



DOCTORAL PROGRAM IN CRIMINAL JUSTICE STUDENT HANDBOOK

CUNY GRADUATE CENTER at JOHN JAY COLLEGE OF CRIMINAL JUSTICE

FALL 2020 EDITION

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INTRODUCTION

This handbook outlines the requirements and procedures of the Doctoral Program in Criminal Justice of the Graduate Center (GC) located at John Jay College of Criminal Justice (JJAY). This program-specific student handbook supplements the official Graduate Center's Bulletin, as well as the current Student Handbook and the Announcement of Courses. Students are advised that the procedures and requirements contained in this handbook are subject to revision.

Please be sure to check the Graduate Center website for official Graduate Center information.

- The Graduate Center's Student Handbook is available at:
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Publications/Student_Handbook_web.pdf?ext=.pdf
- The *Bulletin* of the Graduate Center is available at:
<https://www.gc.cuny.edu/About-the-GC/GC-at-a-Glance-Mission-Facts/Bulletin-of-the-GC-2019-20>

Organizational Structure

The Doctoral Program in Criminal Justice is a Graduate Center program that is physically located at John Jay College of Criminal Justice. The Criminal Justice program is administered by a staff comprised of the Executive Officer (EO), Deputy Executive Officer (DEO), Assistant Program Officer (APO) and College Assistant (CA). The program is comprised of core "Criminal Justice" students and "Tuition-Only" students (formerly known as POA). Each student body has its own timeline to completion.

TIMELINE TO DEGREE & REQUIREMENTS

Program requirements and expectations are layout out in our Timeline to Degree.

Beginning with the Fall 2020 Cohort

CRJ General Timeline to Degree: [https://gc.cuny.edu/CUNY_GC/media/Criminal-Justice-Folder/CRJ%20PHD%20Path\(s\)%20to%20Degree/Timeline-to-Degree-2020.pdf](https://gc.cuny.edu/CUNY_GC/media/Criminal-Justice-Folder/CRJ%20PHD%20Path(s)%20to%20Degree/Timeline-to-Degree-2020.pdf)

Tuition Only Timeline to Degree: [https://gc.cuny.edu/CUNY_GC/media/Criminal-Justice-Folder/CRJ%20PHD%20Path\(s\)%20to%20Degree/Timeline-to-Degree-Tuition-Only-2020.pdf](https://gc.cuny.edu/CUNY_GC/media/Criminal-Justice-Folder/CRJ%20PHD%20Path(s)%20to%20Degree/Timeline-to-Degree-Tuition-Only-2020.pdf)

Students may contact the program APO or college assistant for a copy of the Timeline to Degree.

ADMINISTRATIVE PROCEDURES

Change of Personal Information

Students should make any changes to personal information via CUNYFirst. The program and the GC will refer to CUNYFirst when seeking student contact information.

Committee Registration

To ensure that dissertation committees comply with GC policy, students are required to register their dissertation proposal committee by May of their 3rd year in the program. Students should see the program's website, APO, or college assistant to obtain the "Committee Registration Form." The dissertation committee should consist of the following:

- Three (3) faculty members who are active Criminal Justice doctoral faculty.
- One (1) external reader who is external to the CJ Doctoral Program faculty. External readers should be persons who possess an academic or professional expertise in the student's area of study. One external reader is required and will remain an active member of the committee through dissertation process. External readers are intended to bring additional expertise and objectivity to the committee.
 - The external committee member should be selected by the student and their chair. However, the EO must approve external readers.
 - To seek approval, students should fill out and submit the Approval of External Readers Form, and a copy of the proposed member's CV.
 - In some cases, a student may wish to have 2 external readers. The same procedures for appointing an external reader apply to a second reader.
- Please Note: Emeritus faculty may serve on dissertation committees, but may not serve as chair.
- If the committee structure changes, students should file a new registration form ASAP.

Please note: Should a chair or student find it necessary to change a committee member, the student is required to re-register his or her altered committee.

Conference Presentation Support

Upon request and submission of required documents, limited travel funds are available for students presenting at professional conferences. These funds are available to full-time matriculated doctoral students who are registered during the semester for which the funds are requested. Further information and application guidelines are available online, and the Graduate Center will often send out notices and applications directly to your Graduate Center email.

In addition to the conference support opportunity, offered by the Graduate Center, the program offers a limited amount of support. Each summer, the APO will send out an email to the student listserv announcing this opportunity, along with details on how to apply and deadlines. Students will need to meet the following requirements in order to qualify:

- Submit proof to the APO that your paper has been accepted and you will be presenting.
- Participate in the practice presentation day scheduled by the program.

If it is too early for the student to provide proof that he or she will be presenting, students may submit the following:

- Proof that you have submitted an abstract.
- Correspondence that will note the name of the conference dates, and proof of submission.

The amount of funding will vary, based on the number of students who apply for funds and the amount the Graduate Center awards the CJ Doctoral Program. Please note the following:

- Monies are dispersed by the Office of Financial Aid at the Graduate Center to each student awarded funds.
- If you have a balance owed, award money will be automatically used by the Graduate Center towards the balance due.
- You must accept the award (like other awards) via the CUNYFirst

En-Route Master's Degree

Students who do not have a master's degree may apply for one en-route to the doctoral degree. Requirements are as follows:

- Completion of 45 doctoral credits
- Pass the First Exam (comps)
- Have a GPA no lower than a B average

Students should contact the APO for the "En-Route Master's" form then follow these steps:

1. Chose an academic paper to serve in lieu of a master's thesis.
2. The chosen paper must be read by three faculty members. The faculty members will then need to sign the en-route master's form, certifying that the paper can be used in lieu of a master's thesis.
3. Submit the signed en-route master's form, along with three unstapled copies of the approved paper to the APO or college assistant.

After processing the application, the Graduate Center will send a formal request to John Jay College of Criminal Justice to award the student a Master of Arts in Criminal Justice.

Examinations

Students are required to complete 3 "exams." These include a comprehensive exam, the proposal defense, and the dissertation defense.

First Exam (Comprehensive Exam) Beginning with the Fall 2020 cohort

This written examination contains three parts that reflect the Criminal Justice makeup of the core curriculum: (1) research methodology, including quantitative and qualitative techniques; (2) statistics; (3) criminological theory.

Timeline: The first exam should be completed before the student accrues 45 credits. This should be taken in August preceding the 2nd year of doctoral studies. Tuition-only students are expected to take part 1 of the exam the August after the 1st year of study and part 2 the August following the second year of study.

- Comps are given every August, the week before classes begin.
- Make-up exams are given in January, the week before classes begin.
- Students must ensure they are signed up to the listserv and be sure to pay careful attention to all comp-related email messages. The listserv is the Program's main method of communicating with all students.

Procedures for taking the first exam:

1. Each summer, the college assistant will send out an email indicating it is time to register for the exam.
2. The student should reply to the college assistant's email with the following information:
 - Full name
 - EMPLID number
 - The exams the student is signing up for (Note: Core CRJ students are expected to take all sections at one time.)
3. Once the student has signed up with the college assistant, the student is officially scheduled to take comps. The college assistant will send out an email to the listserv with the exam schedule. Exams are typically scheduled for the week before the fall semester starts.
 - Comps are closed book; notes are not permitted.
 - Make sure to arrive to the testing location on time. A grace period of 15 minutes will be allowed if a student is late. If a student arrives after the 15-minute grace period, he or she will not be given additional, time to complete the exam.
 - Students are assigned a number by the college assistant the day of comps. Students should memorize and store the number in a secure location. Students must save and submit their work using this number as the header of their exam.
4. Each exam section will be graded by three professors. Each professor can assign one of four grades: 3 points (Excellent), 2 points (Satisfactory), 1 point (Poor), or 0 points (Insufficient). To pass an exam, the student must receive at least four points. Once all grades are received, the EO and Deputy EO will review and then notify the Assistant Program Officer (APO) and college assistant to send out results. The student will receive an email with their exam results.
5. The APO or college assistant will email the GC Registrar a list of students who passed. For Tuition Only students, submission will not occur until all sections of the exam are passed.
6. Students that fail a section of the exam are expected to retake in January. Make-up exams are given in January of each year. The same procedures for registration will be

used. Make-up exams are only available to students who took and did not pass an exam. Students cannot sign up for a January comp if they have not previously taken and failed the August comp.

