must answer four questions.

Test Grading
Examinations will be graded by the Examination Committee. Each examination will be graded by at least two members of the Examination Committee: if they agree on the grade, it is recorded as such. However, if the initial graders fail to agree, a third committee member will grade the examination and break the tie. Grading of all examinations will be blind. Students will be instructed to identify their examinations only with a unique number of their
choosing. Each examination will receive one of three grades: Pass, Low Pass, or Fail. If the Examination Committee decides that an examination has failed they must provide formal written feedback to the student. Every effort is made to ensure that this is a consensus document.

Notification of Examination Results
The Graduate Director will notify students of the results of their examination either by email or by mail to their residence (it is the student’s responsibility to be sure that the address on file is current) after all examination results have been recorded. The Examination Committee will inform the Graduate Director of the results after all examinations are graded.

The July examination grades are to be completed and results sent by the end of the summer semester, and three to four weeks after the January examination. Every effort is made to provide test results to students as soon as possible.

Student Responsibilities
Students are expected to inform the graduate director of their intent to take the Master comprehensive examination at least one month before the test date. Students in the Criminal Justice M.S. program must have completed at least 24 semester hours of coursework to sit for the examination. Notice of intent forms for the Master Comprehensive Examination are put in the mail boxes of each master student in early June.

Once a student starts an examination, (appearance at the site of the examination is a start) they will be required to satisfy the culminating experience requirement by successfully completing a Master comprehensive examination. Students who fail the Master comprehensive are permitted two additional opportunities to pass a test (either pass or low pass). If a student fails to pass a Master examination in three tries, the student will be terminated from the program.

Demonstration Project Option
(3 semester credits)
The demonstration project option offers the student the opportunity to demonstrate mastery of criminal justice topics by undertaking an independent analysis of a criminal justice topic. There are three demonstration project options:

OPTION 1: A Major Research Paper on a Theoretical or Policy Issue
The student who chooses this option selects a topic in consultation with a faculty advisor and researches the topic using existing sources and data. The student must provide a thorough and comprehensive analysis of the topic. The major research paper may be an exhaustive literature review that surveys and organizes the state of knowledge about a theoretical or policy issue. The major research paper may also be a position paper that isolates, contrasts, and evaluates policy options related to contemporary criminal justice problems.

OPTION 2: A Traditional Thesis
The student who chooses this option selects a topic in consultation with a faculty advisor. The student investigates the topic through a review of the literature in the area, designs a research project, and collects and analyzes data. The traditional thesis is distinct from the major research paper in that the thesis represents an original research effort on the part of the student rather than synthesis of a policy position from existing research or organization of an existing body of knowledge. Students who are not proficient in data analysis or computer utilization may be advised against selection of this option. Check Appendix B for more information.

OPTION 3: Non-Traditional Projects (Demonstration)
The student who chooses this option selects a topic in consultation with a faculty advisor. The student then prepares the project through "non-traditional" techniques. The project may involve the preparation of a slide or video presentation, a manual for use by a criminal justice agency, or an agency program proposal. This option typically involves the preparation of a project that has practical utility for a criminal justice agency.

Regardless of the demonstration project option chosen, the student will complete the project in consultation with a faculty advisor and a faculty reader. The approval of these two faculty members is necessary for successful completion of the project.

Students who choose one of the demonstration project options should select an advisor and topic for their demonstration
**Demonstration Project**

Students who wish to satisfy the culminating experience requirement by doing a demonstration project bear primary responsibility for project proposal development and gaining the support of a faculty advisor for the project. Presumptions are that faculty will be supportive of students who wish to do demonstration projects within the faculty member’s area of expertise. However, faculty members are not obligated to supervise projects that, in their opinion, are beyond the student’s abilities, not clearly focused during the process of initial consultation or that will be difficult to complete in a reasonable timeframe. The faculty advisor, on behalf of the School, and the student will complete the "Demonstration Project Form" when it is determined that the proposed project has definition, is within the capability of the student, and can be completed within the available time frame. Once the project is undertaken, the faculty advisor is under no obligation to finish a student by a specified deadline if the student’s progress or performance is insufficient.

Support for time extensions beyond the 5-year period will be considered and granted only in extreme circumstances. In general, failure to complete all degree requirements within the 5-year period will result in termination from the program.

**Graduation**

Students who have successfully completed all requirements for the Master degree program in Criminal Justice may apply on-line to the Office of Graduate School for graduation. It is the responsibility of the student to ensure that all forms, procedures, and regulations for graduation required by that office are complete. The Graduate School deadlines are firm. It is the student’s responsibility to meet all Graduate School deadlines and requirements.

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The Graduate School provides graduate degree candidates with detailed information concerning the form of the thesis and the mechanics of preparing the final draft and abstract. It is the students’ responsibility to see that they have complied with these regulations.

**Master Degree Time Limitations**

The minimum requirement for the Master degree is the equivalent of one academic year of full-time graduate study, consisting of at least 30 semester graduate credits. A student pursuing a program leading to a Master degree must complete all requirements no later than five years from the date of first registration in the degree program.

Failure to complete the degree within the time limits established may require the student to “re-take” courses or to take additional courses to make certain their skills and knowledge are up-to-date.
MASTER DEGREE CORE (12 Semester Hours*)

7010 -- Seminar in Criminal Justice *
7020 -- Seminar in Criminology *
7041 -- Basic Research Methods in Criminal Justice *
7040 -- Applied Statistics in Criminal Justice *

CONCENTRATION AREAS – Students must select one concentration area and complete listed classes in the area. In each area, one or two classes are required and are designated with asterisks (*) and then the student must select one or two of the remaining classes.

LAW ENFORCEMENT AND CRIME PREVENTION (Total 9 Semester Hours)

7070 -- Theory and Practice of Crime Prevention *
7080 -- Theory and Practice of Law Enforcement *

Elective – 3 Semester Hours

8071 -- Community and Environmental
8072 -- Seminar in White Collar Crime
8073 -- Seminar in Victimology
8074 -- Applied Crime Prevention
8080 -- Policing in Context
8081 -- Police Decision Making
8082 -- Seminar in Police Effectiveness
8098 -- Special Topics in Crime Prevention
8099 -- Special Topics in Policing

-Or-

CORRECTIONS (Total 9 Semester Hours)

7060 -- Theory and Philosophy of Corrections *
8060 -- Seminar in Correctional Rehabilitation *

Elective – 3 Semester Hours

8061 -- Applied Corrections
8062 -- Seminar in Community Corrections
8063 -- Seminar in Institutional Corrections
8064 -- Minorities and Corrections
9097 -- Special Topics in Corrections

-Or-

CRIMINAL JUSTICE (Total 9 Semester Hours)

7011 -- Seminar in Law and Social Control *

Electives – 6 Semester Hours

7012 -- Criminal Justice Policy Analysis
7013 -- Seminar in Criminal Justice Management
7060 -- Correctional Theory and Policy
7080 -- Theory and Practice of Law Enforcement
8010 -- Seminar in Criminal Justice Theory
8011 -- Seminar in Criminal Justice Process
8012 -- Seminar in Legal Issues
8013 -- Juvenile Justice System
8014 -- Seminar in Criminal Courts
8015 -- Seminar in Critical Perspectives in CJ
8016 -- Seminar in CJ Program and Policy Evaluation
8095 -- Special Topics in Criminal Justice

Elective Hours (9 Semester Hours)

(If Demonstration Project – 6 hours of electives required)

Some Suggestions

If Questions – See Graduate Director for other choices

5000 (One Day Seminars - Only One Hour Each)

6060 -- Early Intervention in CJ
8022 -- Crime and the Life Course
8023 -- Seminar in Drugs and Crime
8024 -- Seminar in Gender and Crime

Demonstration Project (3 Semester Hours)

7098 – Demonstration Project

-Or-

Comprehensive Examination (0 Hours)

Total Required Hours (30 Semester Hours)

*Required Course
THE DOCTOR OF PHILOSOPHY CURRICULUM
SCHOOL OF CRIMINAL JUSTICE
UNIVERSITY OF CINCINNATI

Doctoral study in The School of Criminal Justice at the University of Cincinnati involves satisfactory completion of a minimum of 60 semester hours of graduate coursework beyond the master degree, proficiency examination, comprehensive examination, and a dissertation. In addition, doctoral students are required to complete one continuous year of full-time study in residence at the University of Cincinnati during the first year after admission to the doctoral program.

