



DOCTORAL PROGRAM IN CRIMINAL JUSTICE STUDENT HANDBOOK

CUNY GRADUATE CENTER at JOHN JAY COLLEGE OF CRIMINAL JUSTICE

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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. Please be sure to consult these publications 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:
<http://www.gc.cuny.edu/About-the-GC/Resource-Services/Bulletin-of-the-GC>

Students are advised that the procedures and requirements contained in this handbook are subject to revision.

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 (DEOs), Assistant Program Officer (APO) and College Assistant (CA). It is composed of two areas: the core "Criminal Justice" program and a specialization in "Policy, Oversight and Administration." Each area has its own requirements, learning goals and timeline to completion. Policies and procedures are largely identical, POA students are referred to their program DEO for details regarding learning goals and expectations.

TIMELINE TO DEGREE & REQUIREMENTS

Students are expected to complete a number of activities each year related to research, teaching, and professional development. The following timeline provides expectations for each year. Following this timeline will result in successful completion of the program in five years.

General, Core Criminal Justice

Year One

Coursework

Fall

- CRJ 70000 Quantitative Methods I
- CRJ 70200 Research Methods I
- CRJ 70400 Survey of Criminology I
- CRJ 70600 Survey of Criminal Justice I

Spring

- CRJ 70100 Quantitative Methods II
- CRJ 70300 Research Methods II
- CRJ 70500 Survey of Criminology II

- CRJ 70700 Survey of Criminal Justice II

Research

- Identify professor(s) with similar research interests.

Work Assignment

- Research Assistant (RA) or Teaching Assistant (TA).
- 7.5 hours of service per week during each 15-week semester, a total of 225 hours for the academic year.

Professional Development

- Required: Attend Professional Development Seminars administered by the program. Seminars are mandatory for first-year students.
- Attend colloquium, brown bags, and other talks/events.
- Attend conferences such as the American Society of Criminology (ASC) and Academy of Criminal Justice Sciences (ACJS).

End of First Year: Take Comprehensive Examinations (First Exam)

Year Two

Coursework

- Elective Courses.
- Take one advanced methods or one advanced statistics course.
- May transfer up to 15 credits from Master's degree towards elective credits.

Research

- Work with faculty member on research project.
- Begin to draft manuscript #1 with goal of submitting for publication by year 3.

Work Assignment

- Teach one course in the Fall.
- Teach one course in the Spring.

Professional Development

- Attend/present at conferences such as the American Society of Criminology (ASC) and Academy of Criminal Justice Sciences (ACJS).
- Attend relevant Professional Development Seminars administered by the program.
- Attend colloquium, brown bags, and other talks/events.
- Create CV.

Year Three

Coursework

- Electives/finish coursework (60 credits).
- Consider taking additional statistics/methods courses.

Research

- Assemble dissertation proposal (second exam) committee. Begin to draft proposal.
- Work with faculty member on research project.
- Submit Manuscript #1 for publication.
- Work on developing manuscript #2 to be submitted for publication.

Work Assignment

- Teach one course in the Fall.
- Teach one course in the Spring.

Professional Development

- Attend/present at conferences such as the American Society of Criminology (ASC) and Academy of Criminal Justice Sciences (ACJS).
- Attend relevant Professional Development Seminars administered by the program.
- Attend colloquium, brown bags, and other talks/events.
- Update CV.

Year Four

Coursework

- Register for registered on record & weighted instructional units if you have not defended dissertation proposal.

OR

- Advance to Candidacy - Register for dissertation supervision with committee chair.

Research

- Defend dissertation proposal (second exam) by end of fourth year.
- Apply for dissertation fellowships.
- Work with faculty on research projects.
- Assist faculty with preparing grant applications.
- Submit manuscript #2 for publication.
- Prepare manuscript # 3 for publication.

Professional Development

- Attend/present at conferences such as the American Society of Criminology (ASC) and Academy of Criminal Justice Sciences (ACJS).
- Attend relevant Professional Development Seminars administered by the program.
- Attend colloquium, brown bags, and other talks/events.
- Volunteer to present research at brown bag.

- Begin creating teaching portfolio and job talk.
- Update CV.

Work Assignment

- Teach one course in the Fall.
- Teach one course in the Spring.

Year Five

Coursework

- Register for dissertation supervision with committee chair.