- In the event of failing an exam, students will receive written feedback about their exam and will be required to meet with an advisor to discuss strategies for passing the exam.
- Make-up comps require that the students re-take only the sections which were failed (not the entire exam again).
- Students who fail must meet with a faculty advisor to discuss exam.

Please Note: Program policy allows students to retake any portion of the First Exam a second time if they are unsuccessful on the first attempt. Students who fail any section of the exam after two attempts are dismissed from the program. However, program policy allows students to appeal to the EC to take the exam a third time in the event of extenuating circumstances. Specifically, extenuating circumstances are defined as significant events such as the death of a family member, severe illness or injury, or otherwise comparable event, which is beyond the control of the student and impacted his or her performance.

Second Examination (Dissertation Proposal Defense)

The second exam consists of two parts: an oral examination in the student's area of specialization and the defense of a dissertation proposal. Students must successfully pass Exam 1 prior to taking Exam 2. No exceptions will be granted.

Timeline: The second exam should be completed by the time the student finishes all the coursework (60 credits). For students who transfer MA credits, this will likely be done in the third year. For students without transfer credits, this will be in the fourth year. Students, who fail to defend their dissertation proposal by the end of the 5th year will not be considered to be making satisfactory progress and will be subject to review.

Successfully passing the second exam requires the following:

1. Create a dissertation committee. The committee must consist of the following:
 - Three (3) faculty members who are active Criminal Justice doctoral faculty.
 - One (1) external reader who is external to the CJ Doctoral Program faculty. External readers should be persons who possess an academic or professional expertise in the student's area of study. One external reader is required and will remain an active member of the committee through dissertation process. External readers are intended to bring additional expertise and objectivity to the committee.
 - The external committee member should be selected by the student and their chair. However, the EO must approve external readers.
 - To seek approval, students should fill out and submit the Approval of External Readers Form, and a copy of the proposed member's CV.
 - In some cases, a student may wish to have 2 external readers. The same procedures for appointing an external reader apply to a second reader.

- Students should register their committee by filling out the “Committee Registration Form” and submitting form to the APO or college assistant by May of the third year in program.
 - Note: Emeritus faculty may serve on dissertation committees, but may not serve as chair.
2. Write a proposal. After a first draft is complete, students should submit the draft to other committee members for comments/revisions. While chairs are responsible for providing more specific instructions, dissertation proposals should contain the following sections:
- An introduction
 - A literature review
 - A section that discusses the conceptual approach of the study
 - A substantial methodology section
 - Proposed data analysis techniques, precise analysis plan
 - A discussion of potential findings that explains which results would support your hypotheses and which results would undermine your hypotheses
 - A concluding section that discusses how the study will make a contribution to the literature, including potential policy implications
 - Appendices, if applicable
3. Schedule the second exam. Students should contact the APO or college assistant for the “Second Exam Signature Form.” For this form, students will have to get the signature of ALL 4 or 5 committee members. These signatures confirm that the committee feels the student is ready to defend the second exam (proposal). Students should submit the completed form to the APO or college assistant at least 30 days in advance of the desired proposal defense date. Proposals are held in the conference room and are closed to the public. Prior to scheduling the proposal defense, the following should be in place:
- All 4 committee members: 3 + external reader(s)
 - Complete proposal
 - Signatures on the “Second Exam Signature Form” submitted to the APO or college assistant
 - Date and time for defense

Important Reminders:

- Committee members who are not able to attend the defense in person are able to do so via Skype or Zoom. Students will need to give advance notice of their need for Skype/Zoom capabilities. The committee member who attends a defense via Skype/Zoom will need to submit his or her signature separately, or provide permission in writing, via email to the APO for the chair or APO to sign on his or her behalf.
- ALL committee members must be present (physically or virtually) for any defense. If a committee member is late, the defense may not begin until all committee members

- are present. Should a committee member not show, the defense must be postponed. Efforts should be made to schedule a defense for a time and date during which all program faculty are available to be on site.
- The dissertation proposal defense is private. Only committee members can be present. Outside guests may not be invited to attend, and the proposal defense cannot be recorded.
4. The “Second Exam Evaluation Form” is filled out by the APO or college assistant in the days prior to the defense date. This form will be given to the chair of the committee or student before the defense or on the day of the defense. Following the defense, the committee can sign off on their decision to pass or fail the student. Possible results:
 - Pass
 - Pass with minor revisions – student may advance to candidacy, but chair will be required to notify the APO when the minor revisions are completed
 - Pass with major revisions – student will not advance to candidacy until all revisions are made and approved by the chair. The chair will need to notify the APO when revisions are completed
 - Fail
 5. The student must submit the completed form to the APO or college assistant. The APO or college assistant will then send the “Second Exam Signature Form” and the “Second Exam Evaluation Form” to the GC registrar (if the student passes). The GC registrar will record this on the student’s transcript.
 6. Effective October 3, 2016, the Dissertation Proposal Human Subjects Research Clearance Form submission requirement has been eliminated. Submission of the Clearance Form is no longer required. However, students are **still required to complete the IRB submission, review, and approval process**. If you have any questions, please contact the Graduate Center HRPP Office.

Students are advanced to candidacy upon completion of all coursework and the successful defense of the second exam. Students need to be advanced to candidacy in order to become “Level III” and to register for dissertation supervision. Advancement to candidacy is submitted by the EO or APO.

Third Examination (Dissertation)

A dissertation committee consists of the three doctoral program faculty members and an outside reader who served on the committee during the dissertation proposal. Once the final draft or revised dissertation has been approved by the committee, it must be successfully defended by the student in an oral examination open to all.

Timeline: Students are generally expected to complete the dissertation by the end of the 5th year. The program is organized so most students can finish their dissertation between 4 and 6 years in the program. Students who fail to defend their dissertation within 8 years are not

considered to be making satisfactory progress and will be subject to review. Students who fail to demonstrate evidence of significant progress at this point may be separated from the program.