Doctoral Coursework
Doctoral coursework is designed and organized into five areas: 1) Theory and Research in Criminal Justice, 2) Theory and Research on the Nature of Crime, 3) Research Methods and Statistics, 4) a substantive specialty, and, 5) professional (practicum) development.

The theoretical foundations include a sequence of coursework that focuses on Theory and Research on the Criminal Justice System (3 semester hours), and, Theory and Research on the Nature of Crime, (3 semester hours). The research methods curriculum includes a two-course sequence in research design, a two-course statistics sequence, and 3 semester credit hours of coursework in research tools. Together these core requirements insure a solid theoretical and methodological foundation.

Required coursework outside of the theoretical foundations (core) mentioned above also include a nine semester hour sequence each in theoretical foundations and in a substantive specialty. The theoretical foundation areas course requirements are in Criminal Justice or Criminology. The substantive specialty areas are in corrections, crime prevention or policing. The course offerings in the specialization areas provide students with an in-depth understanding of the theory and philosophy in the areas as well as the most current research regarding effectiveness.

The final element of coursework focuses on professional practica. All doctoral students are required to complete one teaching practicum course and one research practicum course. These courses instruct students in the art of teaching criminal justice and prepare students to contribute research to the criminal justice knowledge base.

Preliminary Hearing
Each doctoral student is expected to sit for a preliminary hearing. The purpose of the hearing is to review the student’s progress, make a preliminary assessment of the student’s area of concentration and research interests, and outline remaining requirements. The Preliminary Hearing, which is scheduled by the Graduate Director, occurs in the second year after admission to doctoral study. No student will be permitted to sit for a comprehensive examination until after the preliminary hearing. The preliminary hearing committee will be composed of two or three members of the faculty chosen by the Graduate Director.

Scheduling a Hearing
The Graduate Director will schedule the Preliminary Hearing. If the hearing conflicts with a student’s scheduled class, the student must notify the Graduate Director and Hearing Committee members.

Preliminary Hearing Form
After the School Office informs the student about the faculty serving on his/her preliminary hearing committee, the office staff/student 1) must help complete the Preliminary Hearing Form and, 2) present it to all members of the committee and the Graduate Director.

Office Staff/Students provide the background information requested on the Preliminary Hearing Form (available in the School office). The information requested will indicate the substantive area of interest, coursework completed to date, and plans for completing degree requirements. Students should also be prepared to discuss dissertation research interests. Students should petition for advanced standing to receive credit for coursework earned at another university before completing the Preliminary Hearing Form.

Progress Hearing
Students who are not making satisfactory progress toward the completion of their degree requirements, who are not meeting School responsibilities, who are disruptive, or who have violated school
policy will be scheduled for a progress hearing. Faculty can also recommend a progress hearing as can the Graduate Director.

If a hearing occurs, the student will be required to complete another Preliminary Hearing Form and present it to the Graduate Director and members of the Graduate Committee. At this hearing, detailed discussion, focusing on the reason for the hearing will take place between the Graduate Program Director, Committee, and student.

The Graduate Director will make an official recommendation to the Graduate Committee regarding the student’s continued participation in the program. Included in this recommendation should be a) a recommendation to retain the student in the program or to remove the student from the program, and b) a rationale for that recommendation and c) if retained, remedies to address the current situation.

The Graduate Committee will make a decision on the Graduate Director’s recommendation. The committee can accept, in whole or in part, the recommendation, or reject, in whole or in part, the recommendation.

When the Graduate Director and the Graduate Committee unanimously recommend the termination of a student from the program, they will send that recommendation and accompanying justification to the Director of the School of Criminal Justice and to the faculty at-large.

**Annual Review**
Each year, doctoral students will receive a written review of their degree progress. The annual review helps implement a continuing assessment of, 1) the quality of the student’s work, 2) progress towards degree completion, 3) and, to provide the student with formative feedback. At this time the Graduate Director may make recommendations to the the student regarding satisfactory progress toward the degree.

**Teaching Requirement**
All doctoral students are required to have teaching experience before completing their degree. There are several ways this requirement can be met. For example, students who are graduate assistants may teach at the University of Cincinnati at surrounding institutions as adjuncts, or summer teaching to satisfy this requirement. The Graduate Director has the discretion to substitute alternative teaching experiences.

**Qualifying Requirements**
Doctoral students must satisfactorily complete two types of qualifying requirements. Students are to demonstrate proficiency in research design and statistics, and pass a comprehensive examination.

**Project for Demonstrating Proficiency in Research Methods and Statistics**
Upon successful completion of the required course sequences in research methods and statistics, doctoral students must satisfactorily complete a research paper in order to demonstrate their proficiency in the materials covered in these courses. The paper will present a quantitative analysis of a secondary data set and be similar in format to a journal article. This paper will be completed during the summer immediately following the methods and statistics courses.

Research papers are due at the end of summer (beginning of the fall semester) and are graded by members of the graduate research methods and statistics committee. Students receiving a grade of “fail” on the first draft will be given the opportunity to revise the paper by the end of the fall semester. Failure at that point would subject a student to review by the graduate committee for termination from the program. The committee may also recommend other remedial courses of action short of formal review for program termination.

**Comprehensive Examination**
Students are required to complete a comprehensive examination in a substantive area: criminal justice, criminology, corrections, crime prevention, or policing. These examinations are administered twice each academic year on the second Friday in September and March. Students should complete relevant coursework before taking comprehensive examinations.

The comprehensive examinations are developed by
committees in each of the testing areas, and each committee is composed of at least three persons appointed by the School Director each year. The committees are responsible for developing tests from the contents of required courses as well as both the classical and current literature in each of the substantive areas.

**Test Administration**

Comprehensive examinations are administered twice a year on the second Friday in March and September.

**Examinations in Criminology and Corrections Areas**

**In-House Examinations**

In-house examinations are given in Criminology and Corrections. The in-class examinations last for eight hours (4 hours in the morning and 4 hours in the afternoon). The examination is taken in-house without reference materials. Students may elect to hand write exam answers or use a computer. Students will have a choice of questions and will be required to answer at least two questions during each of the morning and afternoon testing sessions.

At the conclusion of the comprehensive examination, students’ writing the examination will provide a photocopy of their test and are then allowed one week to provide the examination committee a typed, double-spaced, verbatim, transcription of the test. Students taking the test on a computer will hand in a typed copy, retain their flash drive, and are then permitted one week to provide the examination committee a typed, double-spaced, verbatim, transcription of the test. The committee will compare the transcription to the original and will disqualify any examination with anything except minor changes.

**Examinations in Criminal Justice, Crime Prevention and Policing Areas**

**Take-home Examinations**

Logistics

- Examinations will become available to students through Blackboard at the start of the on-campus comprehensive PhD examination. If no on-campus examinations are scheduled, exams will become available at a time determined by the Graduate Director on the day on which on-campus examinations would have been held (usually 8AM on the second Friday of March or September).

- Access to the examination will be at 8 am eastern time the date of the on-campus administration of the comprehensive PhD examination.

- Students will have 48 hours to complete the exam, after which time students will no longer have access to the examination.

- Students will be given a contact email and phone number of the School’s graduate test administrator to convey any major technical issues that could potentially arise in accessing the questions and/or submitting their answers.

**Administration**

- Each student will contact the School’s graduate test administrator 48 hours prior to the comprehensive examination to provide her with the unique identifier number that will be used to identify answers to the questions.

- Each student will access Blackboard’s Criminal Justice Comprehensive Examination organization to receive their respective area exam with test questions (i.e., Policing, Criminal Justice, or Crime Prevention).

- No faculty member except for the Graduate Director will have access to the test organization. Only staff administrators will have access to the organization.

- Each student will upload his or her exam in the Blackboard organization (with his or her unique identifier listed in each page header).

- Each uploaded exam and accompanying SafeAssign report will be printed and placed into the respective area chair’s mailbox with any identifying information removed by the administration staff. The chair will distribute a copy of each exam and report to the respective committee members.
Formatting
- Answers to each question will be limited to 12 pages, including references, double spaced with 1 inch margins all around.
- Answers will be typewritten in Times Roman font, 12 point pitch.
- Each student will upload his or her answers to Blackboard in accordance with instructions (See Administration, above).
- The only identifier appearing on the examination will be the unique student ID number. Each student will put their unique ID number in the header of the document.
- Each exam will be checked for plagiarism using SafeAssign before being graded by the respective committee.

Structure
- Each student will answer four questions.
- Each student must work independently on their respective answers.
- Each answer must include references that are properly formatted (e.g., APA, Harvard, Chicago style).

Examination Requirement
- Students will begin the examination by accessing the test on Blackboard.
- Any student who accesses the examination and who does not submit his or her answers within the allotted time will fail.

Test Grading
Examinations will be graded by at least three members of the examination committee. Grading of all examinations will be blind. Students will be instructed to identify their examinations only with a unique identifying number selected by the student. Each student examination is awarded a grade of Pass, Low Pass or Fail. If the Examination Committee decides that an examination has failed they will provide formal written feedback to the student. Every effort will be made to ensure that this a consensus document.

Notification of Examination Results
The graduate director will notify students of the results of their examination by email only after the area has reported all exam results. Not all areas will report their exam results at the same time, so students will be notified as areas finalize their decisions. Students are responsible for providing the School with an active email address and mailing address. Every effort will be made to provide test results to students within six weeks after the examination.

Student Responsibilities
Students are eligible to sit for a comprehensive examination after completing their Preliminary Hearing. Students should complete their comprehensive examinations prior to defending a dissertation research proposal (one can petition for an exception to this rule).

Those planning to take a comprehensive examination must register for the test with the Graduate Director at least one month prior to the examination. Students must give seven days notice before withdrawing from an examination. Students’ not attending the examination will result in a letter of reprimand from the Graduate Director. A student who starts an examination is expected to complete the test and it will be graded as a completed examination. Students who fail the comprehensive will be permitted one additional opportunity to pass. If a student fails to pass an examination in their area (foundations or chosen specialty) in two tries, the student’s participation in the Doctoral program will be subject to the School review and process.

Advancement to Candidacy
Advancement to candidacy connotes a fundamental change in a graduate student’s status. Candidacy signifies that the student has successfully completed all coursework and tests and is in the process of completing their dissertation research. Doctoral candidates may be considered for Doctoral Research GAS (tuition remission awards) in addition to graduate assistantships, and GIA. A student advances to doctoral candidacy when all of the following requirements have been completed:
• All required coursework has been completed with a grade point average of at least 3.25.

• Complete University Admission to Candidacy Form.

• Select dissertation chair and form a committee.

• Grades of I, N, and F removed or processed in accordance with College policy.

• Comprehensive Exam and Proficiency requirements completed.

• Required residency met.

• Admission to candidacy should be at least seven months prior to receipt of degree.

**Doctoral Dissertation**

Each doctoral student is required to complete a dissertation. The dissertation is the capstone graduate experience wherein the candidate conducts and presents original criminal justice research. The dissertation project is planned with the consent and guidance of a faculty committee. The first step in the dissertation research process is selection of a dissertation committee. This is followed by development and defense of a dissertation research proposal. The proposal defense is open to all faculty members. The final step is presentation and defense of the dissertation. The defense hearing is open to the public. Each of these steps are addressed below. Check Appendix B for more information.

**Dissertation Committee**

Any time after the Preliminary Hearing, but before the oral defense of the dissertation research proposal, the student and his or her advisor shall compose the dissertation committee and so inform the graduate director and Graduate School. Dissertation committees must meet the following conditions:

• They must include at least four faculty members.

• At least half of the committee members must be from the faculty of the School of Criminal Justice.

• At least one faculty member must be from outside the School.

• The College of Education, Criminal Justice, and Human Services Associate Dean for Research is a non-voting, ex-officio member of all dissertation committees.

• Current colleagues may not be a member of the student’s dissertation committee.

Committee members may be replaced by the Graduate Director upon review of a petition from the advisor, the student, or a committee member.

**Dissertation Proposal**

The Dissertation proposal is a virtual contract between the student and the School of Criminal Justice. Acceptance by the Dissertation Committee on behalf of the School of Criminal Justice commits the School to the dissertation plan outlined in the proposal and discussed in the proposal hearing.

**Proposal Preparation**

In the semester that follows admission to candidacy, the student should register for Doctoral Dissertation Research, (students not admitted to candidacy may register for Doctoral Dissertation Research credit after completing 50 hours with permission of the graduate director.) In addition, during that semester, the student and his or her advisor should assemble the dissertation committee to formulate an initial plan for completion of the proposal and dissertation. A doctoral candidate should plan to present an acceptable dissertation proposal to the doctoral committee within one calendar year of advancement to candidacy. The candidate must provide the dissertation committee a copy of the proposal at least two weeks prior to the defense.

**Proposal Hearing**

When the dissertation proposal is completed, formal examination by the dissertation committee occurs and it is accepted, accepted conditionally, or rejected. This examination is accomplished at the proposal hearing. The proposal hearing is conducted as follows:

• The committee chairperson schedules and chairs the dissertation proposal hearing.
• A notice of the proposal hearing will be posted in the School, and School faculty may attend. Notice should be placed in faculty mailboxes.

• All internal members of the student’s doctoral committee must attend the proposal hearing.

• The candidate must be physically present at the proposal defense.

• The committee sitting at the dissertation proposal hearing must conclude that the proposal is acceptable as is, accepted subject to stipulated modifications, or rejected.

• The committee members, with no more than one dissenting vote, must concur in a decision to accept or modify the proposal.

• If the proposal is rejected, the candidate may submit another proposal at any mutually convenient time after at least 30 days have elapsed.

Dissertation Writing and Submission
Once the candidate’s proposal has been accepted by the dissertation committee, on behalf of the School of Criminal Justice, the candidate is encouraged to execute the research plan with all due haste. Submission of the dissertation is subject to the following conditions:

• An acceptable dissertation must be delivered to the dissertation committee and a satisfactory defense thereof must be made within five years of the date of advancement to candidacy.

• In order to maintain status as a student during the writing of the dissertation, the candidate is obliged to maintain effective contact with the chair of the committee and other members of the committee as may be appropriate. The definition of “effective contact” is to be negotiated between the candidate and his or her committee.

• After completion of the required 60 graduate credits, the candidate must register for at least one semester credit hour of dissertation guidance each autumn semester.

• The candidate must provide each member of the committee a copy of the draft dissertation. Any member of the committee having substantial criticisms of the dissertation should inform both the candidate and the committee chair in advance of the oral defense.

• When the dissertation is judged to be acceptable by dissertation committee members, the student and the committee chair will schedule an oral defense. The student must provide a copy of the draft dissertation to the dissertation committee no later than two weeks prior to the oral defense. Faculty members will provide the candidate with written comments and suggestions for revision of the dissertation at or before the oral defense.

• There should be at least sixty days between the dissertation prospectus defense and dissertation defense. The dissertation committee can grant exceptions.

Defense of the Dissertation
The dissertation defense is designed as the final examination of a candidate’s dissertation as well as providing the candidate with a public forum for presenting findings. Toward these ends, a dissertation defense must satisfy the following requirements:

• All internal members of the candidate’s doctoral committee must attend the defense.

• The candidate must be physically present at the dissertation defense.

• The defense will be open to all members of the University community. Faculty notification is sufficient and meets policies and procedures set by the School.

• The dissertation defense is held at the University of Cincinnati to meet policy and procedures.

• The defense will include a concise oral summary of the work and integration of the dissertation into prior work on the topic.

• At the chairperson’s discretion, any faculty mem-
ber present has recognition for posing questions to the candidate.

• The defense will be judged as a whole by each member of the dissertation committee to be either satisfactory or unsatisfactory. A defense will be judged satisfactory if no more than one committee member dissents.

• If the defense judgment is unsatisfactory, written feedback provided to the candidate will prompt a second oral scheduled defense.

It is the faculty and students’ responsibility to follow all policies and procedures.

Ph.D. Degree Time Limitations
A doctoral student must complete all degree requirements no later than nine years from the date of first admission to the doctoral program.

In general, students not meeting the time limits outlined here can expect to be terminated from the program. Requests for time extensions will be supported only in extreme circumstances and must be approved by the Graduate Committee.