1. IRB paperwork should be completed before conducting research for the dissertation.
2. Once the dissertation is complete, the student should contact the APO or college assistant to get the “Dissertation Defense Signature Form” in order to schedule the defense. This form must be submitted to the APO or college assistant in order to schedule the dissertation defense. This should be done at least 35 days before the date the student intends to defend.
3. For the “Dissertation Signature Form,” the student will have to get the signatures of their committee members. When a form is signed, this indicates that the chair and the committee members have received, read, and provided feedback to the student regarding the dissertation draft. The committee signatures on the form confirm that the student is ready to defend the dissertation. The dissertation defense will not be scheduled until all committee members have signed the “Dissertation Signature Form”.
4. Students should book the conference room with APO or college assistant a minimum of 35 days before the scheduled defense date.
5. The “Report of Final Examination Form” will be prepared by the APO or college assistant and it will be held until the day of the dissertation defense. This form will be signed by the committee members on the day of the defense.
6. The APO or college assistant will send intent to defend notification to the Graduate Center’s Provost Office in time for it to arrive at GC 30 days before the defense date. The APO or college assistant will also send out an announcement of the defense to the program listserv.
7. For the defense, the student should prepare a brief presentation of the dissertation using PowerPoint or handouts, focusing primarily on the method, findings, and importance of the findings.
8. Students should prepare and bring the cover page to the defense. For more information, please see (<http://libguides.gc.cuny.edu/dissertations>).
9. Following the defense, the student must submit the signed “Report of Final Examination Form” to the APO or college assistant. The APO or college assistant will then send the “Report of Final Examination Form” to the GC registrar (if the student passes). The student can also choose to submit the form themselves directly to registrar, but the student must be sure to give a copy of the form to the APO or college assistant for program records. Per GC policy, this form must have original signatures.
10. The student should check the Graduate Center’s library website: (<http://libguides.gc.cuny.edu/dissertations>) for information on formatting and depositing

dissertations. Please make an appointment with the GC librarian for deposit. Students are not considered graduates until deposit.

Students should support their peers and attend dissertation defenses. Attending dissertation defenses is also a great opportunity in helping students prepare for their own defense.

Guidelines for Dissertation Committees and Defenses

Establishing committees

To establish a committee, students must complete and submit to the APO a Committee Registration Form.

Committees (proposal and dissertation) must have 4 members: 3 CJ PHD faculty (often referred to as “core” members) and 1 “outside reader,” an individual who is not on our CJ PHD faculty.

Students must obtain EO approval of outside readers by submitting the Approval of Outside Readers form along with the CV of the proposed reader. AFTER approval, students may invite the individual to join his or her committee. All completed forms should be submitted to the APO.

Students/chairs must notify the EO and APO of ANY committee changes. To change outsider readers, students must submit a new Approval of Outside Readers form along with the CV of the intended new reader. To change core members, students must submit a new Committee Registration Form.

Preparing for proposal and dissertation defenses

Students should work on drafts (proposal and final dissertation) with their chairs. Based on chair feedback, students should revise their drafts, until the chair deems the document ready to be sent to other committee members.

The chair-approved draft should be sent to all committee members for feedback.

Students should contact the APO for the Defense Signature Form, which enables them to schedule a defense (exam 2 or 3), only AFTER all committee members deem the work ready to defend. Committee members should not sign the Defense Signature Form if they do not believe the work is ready to defend.

Scheduling proposal and dissertation defenses

Students may only defend their proposal (exam 2) AFTER they have passed all parts of exam 1 (comprehensive exams). Students may only defend their dissertation (exam 3) AFTER they have passed their proposal defense (exam 2).

For any defense, students/chairs must submit their Defense Signature Form to the APO 35 days in advance. At that time, the forms should have all signatures.

The student and chair are responsible for ensuring that the student has consulted the GC website (<http://libguides.gc.cuny.edu/dissertations>) to apprise themselves of all deposit formatting procedures and deadlines. This includes the dissertation cover page, which is needed for deposit.

The student is also responsible for submitting his or her intent to deposit the dissertation via the CUNYFIRST system.

Day of the defense

ALL committee members must physically or virtually be present for any defense. If a committee member is late, the defense must not start until he or she arrives. The defense must be postponed if a committee member is absent.

The dissertation proposal defense (exam 2) is a closed session. Only committee members may be present. The session may not be recorded. The dissertation defense (exam 3) is an open session. All are invited to attend.

Foreign Language Requirement

The Criminal Justice Doctoral Program does not have a foreign language requirement. However, for CJ Doctoral Students, this Graduate Center policy is fulfilled by taking an Advanced Statistics and/or Advanced Methods course.

Grades of INC (Incomplete)

At times, extenuating circumstances preclude a student from completed coursework in a given semester. In these cases, students may request an incomplete. Students should notify the course instructor prior to the end of the semester to request an incomplete grade (INC) and negotiate with the instructor a contractual schedule for completing all remaining course requirements. Students should be aware that faculty are not required to accept late course completions.

To resolve incomplete grades, students must:

1. Fulfill their course obligations within the next two semesters in residence.
2. The Professor/Instructor should then fill out a Grade Change Form with the program's APO or CA, who will then submit to GC for processing.

Please note the following:

- After one year, an incomplete grade will become a permanent incomplete. Extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Executive Officer, and the Vice President for Student Affairs. Permanent incompletes do not accrue any credit.
- A student who has two pending incomplete (INC) grades at any time will be considered as not making satisfactory progress in the Program and will be asked to account for his or her failure to meet the negotiated timetable for completion of coursework. Students with more than two incomplete grades on their records are ineligible for financial aid.
- Consortium courses at other universities such as NYU, Columbia, etc. have different INC policies. **The rules of the host university apply.** Upon receiving an INC in a consortium course, please check with the host university what their policy and timeline is for resolving the INC.

Leave of Absence

It is sometimes the case that unexpected emergencies or life events make full participation in graduate studies difficult. Students in such situations should discuss their particular situation with the Executive Officer as soon as possible to discuss the possibility of making accommodations. Students who for personal reasons (e.g., illnesses of their own or of members of their family) find it necessary to suspend work toward the degree, may apply for a leave of absence for up to one year. Such applications are in the form of a letter describing their situation. The required “Leave of Absence Form” can be obtained from the GC website: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Registrar>

- A student may receive a maximum of four semesters of leave of absence.

Students who feel they require additional leave time will need to resign from the program and reapply for re-admission at a later time when they are able to continue progress toward the degree. There is no guarantee, however, that a student will be readmitted.

Students who are requesting a leave and who have incomplete courses pending should present, as part of their letter requesting a leave, their plans for completing their courses when they resume matriculation. It should first be submitted for approval to the student's advisor and the Executive Officer.

Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave.

A student on a leave of absence is not permitted to use the resources of the GC or of John Jay College (e.g., library, mentor consultation) and may not take any examinations. A student may not defend his or her dissertation during the first semester after he or she returns from leave. In other words, a student who has withdrawn and is subsequently readmitted may submit and defend the dissertation no earlier than the second semester after resuming active study. Finally, leaves of absence “stop the clock”; that is, they do not count toward the student's time deadlines for satisfactory progress toward the degree. Deadlines will change with each semester; therefore, note the deadlines for taking a leave of absence on the Graduate Center academic calendar at: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Registrar>

Please note: GC funded students who need to take a leave of absence must also fill out and submit a fellowship deferment form.

Master of Philosophy (M.Phil)

In addition to applying for an en-route masters (see en-route masters), the Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts or clinical doctoral programs) who meet the following requirements:

- Advanced to Candidacy Level III Status.
- A minimum of 60 credits of approved graduate work.

- A maximum of 15 credits of masters-level coursework will be accepted toward the required 60 credits.
- 45 of the required 60 credits must be satisfied through the completion of doctoral-level courses.
- Satisfy the Graduate Center's language requirement by demonstrating competency in an advanced methodological technique or statistical method.

Students will receive, along with the notice of advancement, an application-for-degree form for the Master of Philosophy degree directly from the Graduate Center through their GC e-mail accounts. If the form is not received it is, the student's responsibility to obtain one from the GC Office of the Registrar. Please note that the date of filing for the degree determines the date upon which the degree will be conferred.

Readmission

Readmission following withdrawal or separation from the program is at the discretion of the program. An Application for Readmission must be filed in the Office of the Registrar at the Graduate Center, and cleared by the Offices of Financial Aid, International Students (if applicable), and Residence Life (if applicable), as well as the Mina Rees Library, the Bursar, and the Business Office AFTER receiving approval from the program.

Below are procedures for readmission:

1. The student should refer to the academic calendar for the Graduate Center deadline to apply for readmission.
2. The student must send the Executive Officer a formal written request for readmission. This request can be done in writing or email. The request should include the following information:
 - Reason for the withdrawal.
 - Timeline/plans to make satisfactory progress towards the degree if readmitted.
 - Letter of support from dissertation advisor.
3. Once the written request is received by the Executive Officer, the request will be forwarded to the Executive Committee for review. The Executive Committee will then discuss and vote on the decision to readmit or not readmit during the next available Executive Committee meeting.
4. If readmission is approved, the student can obtain an "Application for Readmission Form" from the APO or college assistant. The student should fill this form out and then submit to the APO with a check or money order for \$20 (readmission fee). Readmission will be granted for the semester AFTER the Executive Committee has approved the readmission.
5. The Executive Officer will sign off on the "Application for Readmission Form" and the APO will submit it to the Graduate Center for processing.

Please note: The Graduate Center recommends students who separated from the program for more than ten years reapply to the program as a new student.

Registration

All students are required to be registered each semester. This means that students must either be registered for credit or be on an approved leave of absence. Individuals who are not registered will be considered withdrawn from the program. Registration information is e-mailed to eligible students prior to the registration period. Students should consult with their advisors, EO, DEO, or APO for advice on which courses to register for. Course schedules may be found on cunyfirst.

Students can take a maximum of 16 credits each semester and must take a minimum of 7 to maintain full-time status. All students, including POA students, must enroll in a minimum of 7 credits each semester.

Students may be barred from registering for a number of reasons. These include:

- Delinquent financial accounts (or library obligations).
- Failing to meet satisfactory progress requirements.
- Non-fulfillment of New York State immunization laws.
- Outstanding obligations to the Offices of Financial Aid, Admissions, or Residence Life.

It is the student's responsibility to address these issues so they can remain in good standing and enrolled in the program.

➤ **Auditing Courses**

Matriculated students may audit courses in which they have an interest so that they can increase their knowledge and proficiency. Students must formally register to audit courses in the same manner as for any other course. The registration card should indicate "AUD" in the credits field. "Unofficial" auditing is not permitted. Auditor status cannot be changed to credit status after the add/drop course period (please refer to the Graduate Center academic calendar) has ended. Likewise, credit status cannot be changed to auditor status after the same period. The grade notation "AUD," which carries no credit, cannot be changed to any other grade. Students must obtain the approval of the EO to audit a course.

Level II and Level III students are charged a flat tuition rate and are not charged for auditing courses.

➤ **Inter-University Doctoral Consortium**

The Graduate Center is a member of the Inter-University Doctoral Consortium, which provides cross-registration among member institutions. Matriculated Graduate Center doctoral students may cross-register for doctoral study in the Graduate Schools of Arts and Sciences of the following institutions: Columbia University (including Teachers College), Fordham University, The New School, New York University (including Steinhardt School of Education), Princeton University, Rutgers–New Brunswick (State University of New Jersey), and Stony Brook (State University of New York).

- Consortium Courses require EO approval.
- Registration is subject to approval by the Vice President for Student Affairs at the Graduate Center and the divisional Dean at the host institution.
- For Columbia University: The course must be offered through the Graduate School of Arts and Sciences.
- There is a two-course limit per semester.

In order to be eligible to petition for enrollment in a consortium course:

- The student must be a matriculated doctoral student.
- The student must have completed at least two semesters of graduate study at the home institution and be between the 2nd and 6th year of enrollment at the Graduate Center.
- The course is not available at the Graduate Center or other CUNY college.

The following procedures must be completed to petition for enrollment in a consortium course:

1. The student must fill out the Permit Out form which is available from the Graduate Center Office of the Registrar (Room 7201).
2. The form should be submitted to the APO along with a rationale for taking the course. The student must confirm that no other course is currently being offered by the program or the Graduate Center. The form will require the approval and signature of the EO.
3. Once the EO approves, the APO will return the form to the student. The student must submit the completed and signed form to the GC Office of the Vice President for Student Affairs (Room 7301).
4. Once the form is approved by the Vice President, it must be taken to the Office of the Registrar where the student will receive the Inter-University Doctoral Consortium Registration Form.
5. At that point the student must fill out all of the information on the form and obtain all required signatures from both the Graduate Center and the host school.
6. Once completed, the form must be submitted to the Office of the Registrar (Room 7201) no later than the end of the drop and add period (the end of the third week of classes).

Please Note: If the student chooses to drop the course at any time before the end of the drop and add period, he or she must submit a Drop form, signed by the Executive Officer, to the GC Office of the Registrar (Room 7201). The student must also inform the host college that they have dropped the course.

Students taking courses at another university are subject, in those courses, to the registration and academic regulations and policies of the host university, including the grading system, calendar, and academic honor system. It is the responsibility of students to familiarize themselves with the pertinent regulations of the host university. Graduate Center students pay tuition to the Graduate

Center for any cross-registered courses they take. Any registration questions regarding the consortium should be addressed to the Office of the Registrar. Academic or policy questions should be directed to the Office of the Vice President for Student Affairs.

Please note that only courses taken at universities in the consortium and during the school year are covered under students' financial aid awards. In other words, students who elect to take courses during the summer or at institutions outside of the consortium are responsible for paying their own tuition (i.e., tuition for summer courses is not covered either by students' financial aid awards or by the exchange system based on adjunct teaching to John Jay College).

For the consortium forms and information, please go to: <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Registrar/Consortium-Permits>

➤ **Taking Master's Courses**

Taking a Master's course requires permission from the Professor/Instructor and permission from the program EO/APO.

- The permit process to enroll in courses at other CUNY campuses has changed upon the launch of CunyFirst
- Students must now file an e-permit via self-service cunyfirst. Students should first see the APO with the course information and a rationale for needing to take the MA course
- Once the EO approves, you may submit an e-permit request via cunyfirst
- The APO will be required to approve the e-permit via cunyfirst, followed by GC registrar
- Once the status of your e-permit is updated to "Approved", students must enroll at the CUNY campus hosting the course
- For anyone taking CRJ MA courses at JJAY that means emailing crjma@jjay.cuny.edu with "e-permit-PhD student" as the subject line
 - The crjma advisor will give permission to take the course – students should hold on to this information and wait to receive an automated message from JJAY Registrar letting them know the e-permit has been approved on JJAY's end
 - Once the automated message has been received from JJAY registrar, students may then enroll in course in cunyfirst

E-permit instructions can be found at: https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Registrar/ePermit-to-another-CUNYcampus.pdf.

Please note: Students are limited to taking a total of 7 MA/MS-level credits to count towards their degree. This does not include transfer credits. Students can appeal to the EO to take additional MA/MS-level credits in the event; however, appeals must be based on need related to the course of study.

- All Permit out MA/MS courses require EO approval.

➤ **Weighted Instructional Units (WIUs)**

For registration purposes, there is another type of credit (in addition to course credit) that is used for maintaining matriculation as a doctoral student: Weighted Instructional Units (WIU) and Registered on Record (ROR). Students who have completed coursework and are completing dissertation or other research requirements must register for these credits to maintain matriculation. WIUs do not count toward the required credits for the degree. Students are to register for WIUs only with the permission of the APO, DEO or EO. Here are some examples:

- Taking a 3 credit course and it is your last course? You would register for 3 credits course and 4 WIUs in order to maintain the minimum 7 credits needed to be a matriculated student.
- Done with all your courses but have not defended your second exam? You would register for ROR and 7 WIUs.