Graduation
Students who have successfully defended their dissertation will have satisfied all degree requirements. Students will be eligible for graduation when the following conditions are met:

• All records are complete and in good order;

• Finalization and submission of his or her online application to graduate by the deadline;

• Confirmation of registration for at least one credit in his or her graduate program in each academic year;

• Receipt and approval of the student’s electronic dissertation and related forms by the Graduate School (see Graduate School web site for instructions);

• The candidate is required to complete the Doctoral Exit Survey on their doctoral experience and return it to the Graduate School.
DOCTOR OF PHILOSOPHY CURRICULAR SUMMARY  
SCHOOL OF CRIMINAL JUSTICE  
UNIVERSITY OF CINCINNATI  
Fall Semester 2014

**Core Requirements (Total 27 Semester Hours)**

**Theory and Research on the Criminal Justice System (3 Semester Hours)**
- 8010 -- Seminar in Criminal Justice Theory
- OR-
- 8011 -- Seminar in Criminal Justice Process

**Theory and Research on the Nature of Crime (3 Semester Hours)**
- 8020 -- Structural Theories of Crime

**Research Methods and Statistics (12 Semester Hours)**

**Research Methods (6 Semester Hours)**
- 8030 -- Criminal Justice Research Methods I
- 8031 -- Criminal Justice Research Methods II

**Statistics (6 Semester Hours)**
- 8040 -- Criminal Justice Statistics I
- 8041 -- Criminal Justice Statistics II

**Research Tools (3 Semester Hours)**
- 8042 -- Phil. Of Sci.
- 8050 -- Qualitative Methods in CJ
- 8051 -- Meta Analysis in CJ
- 8052 -- Criminal Justice Survey Design
- 8053 -- Criminal Justice Research Tools
- 8054 -- CJ Research Tool: Multi-Level Modeling
- 8056 -- CJ Research Tool: Growth Modeling and Trajectories
- 8057 -- CJ Research Tool: Longitudinal Data Analysis

**Practicum (6 Semester Hours)**
- 9000 -- Criminal Justice Research Practicum
- 9001 -- Criminal Justice Teaching Practicum

**Concentration: Foundation (9 Semester Hours)**

**Criminal Justice (6 Semester Hours)**

**Required**
- 8010 – Seminar in Criminal Justice Theory*
- 8011 – Seminar in Criminal Justice Process*

*Students selecting Criminal Justice as a Substantive Specialization must take 8010 and 8011

**Electives**
- 8012 – Seminar in Legal Issues
- 8013 – Juvenile Justice System
- 8014 – Seminar in Criminal Courts
- 8015 – Seminar in Critical Perspectives in CJ
- 8016 – Seminar in CJ Program and Policy Evaluation
- 8095 – Special Topics in Criminal Justice

**Criminology (9 Semester Hours)**

**Required**
- 8021 -- Biosocial Criminology*
- 8071 -- Community and Environmental Criminology*

**Electives**
- 8022 – Crime and the Life Course
- 8023 – Seminar in Drugs and Crime
- 8024 – Seminar in Gender and Crime
- 8025 – Comparative Criminology
- 8026 – Individual Theories of Crime
- 8027 – Macro Level Theories of Crime
- 8072 – Seminar in White-Collar Crime
- 8096 – Special Topics in Criminology

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*Required Course
Concentration: Substantive Specialization
(9 Semester Hours)

Corrections (9 Semester Hours)
Required
8060 – Seminar in Correctional Rehabilitation*
8062 – Seminar in Community Corrections*
8063 – Seminar in Institutional Corrections*

Electives
6060 – Early Interventions in Criminal Justice
7060 – Correctional Theory and Policy
8061 – Applies Corrections
8064 – Minorities and Corrections
8097 – Special Topics in Corrections

Policing (9 Semester Hours)
Required
8081 – Police Decision Making*
8082 – Seminar in Police Effectiveness*

Electives
8071 – Community and Environmental Criminology
8074 – Applied Crime Prevention
8080 – Policing in Context
8099 – Special topics in Policing

Crime Prevention (9 Semester Hours)
8071 – Community and Environmental Criminology
8072 – Seminar in White Collar Crime
8073 – Seminar in Victimology
8074 – Applied Crime Prevention
8098 – Special Topics in Crime Prevention

General Electives (9 or 12 Semester Hours)

Elective Hours
The list of elective courses is not exhaustive but rather lists examples of the elective courses. In addition to the courses listed, students may take graduate credit hours from offerings outside the School of Criminal Justice. These courses must be 700 graduate level courses or above with written permission granted by the Graduate Director.

Students may enroll in a limit of one 500 level criminal justice course. If a student wishes to sit for more than one 500 level course, they must petition the Graduate Committee or the Faculty for permission to take this course. No graduate student may take a 500 level course that is taught by a graduate student without prior approval of the Graduate Director. These courses are a combination of advanced undergraduate and graduate students. Graduate students are required to complete a special set of requirements if they register for a 500 level course.

One-Day Seminars (one credit hour only - Doctoral and Master Students)
For Doctoral Students – course work taken at UC for Master Degree Completion
Directed Studies (for Doctoral and Master Students)
Individual Work in Criminal Justice (for Doctoral and Master Students)
Special Topics (for Doctoral and Master Students)
Gender and Crime
Criminal Offender
Seminar Juvenile Corrections
Theory/Practice of Crime Prevention
Advanced Individual Work in CJ
Advanced Crime Prevention

Proficiency Paper
Research Methods
Statistics

Advancement to Candidacy
Teaching Experience
Acceptance of Dissertation

Minimum Total Semester Hours Must TOTAL 60

*Required Course
OTHER CRIMINAL JUSTICE GRADUATE PROGRAM POLICIES

All students are required to make "satisfactory progress" toward the completion of their degree. Failure to fulfill this requirement will subject a student to suspension or termination from the program.

Please be advised that the performance of all students is monitored each semester to insure they are making satisfactory progress toward their degree. An unfavorable evaluation may mean that a student will be suspended or terminated from the Graduate Program. Suspended students may not take courses until they reapply and have been accepted for readmission by the faculty. Please be aware that students may appeal a suspension decision by contacting the Graduate Director and/or other authorized appeals committees/persons within the College of Education, Criminal Justice, and Human Services and of the University of Cincinnati Graduate School.

The School of Criminal Justice adheres to the grading practices specified in the Graduate Handbook of the University of Cincinnati Graduate School.

The following rules stipulate the level of performance one must sustain for evaluation as making satisfactory progress in the Criminal Justice Graduate Program:

1. All doctoral students must maintain at least a 3.25 and master students, a 3.00 (on 4 point grading scale) average in the graduate program. Failure to comply with this standard will result in academic probation and possible suspension from the graduate program.

2. A student who receives an "F" in any graduate course may be suspended or terminated from the program.

3. No grade of "I" (Incomplete) permitted for more than one semester without the approval of the instructor of the course. Students who fail to finish an "I" by this time may be suspended or terminated from the program.

4. No student may earn more than two "I" grades in any one semester or more than four in their entire program. Students exceeding this limit may be suspended or terminated from the program.

5. With the exception of semesters in which the Demonstration Project or Dissertation Research are taken, any student who takes more than one "W", "I", "SP", or "NG" in any semester will be subject to a review by the Graduate Director. Students exceeding this limit may be suspended or terminated from the program.

6. Part-time students are expected to make steady progress on their degree requirements. A student who does not enroll for two consecutive semesters will be subject to a review by the Graduate Director. With this review, a possible result could be termination from the program. While acknowledging a different pace in completion of coursework, like full-time students, the faculty wants to ensure that part-time students are making satisfactory progress toward the completion of their degree.

7. All master students who do not complete their degrees in one academic year must register for at least one credit in each autumn semester until their degree requirements are completed. Master students registering for one credit will usually register for 18-CJ-7091, Individual Work, or 18-CJ-7090 Directed Studies (with approval of an instructor).

8. Doctoral students registering for one credit will usually register for 18-CJ-9090, Doctoral Dissertation Research. Students who fail to comply with this regulation will be declared "inactive" and the Graduate School may refuse to allow the students to graduate.
POLICY ON STUDENT REVIEW AND DISMISSAL

Purpose
The purpose of this policy is to create a process for fair and expeditious review of graduate students who are performing below standards academically, or whose behavior is disruptive to other students, faculty, or staff.

Students can be called for a review at any point in their program of study. Reviews are appropriate when:

• Student fails to make satisfactory progress toward the completion of the degree,
• Student fails to meet School responsibilities,
• Student is disruptive, threatening, or demonstrates erratic behavior,
• Student has violated School, College, or University policy,
• Student has failed the comprehensive exam for a second time.
• Student has received a failing grade (F) in a course,
• Student has agreed to a plan to resolve an academic or behavioral problem, but has not completely carried out that plan,
• Faculty have concerns that the student cannot successfully complete the program requirements.

Any faculty member can recommend a review, including the School Director and the Graduate Director.

If a faculty member petitions for a review of a student, the Graduate Director will notify the student in writing about the nature of the issue and will require the student to meet with the Graduate Director and/or the Graduate Committee. The student should be prepared to discuss, in detail, the circumstances surrounding the review.