Tuition & Fees

All tuition charges and fees are subject to change by action of the Board of Trustees of the City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to the Graduate Center will be treated as a partial payment, and notification will be given of the additional amount due and the time and method of payment. The University regrets any inconvenience this may cause. To view the most up-to-date tuition rates and fees please refer to the Graduate Center's website: <http://gc.cuny.edu/Prospective-Current-Students/Current-Students/Tuition-Fees>

Please note: Students are responsible for paying their student fees. These fees include the following:

- Student Activities Fee
- Technology Fee
- University Consolidated Fee

Tuition Levels

A student is required to register each semester, even if not engaged in coursework, unless a leave of absence is granted. Students should refer to the following link to note final semester registration requirements and deposit deadlines: <http://libguides.gc.cuny.edu/dissertations>.

For the purposes of determining tuition charges, all students are classified as one of three levels:

1. Level I

- Level I students have completed fewer than 45 credits of graduate work (including approved transfer credit) and have not passed the First Examination.
- Tuition note: At Level I only, students who are New York State residents and enrolled on a part-time basis (total of credits and Weighted Instructional Units or WIUs do not exceed 6) are billed tuition on a per-credit basis. In addition, at Level I,

both full-time and part-time out-of-state and international students are billed at the per-credit rate for all credits/WIUs.

- For tuition billing purposes, courses taken by Level I students on an audit basis will be treated the same as courses taken for credit and will be included in the assessment of tuition charges.

2. Level II

- Level II students have completed 45 credits (fully earned and evaluated and including approved transfer credits) and passed the First Examination, but have not advanced to candidacy.

3. Level III

- Level III students have formally been advanced to candidacy and have completed all program requirements with the exception of the dissertation defense (third examination). Level III students registering for courses for credit other than 90000 will be charged additional tuition on a per-credit basis.
- Level III students do not incur additional tuition charges for courses audited. Tuition and fees are due by the first day of classes.
- Any student who has not paid the total fees and tuition by the time indicated could be barred from future registration. The student activities fee, consolidated fee, and technology fee are not refundable at any time unless a student's registration is canceled before the first day of classes.

You may find current tuition and fee rates at: <http://gc.cuny.edu/Prospective-Current-Students/Current-Students/Tuition-Fees>

Satisfactory Academic Progress

Students must be making satisfactory progress toward the degree in order to maintain status at the Graduate Center, to be eligible for any student financial assistance, and to avoid registration holds. A student is deemed not to be making satisfactory progress if he or she:

- Has a grade point average below 3.00
- Has accumulated more than two open grades:
 - INC – Incomplete
 - NGR – No grade
- Has completed 45 credits without having passed the First Examination
- Has completed 10 semesters without having passed the Second Examination
- Has received two “NGR” grades in succession
- Has exceeded the time limit for the degree

The Graduate Center reviews each student's record every semester. Students not making satisfactory progress will receive a Satisfactory Progress Letter (sat prog) and a registration hold. Upon petition of the student's Executive Officer to the Vice President for Student Affairs the registration hold can be lifted. The petition requires the Executive Officer to sign off on the

satisfactory progress letter. In order for the Executive Officer to sign off on a satisfactory progress letter, the student must do the following:

1. Meet with program's non-teaching core faculty mentor to review the students' progress in the program. This is not intended to supplant a dissertation chair's authority. Instead, it is intended as additional program support to the student to ensure progress continues to be made and that a plan is in place for continued progress.
2. Submit a timeline indicating plan to address the issue noted by the Graduate Center and regain satisfactory progress in the program.
 - Timeline must be signed by student and approved by the student's mentor/chair.
3. Submit any other documentation requested from the Executive Officer such as drafts of second or third exam
4. The EO has 3 response options to the sat prog letter and registration hold: indicate no progress has been made, approve for hold to be lifted for 1 semester or approve for hold to be lifted for 1 year.
5. Upon submission to the Graduate Center of the signed sat prog letter, the request will be reviewed by the Vice President of Student Affairs, who will then determine if the hold will be removed.
 - If the satisfactory progress letter is accepted by the Vice President of Student Affairs and the hold is removed the student will be able to register and continue with their studies. The student will need to meet the milestones on the timeline they submitted.
 - If the satisfactory progress letter is not accepted by the Vice President of Student Affairs, the hold will remain and the student will not be allowed to register. The student will be considered withdrawn and will need to apply for readmission.

Transfer of Credits

Students who have taken coursework beyond a bachelor's degree at another accredited institution may request to have some of these credits transferred. The principle for accepting such credits toward the requirements of the Program is that they replicate coursework that would ordinarily be taken in the Program. It is the determination of the APO and EO whether courses are eligible for transfer. Only courses in which students have received a grade of B or higher are eligible for transfer.

To receive Transfer Credits, a student must:

1. See APO or CA for transfer credit form.
2. Request Official Transcript to be sent to the program APO.
3. Fill out the transfer credit form (**up to** 15 credits for CRJ, **up to** 18 for POA)

- Should not be a core requirement (for example: research methods, quantitative methods, theory or policy). Electives only.
 - Should not be a duplicate of a course already taken at the GC.
 - Relevant to Criminal Justice.
 - Received a grade of B or better (A, A-, B+, B; courses assigned grades of P are not eligible for transfer).
 - Any courses in which the content of the course is not clear in the title should be accompanied by a course description or syllabi.
4. Once the official transcript and transfer credit form are received, the APO will review and sign off on the form. The APO will then submit it to EO for review and additional signature.
 5. After the EO has approved the transfer of credits, the APO will submit it to the Graduate Center for processing.
 - Please note that the Graduate Center may approve or deny the courses. Should any course be declined, the APO will let the student know.

FINANCIAL AID

Funded Students

Five-Year Graduate Center Fellowship

The Graduate Center currently offers five-year Graduate Center Fellowships (GCF) to entering students. The fellowship consists of a stipend (graduate assistantship) and a tuition award, as well as eligibility for low-cost individual or family NYSHIP health insurance. GCF students receive their stipend in the form of two lump sums and bi-weekly paychecks. For more information on how stipend payments are made, please contact the Graduate Center Office of Financial Aid. For contact information, please go to: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid>. Your program EOs/APO are also available to help you with questions.

- Years 1 and 2
 - Non-Teaching Graduate Assistant B: A Fellow performs 7.5 hours of service per week during each 15-week semester, a total of 225 hours for the academic year. A GCF normally serves as a research assistant or teaching assistant during their first year.
- Years 2 through 4
 - Teaching Graduate Assistant B Service: Students may serve as a research assistant, teaching assistant, or instructor during years 2-4. The Fellow teaches one course in the Fall and Spring semesters at one of CUNY's four-year undergraduate colleges. The Executive Officer or Deputy Executive Officer arranges the work assignments.
- Year 5

- Fellow serves as a Research Mentoring Fellow (RMF). The service is 15 hours per week for 15 weeks each semester. The service is compensated in two ways, 7.5 hours through a non-teaching Graduate Assistant B salary and the remaining 7.5 hours through a University Fellowship Award with service.

Five-Year John Jay Fellowship

The fellowship consists of a stipend (graduate assistantship) and a tuition award, as well as eligibility for low-cost individual or family NYSHIP health insurance. John Jay funded students are appointed as Graduate Assistant A's. Their tuition and health insurance is provided by CUNY, while their stipend is paid entirely on a bi-weekly basis in the form of a paycheck by John Jay College. Please note:

- John Jay funded students are assigned the same assignments as GCFs.
- No other assignments within CUNY are allowed. For example, students on a Grad A are not eligible to adjunct additional courses in CUNY
- Maximum 240 contact teaching hours or 450 hours of non-teaching assignment

Please refer to the program Timeline to Degree for details on work assignment/hours. Your program EOs/APO are also available to help you with questions.