Stage 1:
After consulting with the student, the Graduate Director will make an official recommendation to the Graduate Committee.

• If the Graduate Director determines that the original petition was in error, or that the problem has been resolved and requires no further action, then the Graduate Director will notify the student and the petitioning faculty member in writing that the matters brought up in the petition have been resolved and no further action is required.

• If the Graduate Director recommends to the Graduate Committee that the student be retained in the program, the recommendation must address what the student must do to resolve the situation that led to the review hearing.

• If the Graduate Director recommends to the Graduate Committee that the student should be removed from the program, the Graduate Director must explain the reasoning for the recommendation in writing to the student. The student must be notified in writing no later than five (5) working days after meeting with the Graduate Director.

• Following any written recommendation from the Graduate Director, the student has five (5) working days from the date of written notification to respond, in writing, to the Graduate Committee.

Stage 2:
If the student objects to the recommendation of the Graduate Director, the Graduate Committee will then vote on the recommendation. The Graduate Committee will take into consideration the student's written response.

• The committee can accept the recommendation, completely or in part.

• The Graduate Committee can also reject the recommendation, completely or in part.

• Regardless of the decision, the student must be notified in writing no later than five (5) working days after the vote.
• The Student then has five (5) working days to accept or object to the recommendation.

In situations where the Graduate Committee rejects, in whole or in part, the recommendation of the Graduate Director, the Graduate Committee and the Graduate Director will attempt to reconcile their differences to remedy the student’s situation. If reconciliation cannot occur, the issue will be forwarded to the Director of the School for consideration.

**Stage 3:**
When the Graduate Director and the Graduate Committee unanimously recommend the termination of a student from the program, they will send that recommendation and accompanying justification to the Director of the School of Criminal Justice.

If the student disagrees with the recommendations of the Graduate Director and the Graduate Committee, the student will have ten (10) working days to respond, in writing, to the Director of the School.

Notice of the recommendation will also be sent to faculty. Faculty will then have the opportunity to contribute information and their viewpoints directly to the Director of the School prior to a decision being rendered.

Upon receipt of the recommendation of the Graduate Committee, the Director of the School will have fifteen (15) working days to make a decision and to notify, in writing, both the faculty and the student.

If the decision is made to dismiss the student, the student will be terminated from the program and not allowed to register further for classes. The Provost’s office will be notified.

If the decision is made to not dismiss the student, the School Director may recommend other actions be taken short of termination, including but not limited to placing the student on probation or suspending the student for a period of time.

**Conflict of Interest:**
Any member of the faculty can challenge a perceived conflict of interest. Members substituted due to a conflict of interest do not lose their ability as faculty to contribute to discussions and to make recommendations. Members vacated due to a conflict of interest must be replaced. If the Director of the School has a conflict, decision-making power moves to the Associate Director or another appropriate designee.

![Diagram showing the process of student review initiated, meeting with graduate director/committee, student agrees to resolution, student does not agree, grad director recommendation to committee, grad committee makes recommendation, recommendation sent to school director, faculty input gathered, school director makes final decision on the appeal.]
Academic Honesty

Academic dishonesty is a serious offense and cannot be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, unauthorized assistance, repeated use of the same coursework, or manufacturing of data may result in a failing grade in a course and/or suspension or dismissal from the Graduate School.

Directed Studies/Independent Work

Before any student registers for directed studies or independent work, they must receive written approval from the faculty member with whom they plan the directed studies or independent work. The completed approval form must be given to either Academic Director, Jean Gary prior to registering for the class. If a form is not completed and turned in by the end of the second week of the semester, the student will be withdrawn from the course.

If, in a single term, a student registers for Directed Studies or Independent Work with more than one faculty member, the student must register for two different courses (i.e., Individual Work in Criminal Justice - 18CJ7091, Directed Studies – 18CJ7090, or Advanced Individual Work in Criminal Justice – 18CJ8090).

Appeals

Any and all appeals and petitions must be put in writing, fully documented and submitted to the Graduate Director. The Graduate Director will present the matter to the other faculty members on the Graduate Program Committee for a decision.

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from full-time study at the University for a specific period of up to one year. Circumstances justifying a leave include personal or family medical conditions or call to active military duty. The rationale must be independently documented by the applicant. Students are eligible for a leave of absence during their first three years of graduate study.

An approved leave of absence preserves the student’s active status in his or her degree program. Time granted as official leave does not count against time limits for awarding degrees. A leave may be renewed for up to one year if the student applies for a leave extension at least four months prior to the expiration of his or her initial leave. Renewal of a leave is subject to the approval of the program, college and Graduate School. A student will not be granted a leave of absence totaling more than two years.

NOTE: Students with financial aid and/or student loans should confer with the Office of Financial Aid prior to requesting a leave of absence to ascertain any implications for their financial support.

Submitting a request for a leave of absence

Student:
   See Appendix A.
2. Submits the completed form to the graduate program office with supporting documentation: doctor’s letter or military orders.

Program Director:
1. Denies or approves request.
2. If approved, signs and forwards form to College Associate Dean.

College Associate Dean:
1. Denies or approves request.
2. If approved, signs and forwards form to Associate Dean of Graduate School.

Associate University Dean:
1. Denies or approves request.
2. Notifies the student in writing regarding request. Copies of the final approval/refusal letter are sent to the graduate program office.
The quality of graduate study depends on the quality of the faculty. The University of Cincinnati is fortunate to have one of the leading criminal justice faculties in the nation. The School of Criminal Justice’s faculty members have distinguished scholarly records and a firm commitment to graduate education.

J.C. BARNES  
Associate Professor

Professor Barnes received his doctorate in 2010 from the College of Criminology and Criminal Justice at Florida State University. He served four years on the faculty at the University of Texas at Dallas in the Criminology Program before moving to the University of Cincinnati. Dr. Barnes is a biosocial criminologist whose research seeks to understand how genetic and environmental factors combine to impact criminological phenomena. Recent works have attempted to reconcile behavioral genetic findings with theoretical developments in criminology. He is a co-author of Criminology Theory: A Brief Introduction (4th Edition) published by Prentice Hall and was a co-editor of The Nurture versus Biosocial Debate in Criminology: On the Origins of Criminal Behavior and Criminality (Sage). Dr. Barnes has published more than 70 scholarly papers in outlets such as Aggressive Behavior, Behavior Genetics, Criminology, Developmental Psychology, Intelligence, Journal of Marriage and Family, Justice Quarterly, Journal of Theoretical Biology, and PLoS ONE.

MICHAEL L. BENSON  
Professor

Professor Benson received his PhD in Sociology from the University of Illinois in 1982. Writing mainly in the areas of white-collar and corporate crime, he has published extensively in leading journals, including Criminology, Justice Quarterly, Journal of Research and Delinquency, American Sociological Review, American Journal of Sociology, and Social Problems. Dr. Benson received the Outstanding Scholarship Award from the Division of Crime and Juvenile Delinquency of the Society for the Study of Social Problems for his co-authored book, Combating Corporate Crime: Local Prosecutors at Work. His research has been funded by the National Institute of Justice and the Center for Disease Control, as well as private research foundations. His most recent book, with Professor Sally S. Simpson, is White-Collar Crime: An Opportunity Approach, 2nd edition, which will appear in 2015. He is currently writing a book on Emotions in Crime and Criminal Justice. He teaches in the areas of life-course criminology and white-collar crime.
NICHOLAS CORSARO
Assistant Professor

Professor Corsaro received his Ph.D. from the School of Criminal Justice at Michigan State University in 2007. He joined the University of Cincinnati School of Criminal Justice faculty in 2011. His broader research agenda focuses on the etiology of community violence, strategic policing practices, program evaluation, and research methodology. He has served as a principal investigator for a number of state and federally funded projects to evaluate effectiveness of criminal justice practices, including interventions designed to disrupt open-air drug markets and chronic, violent gang offenders. His prior research in these areas appears in *Crime & Delinquency, Criminology & Public Policy, Journal of Criminal Justice, Journal of Experimental Criminology, Journal of Urban Health, Justice Quarterly, and Journal of Quantitative Criminology*. He teaches graduate courses in the areas of policing, research methods, and statistics.