Five-Year John Jay Tuition Only Fellowship

Tuition Only Fellowship recipients (formerly known as POA Students) cover up to 16 credits per semester for 5 years. For the first year, tuition is covered at either the in-state or out-of-state tuition rate depending on their residency status during the previous 12 months. Starting in their second year and for the remaining three years of their fellowship, Tuition Only Fellowships provide a tuition award up to 16 credits per semester at the in-state tuition rate for students who are U.S. citizens or Permanent Residents. Students who are not already New York State residents or do not choose to establish New York State residency by the beginning of their second year, must pay the difference between the in-state tuition award, and the out-of-state tuition rate they will be charged.

For more information or questions, please contact your program APO.

Other Graduate Center funding that may be held concurrently

- The Graduate Center's Sue Rosenberg Zalk Student Travel and Research Fund for \$200–\$300 to attend a conference or to cover research expenses. (Students may apply annually for these funds).
- The Graduate Student Research Program (GSRP) competition for an award of up to \$1,500 to support students' academic research. Fellows may apply annually for this award during years 2 through 6 of their study.
- Provost's Digital Innovation Grants are small awards to support cutting-edge digital projects designed, created, programmed, or administered by GC students; students submit proposals to an annual competition for these awards.

Other Graduate Center funding available but which may NOT be held concurrently

- The Graduate Center's Dissertation Fellowship competition. Advanced students are eligible to hold a Dissertation Fellowship when they are Level III. While they may not hold a major dissertation fellowship and a GCF at the same time, a Dissertation Fellowship is a potential source of subsequent fellowship support after the 5-year funding package has expired. Guidelines can be found on the Provost's Office website.

External Funding

If a student is offered external funding while holding the GCF, ECF, or MAGNET, the student has the following three options:

- Defer the GCF, ECF, or MAGNET to a sixth year as described above. This option is available for a maximum of two semesters.
- If the external award is at least \$12,000 annually, accept the external award and receive from the Graduate Center a top-up to a maximum of \$5,000 over the annual stipend of their fellowship and be released from their normal fellowship service in that year. The student is awarded a Graduate Assistantship D, with limited service to be arranged by his/her Executive Officer. The student also receives the tuition he/she would normally receive under the terms of his/her fellowship and is eligible for NYSHIP health insurance. All years in which a top-up is provided are counted as part of the five years of the GC fellowship.
- Keep both the external award and the GCF, ECF, or MAGNET. There is no Graduate Center cap on what the student can receive, but service associated with the GCF, ECF, or MAGNET will still be required. Students should note, however, that some external awards may limit additional service the student can perform or support they can accept. Under that circumstance, the rules of the external agency prevail

To defer a fellowship or receive top-up, students must submit the Fellowship Deferral and External Award Form at least one month before the beginning of the semester in which they want to begin the deferral or receive the top-up.

Please note: The GC Fellowship Deferral and External Award Form can be found on the GC website: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid>

Financial Aid Deferment

Fellowship Deferral and External Award Policy for Graduate Center Fellows, Presidential MAGNET Fellows, and Enhanced Chancellor's Fellows (Effective Fall 2014).

- After their first year, students on Graduate Center Fellowships (GCF), Enhanced Chancellor's Fellowships (ECF), and Presidential MAGNET Fellowships who take a leave of absence from the Graduate Center may defer a maximum of two semesters of their fellowships (tuition, stipend, benefits and service) to a sixth year. Students on Five-Year Tuition Fellowships (TF) may defer their tuition award for up to two semesters

Please note: The GC Fellowship Deferral and External Award Form can be found on the GC website: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Fellowships-and-Financial-Aid>

Turning Down Financial Aid

It is **NOT** possible for a student to decline the stipend but keep the tuition portion of their funding. If a student wishes to be freed from the teaching/TA work requirement, tuition will also be lost. Such students must find alternative funding or support if needed, and pay tuition. Students who need to turn down their fellowships must notify The Graduate Center and the program's administration.

Work Assignments

- **Research Assistant (RA)**
Assist faculty with research projects (for example, data collection)
- **Teaching Assistant (TA)**
Apprenticeship offering training to prepare for future teaching; assist faculty with instructional responsibilities. A TA agreement will be signed by faculty and TAs laying out expectations of the assignment
- **Teaching (Adjunct/Lecturer)**
Assignment to teach an undergraduate course
- **Research Mentoring Fellowship (RMF)**
During the 5th year, PhD students to serve as research mentors to undergraduate students via a research mentoring fellowship. Under the RMF, 5th-year doctoral students are assigned to undergraduate students. Specifically, the senior thesis instructor will be responsible for matching thesis students to RMFs based on student interest and RMFs' scholarly expertise. Each RMF is expected to meet with their student(s) on a regular basis, provide guidance to their mentees, and consult with the senior thesis advisor about any challenges and best practices around mentoring students.

PROFESSIONAL DEVELOPMENT

The Program seeks to facilitate students' professional development. In accordance with this goal, students participate in a number of professional organizations, seminars, brown bags, colloquia, and research collaborations at the local, regional, national, and international levels. Students maintain student-affiliate memberships in professional organizations such as the Academy of Criminal Justice Sciences (ACJS) and the American Society of Criminology (ASC). The newsletters, newspapers, and journals offered by these organizations, often at reduced rates to student members, afford students the opportunity to remain abreast of current professional issues and research in the fields of criminology and criminal justice. All students are encouraged and *expected to attend and present research* and educationally related talks at the national conferences of these or similar organizations.

Brown Bags

Brown bags provide an opportunity for students and faculty to discuss their current research. Often more informal than traditional talks, brown bags are intended to promote an exchange of ideas. The program generally offers one to two brown bags a semester.

Colloquia

Colloquia provide the opportunity for the program to invite well-known scholars to come to John Jay and conduct a formal presentation of their research. These often provide students the chance to meet scholars and learn about groundbreaking research. Many scholars often set aside time to meet more informally with students. We generally offer one speaker a semester.

Professional Development Series

A series of professional development seminars for the Criminal Justice doctoral students is offered each year. These seminars are mandatory for third-year doctoral students and strongly encouraged for all other students. Seminars cover such topics as effective teaching practices, writing the dissertation proposal, the IRB process, writing the dissertation, research ethics and accountability.

Student Presentations & Publications

The faculty encourages students to present their research at professional meetings. Students are expected to consult with their advisor prior to submitting an abstract for review by professional organizations and prior to making a presentation. Such consultation is also expected prior to submitting a manuscript to be considered for publication in a journal. Arrangements for joint authorship among faculty and students are matters for those parties involved to decide in accordance with the recommended APA style format. However, even in cases where students are the sole authors of a presentation or publication, consultation with their advisor or EO is required if they plan to present themselves as affiliated with our Program.

While the review of proposals for presentations and manuscripts for publication typically is done blind, students should identify themselves in cover letters as having affiliations with John Jay College and the Graduate Center of the City University of New York as either graduate students or doctoral candidates (when they have advanced to candidacy). If a student intends to apply for funding from the GC for conference travel, he or she MUST include the “CUNY Graduate Center/John Jay College” affiliation.

Professional Affiliations

Students are encouraged to join one or more professional associations and to consider attending their annual meetings. These organizations typically offer substantial discounts for student affiliates and one of the benefits of membership is receiving research journals. Some of the associations Criminal Justice scholars are typically affiliated with are the American Sociological Association (<http://www.asanet.org/>), American Society of Criminology (<http://www.asc41.com/>), and the Academy of Criminal Justice Sciences (<http://www.acjs.org/>).