FRANCIS T. CULLEN
Distinguished Research Professor

Professor Cullen received his PhD in sociology and education from Columbia University in 1979. He is a past President and Fellow of both the American Society of Criminology and of the Academy of Criminal Justice Sciences. He was the recipient of the 2010 ASC Edwin H. Sutherland Award. He has published over 300 works in the areas of criminological theory, correctional policy, white-collar crime, and the organization of knowledge. He is author of *Rethinking Crime and Deviance Theory, Reaffirming Rehabilitation, Corporate Crime Under Attack: The Ford Pinto Case and Beyond, Combating Corporate Crime: Local Prosecutors at Work, Criminology, Criminological Theory: Context and Consequences, Correctional Theory: Context and Consequences, and Unsafe in the Ivory Tower: The Sexual Victimization of College Women*. His edited works include *Taking Stock: The Status of Criminological Theory, The Origins of American Criminology, The Encyclopedia of Criminological Theory, the Oxford Handbook of Criminological Theory and Criminological Theory: Past to Present—Essential Readings, and The American Prison: Imagining a Different Future*. He teaches in the areas of corrections, criminology, and professional development.

SANDRA LEE BROWNING
Associate Professor

Professor Browning received her doctorate in Sociology at the University of Cincinnati. She previously was on the faculty of Eastern Kentucky University. She is an American Sociological Association Minority Fellow, as well as an American Society of Criminology Minority Fellow. Within the Academy of Criminal Justice Sciences, she has served numerous times as chairperson of the Affirmative Action Committee. She is also an active member in the Southern Sociological Society, serving as a member of the Black Caucus and as a member of the Association of Black Sociologists. At the University of Cincinnati, she is also an affiliate of the Department of Women’s Studies. She has published on the impact of race on attitudes toward crime and justice. Her current research interests are in the areas of crime and the underclass, the institutionalization of black males, and the role of race in shaping views of the criminal justice system. She teaches in the areas of criminal justice and professional development.
JOHN E. ECK  
Professor

Professor Eck is a 1994 PhD graduate in criminology from the University of Maryland. He studies crime patterns, place-based prevention strategies, and police effectiveness at reducing crime and disorder. Dr. Eck has been doing this for over a third of a century and has written extensively on these topics in academic and practitioner-oriented publications. Police agencies around the world use ideas created by him and his coauthors. He teaches in the area of research methods, policing and crime prevention.

ROBIN S. ENGEL  
Professor,  
Director, Institute of Crime Science

Dr. Engel received her doctorate in criminal justice from the University of Albany in 1999, and joined the University of Cincinnati faculty in 2002. Her research includes theoretical and empirical assessments of police behavior, police/minority relations, police supervision and management, criminal justice policies, criminal gangs, and violence reduction strategies. She has created and sustained partnerships with police agencies nationally and internationally in an effort to bridge the gap between research and practice. Her research is routinely published in top-tier journals in criminology and criminal justice, earning her repeated top rankings in the field based on her scholarly publications. She serves as a research consultant for several law enforcement agencies, and has provided expert testimony in civil and criminal proceedings. She has also served as the Principal Investigator for over 50 contracts and grants, and provides funding opportunities for students interested in real-world criminal justice research application and policy evaluation. She teaches in the areas of criminal justice and policing.

BEN FELDMEYER  
Assistant Professor

Professor Feldmeyer received his B.S. in Psychology and Sociology from The Ohio State University in 2001 and his Ph.D. in Sociology from Penn State University in 2007. His research focuses on criminal behavior and criminal sentencing across demographic groups, social class, and social context. His work pays particular attention to the effects of structural conditions on violent offending across race/ethnicity and addresses such questions as: (1) What effect (if any) does immigration have on community levels of crime, and do these relationships vary across different social contexts and demographic groups? (2) How do factors like racial/ethnic segregation and concentrated disadvantage shape community levels of crime, and are these effects similar for Black, White, and Latino populations? (3) Have race/ethnic, gender, and age gaps in crime changed over time, and to what degree are these trends due to changes in enforcement versus changes in large-scale social forces? (4) How are racial/ethnic disparities in sentencing outcomes influenced by community context? His recent work has appeared in Criminology, Journal of Research in Crime and Delinquency, Social Problems, Social Science Research, Sociological Forum, The Sociological Quarterly, Population Research and Policy Review, and Homicide Studies.
Professor Fisher received her Ph.D. in political science from Northwestern University in 1988. She co-edited the Encyclopedia of Victimology and Crime Prevention. She co-authored Unsafe in the Ivory Tower: the Sexual Victimization of College Women, which won the 2011 Academy of Criminal Justice Science Outstanding Award, and the Dark Side of the Ivory Tower: Campus Crime and Social Problems. Dr. Fisher is the co-editor of the Security Journal and an associate editor of the Journal of Research in Crime and Delinquency. Her research interests remain focused on victimization but have expanded to include cyber victimization and the evaluation of campus by standing intervention programs. She teaches courses in the areas of crime prevention and research methods.

Professor Frank received his J.D. from Ohio Northern University in 1977 and PhD from the School of Criminal Justice at Michigan State University in 1993. Dr. Frank has been the principal investigator for a number of policing-related research projects that primarily focus on understanding the work routines and behavior of street-level police officers. These research projects have examined officer use of evolving police technology, the hiring practices of police agencies, officer decision making, attitudes toward the police and the implementation of problem solving strategies. Since arriving at the University of Cincinnati, he has also been involved with a project examining juror understanding of death penalty instructions, and the impact of collateral consequences of conviction. He has published policing articles in Justice Quarterly, Police Quarterly, Crime and Delinquency, Criminology and Public Policy, the Journal of Criminal Justice and Policing: An International Journal of Police Strategy and Management. He teaches in the areas of policing, legal issues and criminal justice.

Edward J. Latessa received his Ph.D. from Ohio State University and is a past president of the Academy of Criminal Justice Sciences. He is co-author of eight books and has directed over 150 funded research projects. He has also received several awards including; Marguerite Q. Warren and Ted B. Palmer Differential Intervention Award (Division of Corrections and Sentencing of the American Society of Criminology 2010), Outstanding Community Partner Award, (Arizona Department of Juvenile Corrections 2010), Maud Booth Correctional Services Award (Volunteers of America 2010), Community Hero Award (Community Resources for Justice 2010), the Bruce Smith Award (Academy of Criminal Justice Sciences 2010), the Mark Hatfield Award (The Hatfield School of Government at Portland State University 2008), The August Vollmer Award (American Society of Criminology 2004), the Simon Dinitz Criminal Justice Research Award (Ohio Department of Rehabilitation and Correction 2002), the Margaret Mead Award (International Community Corrections Association 2001), the Peter P. Lejins Award (American Correctional Association 1999). He teaches in the area of corrections.
Sarah Manchak
Assistant Professor

Professor Manchak received her Ph.D. in Psychology and Social Behavior at the University of California, Irvine in 2011. Her research focuses broadly on two areas: (1) assessing risk of future violence and other criminal behavior, and (2) improving supervision and care for individuals with mental disorder who are involved in the criminal justice system. Dr. Manchak’s work has been featured in Law and Human Behavior, Criminal Justice and Behavior, and Journal of Offender Rehabilitation, and her findings have informed policy guidelines set forth by the Council of State Governments Justice Center. Dr. Manchak teaches in the areas of corrections and research methods.

Joseph Nedelec
Assistant Professor

Professor Nedelec received his undergraduate degrees (criminology and psychology) and his Master's degree (criminology) from Simon Fraser University in Burnaby, British Columbia. His doctoral degree (criminology) was received from Florida State University. Dr. Nedelec’s primary research interests lie within biosocial criminology, with specific focus on evolutionary psychology, life-history theory, digit ratio, and behavioral genetics. He has published articles on biosocial criminology in a variety of journals including Child Psychiatry and Human Development, Criminology, Evolution and Human Behavior, Intelligence, Journal of Criminal Justice, Personality and Individual Differences, and others. He has also incorporated topics related to cybercrime and cyber-security into his research agenda and has a secondary appointment with the School of Information Technology at UC. Dr. Nedelec teaches in the areas of life-course/developmental criminology, cybercrime, research methods, and statistics. He is also co-founder and current Vice President of the Biosocial Criminology Association.

Paula Smith
Associate Professor

Paula Smith completed her doctoral work in Psychology at the University of Brunswick. She was previously a Research Associate with the Centre for Criminal Justice Studies at the University of New Brunswick. She has also been involved in the development and delivery of treatment programs to federal parolees with the Correctional Service of Canada. Her research interests include meta-analysis, the assessment of offender treatment and deterrence programs, the development of actuarial assessments for clinicians and managers in prisons and community corrections, the effects of prison life, treatment reponsivity, and the transfer of knowledge to practitioners and policy makers. She has co-authored several articles, book chapters, and conference presentations on the above topics. She teaches in the areas of criminal justice, corrections, and research methods.
CHRISTOPHER SULLIVAN  
Associate Professor  
Graduate Program Director

Christopher J. Sullivan is Associate Professor and Director of Graduate Studies in the School of Criminal Justice. He received his Doctoral degree from Rutgers University in 2005. His research interests include developmental and life-course criminology; juvenile delinquency and prevention policy; and research methodology and analytic methods. His recent work has appeared in Youth Violence and Juvenile Justice, Journal of Youth and Adolescence, Justice Quarterly, Journal of Quantitative Criminology, Criminology & Public Policy, and Criminal Justice and Behavior. He is currently Associate Editor of the Journal of Research in Crime and Delinquency and is on the editorial board of the Journal of Youth and Adolescence, Youth Violence and Juvenile Justice, and the Journal of Developmental and Life-Course Criminology. His research has been funded by the State of Ohio, National Institute of Justice, and Office of Juvenile Justice and Delinquency Prevention.

LAWRENCE F. TRAVIS III  
Professor

Professor Travis received his PhD in criminal justice from SUNY-Albany in 1982. Before joining the faculty in 1980, he served as research director for the Oregon State Board of Parole and as a research analyst for the National Parole Institutes. Dr. Travis has co-authored Changes in Sentencing and Parole Decision Making: 1976-1978, Policing in America: A Balance of Forces, and Introduction to Criminal Justice. He edited both Corrections: An Issues Approach and Probation, Parole, and Community Corrections: A Reader. He is the former editor of Policing: An International Journal of Police Strategies and Management. He has regularly contributed to criminal justice journals. His research interests lie in policing, criminal justice policy, sentencing, and corrections.

PAMELA WILCOX  
Professor


US News & World Report rated the faculty #1 in the country for their research and rated the graduate program #3 in the country.
JOHN WOOLDREDGE  
Professor  

Professor Wooldredge received his PhD in sociology from the University of Illinois in 1986. His research and publications focus on institutional corrections (crowding, inmate violence, inmate adaptation), and criminal case processing (sentencing and recidivism, extra-legal disparities in case processing and outcomes). He is currently involved in research on correctional officers and official responses to inmate rule violations across all state prisons in Ohio and Kentucky (funded by the National Institute of Justice). He is also involved in a study of extra-legal disparities in the treatment of felony suspects from intake through sentencing in Cuyahoga County, Ohio (funded by the Cuyahoga County Prosecutor’s Office), and a study of the effects of pre-trial detention on sentencing in U.S. federal courts. Related work has recently appeared or is forthcoming in *Crime and Delinquency,* *Criminal Justice and Behavior,* *Journal of Quantitative Criminology,* and *Justice Quarterly.* At the graduate level, he teaches in the areas of corrections and quantitative research methods.

JOHN PAUL WRIGHT  
Professor  

Professor Wright was the first graduate from the Criminal Justice Program at the University of Cincinnati. He subsequently served five years on the faculty at East Tennessee State University in the Department of Criminal Justice and Criminology prior to joining the UC faculty. Dr. Wright is a biosocial criminologist, whose work integrates findings from a number of disciplines, including human behavioral genetics, psychology, and biology. He has published extensively in a broad array of criminology, biology, genetics, psychology, and medical journals. His research has reinvigorated intellectual interest in the role biology plays in criminal behavior and has led to new insights on the development of criminal offending, the stability of criminal behavior, the impact of parenting on offending, effective early intervention and policy. He has published over 130 articles and book chapters and was recently judged to be one of the most prolific and most cited criminologists in the United States. Along with his many publications, Dr. Wright has also published or co-edited several books including *Crimes of Privilege,* a Reader on *White-Collar Crime and Criminals in the Making.* Additionally, Dr. Wright consults with states and local jurisdictions and is a much sought after lecturer. He currently teaches in the areas of biosocial criminology at the graduate level and life-course criminology at the undergraduate level.
APPENDIX A
REQUEST FOR LEAVE OF ABSENCE

UNIVERSITY OF CINCINNATI
Request for Leave of Absence

Name

Department/Program

M#

Email:

Address

First year registered into program: * Month Year

Reason for request:**

Medical:

Military:

Leave of Absence requested: From To

Include the following items with this request:

1. Describe progress toward degree completion to date.
2. Provide supporting documentation from appropriate physician or government agency.

Student’s signature Date

Graduate Program Director Date

College Dean/Associate Dean Date

Associate University Dean of the Graduate School Date

NOTE: An extension of a leave for up to one additional year must be requested four months prior to the end of the initial leave.

*Students are eligible for leave during first three years of graduate study.
**Justification includes personal or family medical conditions or call to active military duty.

GS/September 2011
Your Graduate Program
A primary characteristic of advanced study is the individual nature of each program. Special requirements in your program should be ascertained from your advisor and/or college or division. The information listed below is designed as a checklist of University requirements and to provide the specifications for theses and dissertations.

Residency
The University specifies that a certain amount of your requirements must be completed in residence. If you plan to transfer any credits from another institution for your degree, check with your divisional office well in advance of making application for your degree to insure that you have met all residency requirements.

Matriculation
Before you can matriculate, you must formally apply and be accepted into the appropriate graduate program.

Candidacy
After matriculation, you must become an official candidate for a degree before you can apply for graduation. Clarify the specific requirements for candidacy with your divisional office.

Application for Degree
All graduate students who expect to receive a degree at any of the three (3) university commencements must make a formal application for their degrees. As a rule, applications should be made early in the semester in which the degree is to be conferred. Specific dates are established by the Registrar and the University of Cincinnati Graduate School.

Delivery of Thesis or Dissertation
Please go to the University of Cincinnati Graduate School web site to get information/details on the delivery of a Thesis or University of Cincinnati Graduate School.

Title Page
Each manuscript submitted must have a full title page. The page will show title, name and date, previous degree, degree to be conferred, division (if applicable) and college in which the degree is earned. A sample title page appears at the end of these instructions.

An approval form must be properly completed by the candidate, signed by the supervising professor(s), and precedes the title page of the two copies submitted for the University.

Order of Contents:
1. Approval Form
2. Title Page
3. Abstract
4. A blank page or a copyright notice
5. Preface and/or acknowledgments
6. Table of Contents
7. List of tables and/or figures
8. List of illustrations
9. List of symbols
10. Body text
11. Glossary (if needed)
12. Bibliography
13. Appendices (if needed)
14. Index (if needed)
15. Visual and audio materials
16. Embed all fonts

Publication of Dissertations
Each doctoral dissertation is subject to a fee for publication. This covers the publication of the abstract in Dissertation Abstracts, and the preparation of a microfilm master negative of the full text. University Microfilms International keeps this microfilm negative on deposit, and that company will service requests for copies of the dissertation from individuals or from libraries. A print of the microfilm is deposited in the Library of Congress.

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Addenda
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TITLE PAGE FOR MASTER THESIS

Title of Thesis
A Thesis Submitted to the Graduate School of the University of Cincinnati

In Partial Fulfillment of the Requirements for the Degree of
Master of Science

In the School of Criminal Justice of
College of Education, Criminal Justice and Humans Services

By:
Name of Student
Institution Name where Bachelor Degree was earned, Date Earned

Date and time of Thesis Meeting
Location of Meeting
Title of Dissertation
A Dissertation Submitted to the Graduate School of the University of Cincinnati

In Partial Fulfillment of the Requirements for the Degree of

Doctorate of Philosophy (Ph.D.)

In the School of Criminal Justice
of
College of Education, Criminal Justice and Human Services

By: Name

Institution Name where Master Degree Earned, Date Earned
Institution Name where Bachelor Earned, Date Earned

Date and Time of Dissertation Hearing
Location of Hearing

Dissertation Committee:
Chair - Name
Members - Names
APPENDIX C
REGISTRATION PROCEDURES

PRE-REGISTRATION AND REGISTRATION PROCEDURES

Supplementary Information Form
The Supplementary Information Form must be completed prior to registration by the following individuals:
A. new students entering the University
B. students not enrolled in the previous academic year
C. students who transfer from another college
D. UC students who have earned their Master degree and are admitted to PhD programs

Audit Regulations
The audit option is intended for cases in which course-work is desired or advised but in which a grade for credit purposes is deemed unnecessary by the student in consultation with his advisor. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. A “T” grade will not automatically be assigned unless the instructor’s requirements have been met.