RESOURCES

Criminal Justice Doctoral Students' Association (CJDSA)

The Criminal Justice Doctoral Students' Association (CJDSA) was founded in 2011, by and for students of CUNY's PhD Program in Criminal Justice. The Association is the focal point of a cohesive student community, and represents student interests across all aspects of their roles as researchers, teachers, and professionals. Students in the Criminal Justice Doctoral Program stand at the intersection of many institutions with divergent agendas, from the administrations of John Jay College, the CUNY Graduate Center, and the City University of New York as a whole, to our union (the Professional Staff Congress), the Doctoral Students' Council, and many others. The CJDSA was founded to manage student relationships with all of these bodies, and to advocate for the interests of individual students and the Criminal Justice Doctoral Program as a whole, in all of the many areas where decisions are taken that affect aspects of a doctoral students educational experience. To learn more about CJDSA or to view upcoming events, please visit the website at: <http://opencuny.org/cjdsa/>

Email Accounts/Communications

Students are considered students of the Graduate Center, though their offices and most classes are located at John Jay College. Students are required to use email accounts from both institutions. Students have access to the library and other resource of both institutions.

- All students will automatically receive a Graduate Center e-mail account from the Graduate Center's IT Center their first semester of matriculation. If students need help with their GC email accounts, they may email HelpDesk@gc.cuny.edu
- In addition to receiving a Graduate Center email, students will automatically receive a John Jay email as well. The John Jay email will help students' access program resources such as the student computer lab. If students need help with their John Jay email accounts, they may email HelpDesk@jjay.cuny.edu
- E-mail is the standard mode of communication between the program, the Graduate Center, and students. Students are responsible for regularly checking both JJ and GC email regularly.
- Students are automatically enrolled in the program's Doctoral Student Listserv and are responsible for information disseminated through this medium.
- Students are responsible for all information transmitted to them via the student listserv, AND their Graduate Center/John Jay email accounts

Identification Cards

Identification cards allow students to gain access to university buildings and libraries. Identification cards are issued by the respective campus Security Offices at John Jay College and the Graduate Center. Identification cards must be validated each year. Validation stickers may be obtained in the Bursar's Office at the Graduate Center (8107.02), and the Department of Public Safety Office at John Jay (Room L2.61).

At John Jay College, students receive Ph.D. student ID cards with graduate stickers, which permit access to the building after hours and on weekends. The Assistant Program Officer (APO) sends an updated list of students in the program to Public Safety each semester and the students are expected to obtain a new sticker at the beginning of each semester.

In addition to holding a John Jay ID card, students should also have a Graduate Center ID card. Graduate Center ID cards are provided to new students during the Graduate Center's new student orientation. Continuing students who need to replace their Graduate Center ID should visit the Department of Public Safety at the Graduate Center

Mailboxes

In addition to email, students are provided with individual mailboxes. Mailboxes and distribution of mail is managed by the program's college assistant. Students are responsible for checking their mailboxes regularly.

Office Space

The program will assign each first-year student an office space, which will be shared. Remaining offices will be assigned according to a lottery system. Offices will have a workstation for each student who is currently taking courses. Students who are working as research assistants/associates with faculty who have office space at John Jay College may be required to use such space as their offices in lieu of receiving separate student office space.

Office Supplies

Students are expected to furnish their own office supplies including computers. Departmental office supplies are not available except for program activities; phones are also to be used for program purposes only.

GRADUATE CENTER POLICIES

Academic Honesty

John Jay College and the GC are committed to the highest standards of academic honesty. Acts of academic dishonesty include, but are not limited to, plagiarism (in drafts, outlines, and examinations, as well as final papers), cheating, submitting the same paper to fulfill assignments for different classes or a previous degree, bribery, academic fraud, sabotage of research materials, the sale of academic papers, and the falsification of records. An individual who engages in these or related activities or who knowingly aids another who engages in them is acting in an academically dishonest manner and will be subject to disciplinary action in accordance with the bylaws and procedures of the GC and of the Board of Trustees of The City University of New York.

Each member of the academic community is expected to give full, fair, and formal credit to any and all sources that have contributed to the formulation of ideas, methods, interpretations, and findings. The absence of such formal credit is an affirmation representing that the work is fully the writer's. The term "sources" includes, but is not limited to, published or unpublished materials, lectures and lecture notes, computer programs, mathematical and other symbolic

formulations, course papers, examinations, theses, dissertations, comments offered in class or informal discussions, and includes electronic media. The representation that such work of another person is the writer's own is plagiarism.

Care must be taken to document the source of any ideas or arguments. If the actual words of a source are used, they must appear within quotation marks. In cases that are unclear, the writer must take due care to avoid plagiarism. The source should be cited whenever (a) a text is quoted verbatim, (b) data gathered by another are presented in diagrams or tables, (c) the results of a study done by another are used, (d) the work or intellectual effort of another is paraphrased by the writer.

Because the intent to deceive is not a necessary element in plagiarism, careful note taking and record keeping are essential in order to avoid unintentional plagiarism.

For additional information, please consult "Avoiding and Detecting Plagiarism," available at the Graduate Center Office of the Vice President for Student Affairs (Room 7301), the Provost's Office (Room 8113), or on the web at: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf

Accessibility Services

The Graduate Center provide support services and counseling for students who are physically challenged, have learning disabilities, and/or have medical conditions that affect their performance in the classroom setting. Services are provided through Student Disability Services at the Graduate Center. The provision of student disability services is a function of the Office of the Vice President for Student Affairs (the Student Affairs Office).

For more information please go to: <https://gc.cuny.edu/Prospective-Current-Students/Student-Life/Disability-Services>

Attendance

The Criminal Justice Program is based on full-time attendance, and only students who can commit themselves to full-time work are admitted. Students enrolled in the program cannot be enrolled concurrently in any other academic institution nor are they permitted to maintain off-campus employment.

Grievances and Appeals Procedures

Both informal and formal procedures exist for students who have a grievance against another student, staff person, or faculty member, or who wish to appeal a decision of the faculty. Whenever possible, students are encouraged to resolve issues via informal means (i.e., through discussion with their advisors and/or the Executive Officer).

The Graduate Center also has an Ombudsman Officer for problems that are not resolved at the Program level. The role of this office is to make appropriate inquiries and attempt to assist with resolving problem situations. Also, with the permission of the complainant, the Graduate Center Ombudsman officer helps ensure that the nature of a particular or general problem is clarified

with the Program with hopes of informal resolution of disputes. Information regarding the Graduate Center Ombudsman is available at:

<http://gc.cuny.edu/About-the-GC/Resource-Services/Ombuds>.

Human Subjects Certification

The Graduate Center has an ethical and legal commitment to protect human subjects in research. All such research, whether for the dissertation or for other purposes, must be reviewed and approved by the CUNY HRPP (Human Research Protection Program) prior to its initiation. This includes interviews, observations, questionnaires, use of previously collected data with identifiers, and any other methods by which data are obtained from human subjects. Student researchers who are conducting research with human subjects must complete the CITI human subjects training, as must their advisors. Important Information for Student P.I.s Concerning IRB Submissions: CUNY graduate students must submit their research protocols involving human subjects research to the HRPP Office at the CUNY College with which their faculty advisor has his/her primary affiliation. This applies to new and open protocols. Thus, any P.I. with an open IRB protocol must submit continuing review applications, amendments, and/or closure forms to the advisor's primary campus irrespective of where he/she submitted the original application.