Graduate students generally register to audit a course to obtain remedial/deficiencies/instruction in major or minor areas of their programs of study. Audited courses cannot be used to satisfy graduate degree course requirements. Audit hours are not included in the determination of full-time status. Such hours may be charged to a UGS only if at least 12 graduate credits are taken that same semester, and if the total is less than 18 credits. Also, no more than one audit course per semester should be charged to a UGS.

Pass/Fail
A graduate student may not take courses for graduate credit on a pass/fail basis, except when approved by the student's advisor and the Graduate Director. A course taken pass/fail may not be counted towards fulfilling a specific graduate degree course requirement.

Withdrawals
Students may drop a course by Day 15 of the semester with no entry on their academic record. The withdrawal period begins on day 16 through the 58th calendar date of the term. For this withdrawal period, a signature is required by the instructor and college. The instructor will assign a grade of “W” or “F” that will appear on the student academic record. After the 58th calendar date of the term, no withdrawal will be approved, except for reasons beyond the control of the student, such as sickness or accident. The graduate director judges the advisability of such exceptions. Total withdrawals from the program must be made through the graduate director and must be documented in a letter of withdrawal. A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund of fees, or reinstatement as an auditor in that course. For more information go to: http://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html

Registration
A student must meet the admission criteria and granted full graduate status by the School of Criminal Justice Graduate Admissions Committee in order to earn graduate credit.

Registration Procedures: A student who has applied to and been admitted by the School of Criminal Justice Graduate Admissions Committee registers each semester by going to the registration web site at www.onestop.uc.edu. Upon selecting the proper courses on the web site, full payment for the remaining instructional or other college fees are due at the time of registration. A student may not attend classes until registration is complete. For more information see http://www.uc.edu/REGISTRAR.html

Registration Change Procedure (Add/Drop): Once a student has completed registration, the official record can be changed. Alterations to one's schedule involving the addition of one or more classes, changes in class sections, or changes in credit status, may be submitted by logging into the web registration system or by submitting a paper form. The “Registration Change (Add/Drop) Form” may be obtained from the School of Criminal Justice College Office (5336 CRC) or from the One Stop Student Center (University Pavilion 2nd floor). From the eight (8th) day of the term through the fifteenth (15th) day of the term, additions to a class schedule require only the approval of the instructor.

Beginning with the sixteenth (16th) day of the term, both the approval of the instructor and the college are required for the “Registration Change (Add/Drop) Form”. The completed and signed “Registration Change (Add/Drop) Form” must be submitted in person to the One Stop Student Center.
APPENDIX D
SPECIAL RULES AND PROVISIONS

Non-Discrimination Policy
The School of Criminal Justice reaffirms the University of Cincinnati policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap, or age will not be practiced in any of its activities. Complaints involving discrimination should be directed to the Graduate Director and/or School Head.

Right to Review Records
Students, once enrolled, have the right to review their educational records, except for those excluded by law, such as those maintained by a physician or psychiatrist, or parent’s financial statement. Educational records are maintained in such offices as Student Records; the College of Education, Criminal Justice, and Human Services Dean's Office; the School of Criminal Justice Office; Student Financial Aid; Career Development and Placement; and Educational Advising.

In order to gain a review of such records, along with any appropriate explanation or interpretation, the student should first address the proper university or collegiate office. Students wishing to review their file in the School of Criminal Justice must submit a request with the Graduate Director.

Grievance Procedures
The university document Graduate Student Grievance Procedures sets forth the procedures established to provide graduate students with a formal channel of appeal and possible redress of grievances arising out of their academic relationships with their school, their college, and the university. Copies of this document are available in the school office, and the University Graduate School Office. The School of Criminal Justice affirms its adherence to these procedures.
GRADUATE STUDENT INFORMATION FORM

NAME: ________________________________________________________________

DATE: __________________________________________________________________

LOCAL ADDRESS: _______________________________________________________

   Street: __________________________________________________________________

   Apartment: __________________________________________________________________

   City, State and Zip Code: __________________________________________________________________

   Telephone Number: ( ) __________________________________________________________________

   Email Address: __________________________________________________________________

HOME ADDRESS: (if different)

   Street: __________________________________________________________________

   Apartment: __________________________________________________________________

   City, State and Zip Code: __________________________________________________________________

   Telephone Number: ( ) __________________________________________________________________

   Email Address: __________________________________________________________________

NOTE: If you have a change of address or telephone number, or if you are not able to furnish some information today (e.g., telephone number), please be certain to contact the Graduate Director to provide this information. It is essential that we keep accurate and current records on your address.
DEMONSTRATION PROJECT FORM

NAME: ____________________________________________________________

DATE: TITLE OF DEMONSTRATION PROJECT: ____________________________

DESCRIPTION OF THE INTENDED RESEARCH: __________________________

ADVISOR: ___________________________________________________________________

READER: ___________________________________________________________________

TIME SCHEDULE FOR COMPLETING DEMONSTRATION PROJECT: ______________

ADVISOR’S SIGNATURE: _________________________________________________

NOTE: This form must be submitted to the Graduate Director by the end of your second semester of full-time study (or the equivalent of 24 semester hours).
REQUIRED COURSE CREDIT

Name: ________________________________________________________________

SS#: ___________________________ Date: _________________________________

It is my belief that course number _______________________________________

titled ________________________________________________________________

which I completed on (date) ___________________________________________

while a graduate student at _____________________________________________

is equivalent to (course number and title) ________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Provide a rationale for your claim of course equivalence. Attach documentation to support your claim (e.g., syllabus, required texts, published course descriptions, etc.). Please attach relevant transcripts.

_______ Approved

_______ Disapproved

Faculty Member ______________________________________________________

Date: __________________________

Attach additional pages as needed
ELECTIVE COURSE CREDIT

Name: ____________________________________________________________

SS#: ___________________________ Date: ____________________________

List graduate level courses you completed at other accredited institutions for which you would like advanced standing. Please attach relevant transcripts.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course title</th>
<th>Institution</th>
<th>Grade</th>
<th>Date</th>
<th>Credit</th>
</tr>
</thead>
</table>

Criminal Justice courses:

Other courses:

_______ Approved

_______ Disapproved

Faculty Member _________________________________________________________

Date: __________________________

Attach additional pages as needed
PRELIMINARY HEARING FORM
SCHOOL OF CRIMINAL JUSTICE
UNIVERSITY OF CINCINNATI

Name:_____________________________ Student No.:__________________________

Term First Enrolled:_____________________________________________________

Bachelors degree:_________________________________________________________
  major __________ date __________ university

Masters degree:___________________________________________________________
  major __________ date __________ university

Area of interest (choose one): ______ FOUNDATION ______ Criminal Justice ______ Criminology

Indicate which comprehensive examinations you plan to take and when (choose one):

Choose one: ______ Criminal Justice ______ Criminology

Choose one: ______ Criminal Justice ______ Criminology ______ Corrections
  ______ Policing ______ Crime Prevention

DATE: ________________________________

Proficiencies Passed ______ Yes ______ No

Tentative Dissertation Subject:_____________________________________________

Teaching ______________________________________________________________

Conference Presentation History/Plans:_____________________________________

Research/Writing History/Plans:___________________________________________

Preliminary Hearing Committee:

Date of Hearing __________________________

Faculty Member _________________________ Faculty Member ________________________

Comments: ____________________________________________________________
INFORMATION

For more information on graduate programs in the School of Criminal Justice at the University of Cincinnati, check out our website:

www.cech.uc.edu/criminaljustice/graduate

For more information or to submit application materials, contact:

Director of Graduate Studies
School of Criminal Justice
University of Cincinnati
PO Box 210389
Cincinnati, OH 45221-0389
Phone: 513-556-3851
Fax: 513-556-3303

www.cech.uc.edu/criminaljustice

HELPFUL PHONE NUMBERS

Admissions, undergraduate .............. 513-556-1100
Admissions, graduate .................... 513-556-3851
Advising, undergraduate ................. 513-556-2336
Center for Criminal Justice Research .... 513-556-1913
Disability Services ....................... 513-556-6823
Financial Aid ............................ 513-556-6982
Health Services .......................... 513-556-2564
Housing ................................. 513-556-6461
Human Services (on-campus jobs) ........ 513-556-3471
One Stop Student Service Center ......... 513-556-1100
Psychological Services Center .......... 513-556-0648
Public Safety ............................ 513-556-4900
Registrar .................................. 513-556-6506
Veteran’s Registrar ....................... 513-556-6811
University Operator ...................... 513-556-6000
University Directory ..................... www.ucdirectory.uc.edu