For information and procedures, please go to the GC website: [https://gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-\(HRPP\)](https://gc.cuny.edu/About-the-GC/Administrative-Services/Human-Subjects-Research-Protection-Program-(HRPP))

International Students

International students should contact the Graduate Center's Office of International Students for information regarding immigration regulations, employment issues, and full-time student status. Students can contact the Office of International Students, located at the Graduate Center (Room 7200), by phone (212) 817-7490 or by email (intstugc@gc.cuny.edu). All international students who are in the United States for the first time must apply for a social security card as soon as possible. CUNY payroll forms will not be processed without a social security number.

Parental Accommodation Policy

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, this policy is intended to further the Graduate Center's commitment to supporting programs and services to help graduate student parents to meet their family care obligations while they pursue their academic goals. The Policy assists doctoral students immediately prior to and/or immediately following the birth or adoption of a young child. The purpose of the Policy is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research and teaching. The Policy is not intended to replace communication between the student and the program, but rather to serve as a framework and to provide support for family situations. At all times, the student should work proactively with the advisor and Executive Officer to ensure progress towards academic goals. Faculty should be flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new demands in their parental roles.

- Eligibility: the Policy applies only to full-time, enrolled Graduate Center doctoral students (other than CUNY Science Scholars) who are in good academic standing and are

making satisfactory progress toward completion of their degree. The Policy covers students who experience a childbirth (either who give birth or whose spouse or partner gives birth) or who adopt a child under the age of 6. Students who have completed at least two full-time semesters of their degree program have the option of applying for a one-semester service reduction.

- **Categories of Parental Accommodation:** there are three categories of parental accommodation: (I) Extension of time limit to degree; (II) Parental academic accommodation for a total of one six-week period to be taken immediately prior to and/or immediately following the birth or adoption.; (III) Service reduction for funded students during the semester that the birth or adoption occurs or the immediately following semester. Students must have completed at least two full-time semesters of their degree program to become eligible for service reduction.
- **Application and Approval Process:** an eligible student must submit an application for Doctoral Student Parental Accommodation to the Office of the Vice President for Student Affairs. In the case of childbirth, the student must submit the application no later than the 24th week of pregnancy. In the case of adoption, the application must be submitted as soon as the adoption is confirmed. Appropriate documentation (i.e., a signed letter from the student's health care provider with an estimate of the delivery date or from the adoption agency with an estimate of the adoption date) must accompany the application.
 - The student must specify on the application whether he/she intends to receive the six-week academic accommodation during the period immediately preceding, and/or the period immediately following, the anticipated birth or adoption. If the student is requesting a one- semester service reduction, he/she must specify whether he/she intends to take it in the semester of the anticipated birth/adoption or in the next immediately following semester.
 - The student must consult in advance with his/her instructors, advisers(s) and work supervisors and obtain the signature of his/her Executive Officer, who must indicate that he/she has received notice that the student has requested the parental accommodations as specified on the application form.

For the full parental accommodation policy and form, please go to:

<https://www.gc.cuny.edu/About-the-GC/Governance,-Policies,-Procedures/Detail?id=25205>

New York State Residency

Students who are American citizens are required to establish in-state residency. Specifically, they must move to NYS by no later than the August in which they begin their second year in the program. Forms and detailed instructions for establishing residency are available in the Office of the Registrar at the Graduate Center. Students who fail to do so by their second year will be responsible for paying the out of state portion of their tuition. International students are unable to establish in-state residency and the Graduate Center/Program will therefore pay their full tuition amount for five years.

New York State Health Insurance Plan (NYSHIP)

Matriculated doctoral students at the Graduate Center who are (1) employed as either Graduate Assistants A, B, C, or D; or in one of the eligible Adjunct titles and (2) meet specific income minimums in those job titles are eligible to enroll in the New York State Health Insurance Program (NYSHIP). The health insurance is made available through the Student Employee Health Plan (SEHP).

The program provides medical, hospitalization, prescription drug, mental health/substance abuse, dental, and vision benefits. Benefits are administered by a specified insurance provider depending upon the coverage. Participants pay for the plan by having automatic biweekly deductions from their paychecks. The cost for the NYSHIP program is subsidized by the Graduate Center and the University Chancellery. Additional information is also available by at: <http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health---Wellness/Health-Insurance>

Reasons for Termination from the Program

Students must maintain a minimum GPA of 3.0 throughout their doctoral work in order to graduate. Failure to maintain the minimum 3.0 cumulative grade point average will result in placement on probation. Any student on probation must not only achieve a 3.0 cumulative average during the two successive terms following the term in which the deficiency occurred, but also maintain at least a 3.0 term average in any term in which he or she is on probation. Failure to meet either of these requirements will result in dismissal from the program.

In addition to the above GPA requirements, students may be dismissed from further graduate study under the following circumstances:

- The student fails to abide by the standards of professional conduct required by the Program or student conduct required by the Graduate Center (e.g., academic dishonesty, academic misconduct, etc.) or student conduct required of the profession (ACJS Ethical Standards)
- The student fails either of the comprehensive exam twice; however, if the student fails a second time they may appeal to take the exam a third time by submitting a written letter to the Executive Committee. The Executive Committee will then vote to determine if the student may remain in the program and retake the exam. Students failing the exam a 3rd time will be dismissed from the program.
- The student fails to make satisfactory progress in coursework and/or progress toward degree/research (the program may recommend dismissal regardless of grade point average)
- The student engages in activities that appear to be either unethical or inappropriate

Sexual Harassment Policy

It is the policy of The City University of New York (CUNY) to promote a cooperative work and academic environment in which there exists mutual respect for all CUNY students, faculty, and staff. Harassment of employees or students based upon gender is inconsistent with this objective and contrary to the CUNY's nondiscrimination policy. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within CUNY.

CUNY, through its colleges, will disseminate this policy and take other steps to educate the CUNY community about sexual harassment. CUNY will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the CUNY community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

It is a violation of CUNY policy for any member of CUNY University community to engage in sexual harassment or to retaliate against any member of the CUNY community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the CUNY community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the CUNY community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the CUNY community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at CUNY if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

Members of the CUNY community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

For more information, please refer to the Graduate Center's policy on sexual harassment. It can be downloaded at: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Affirmative%20Action/CUNY-Policies-and-Procedures-on-Equal-Opportunity,-Non-Discrimination-and-Against-Sexual-Harassment.pdf?ext=.pdf

Time Limit for Doctoral Degree

All requirements for the degree must be completed no later than eight years after matriculation.

CONTACT INFORMATION

PROGRAM

Criminal Justice Doctoral Program
John Jay College of Criminal Justice
524 W. 59th Street, Room 631 Haaren Hall
New York, NY 10019

Email: crjphd@jjay.cuny.edu

Website: <http://gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Criminal-Justice>

Executive Officer (EO): Deborah Koetzle, PhD (dkoetzle@jjay.cuny.edu)

Deputy Executive Officer (DEO): Valli Rajah, PhD (vrajah@jjay.cuny.edu)

Assistant Program Officer (APO): Shari Rodriguez-Vasquez, MPA (shrodriguez@jjay.cuny.edu)

College Assistant: Kathy Mora, MA (kmora@jjay.cuny.edu)

GRADUATE CENTER

Graduate Center Department Contact List: <https://gc.cuny.edu/Prospective-Current-Students/Current-Students/Departmental-Contact-List>

You may also the Graduate Center general directory: <https://gc.cuny.edu/GC-Header/Directory>

JOHN JAY

John Jay general directory: http://johnjay.jjay.cuny.edu/phone_directory/default.php

Please note: Your program APO or college assistant are also able to inform you of any GC or JJAY contact information you may need.