Research

- Defend dissertation (third exam) by end of 5th year.
- Submit manuscript #3 for publication.
- Prepare manuscript #4 for publication.

Professional Development

- Attend/present at conferences such as the American Society of Criminology (ASC) and Academy of Criminal Justice Sciences (ACJS).
- Attend relevant Professional Development Seminars administered by the program.
- Attend colloquium, brown bags, and other talks/events.
- Volunteer to present research at brown bag.
- Present job talk at fall practice session.
- Update CV.

Work Assignment

- Serve as Research Mentoring Fellow (RMF): The Criminal Justice BA program at John Jay requires all senior undergraduate students to write a research thesis. Core CJ PhD students serve as research mentors to undergraduate students via a research mentoring fellowship during their 5th year of funding. A senior thesis instructor will be responsible for matching thesis students to RMFs based on student interest and RMFs' scholarly expertise. Each RMF will be expected to meet with their student(s) on a regular basis and provide guidance to their mentees. They will also be expected to consult with the senior thesis advisor about any challenges they face and best practices around mentoring students.
- 15 hours per week for 15 weeks each semester (Fall & Spring).

Other

- Apply for jobs and post-docs.

Please refer to the "Timeline to Degree" posted on the program's website: <http://gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/Criminal-Justice/Program>

POA

Year One*Coursework*

Fall

CRJ 70000 Quantitative Methods I

CRJ 70600 Survey of Criminal Justice I

Spring

CRJ 70100 Quantitative Methods II

CRJ 70700 Survey of Criminal Justice II

Professional Development

Attend Professional Development Seminars administered by the program. Seminars are mandatory for first-year students.

End of First Year: Take Comprehensive Examinations (First Exam): Part I

Year Two*Coursework*

Fall

CRJ 70200 Research Methods I

CRJ 88100 Criminology and Public Policy

Spring

CRJ 70300 Research Methods II

CRJ 84100 Advanced Policy Analysis

Professional Development

Attend/present at conferences such as the American Society of Criminology (ASC), Academy of Criminal Justice Sciences (ACJS) or Association for Public Policy Analysis and Management.

Attend relevant Professional Development and other Seminars administered by the program.

Teaching

Upon successful completion of Part I of the First Exam, teaching at the undergraduate level may be available.

End of Second Year: Take Comprehensive Examinations (First Exam): Part II

Year Three*Coursework*

Electives/finishing coursework (60 credits)

May transfer up to 21 credits from Master's degree towards elective credits.

Research

Assemble dissertation proposal committee. Begin to draft proposal.

Defend dissertation proposal (second exam) by end of third year.

With your chair or DEO, prepare research paper for submission to peer-review journal.

Professional Development

Attend/present at conferences such as the American Society of Criminology (ASC), Academy of Criminal Justice Sciences (ACJS) or Association for Public Policy Analysis and Management.

Attend relevant Professional Development and other Seminars administered by the program.

Teaching

Teaching at undergraduate level recommended.

Year Four

Advance to Candidacy

Coursework

Register for dissertation supervision with committee chair.

Research

Submit research efforts from conference presentations to peer-review journal.

Professional Development

Attend/present at conferences such as the American Society of Criminology (ASC), Academy of Criminal Justice Sciences (ACJS) or Association for Public Policy Analysis and Management.

Attend relevant Professional Development and other Seminars administered by the program.

Mentoring new CRJ POA students.

Teaching

Teaching at undergraduate or graduate level recommended.

Year Five

Coursework

Register for dissertation supervision with committee chair.

Research

Defend dissertation (third exam) by end of 5th year.

Revise and resubmit peer-reviewed article as needed.

Professional Development

Attend/present at conferences such as the American Society of Criminology (ASC), Academy of Criminal Justice Sciences (ACJS) or Association for Public Policy Analysis and Management.

Mentoring new CRJ POA students.

Teaching

Teaching at undergraduate or graduate level recommended.

ADMINISTRATIVE PROCEDURES

Change of Personal Information

Please notify the Doctoral Program in Criminal Justice program office promptly of any change of address, name or phone number. Also please inform the Graduate Center's Office of the Registrar. Students funded

by the Graduate Center, should also notify the Graduate Center's Office of Financial Aid. John Jay funded students should notify John Jay's Office of Human Resources and Payroll.

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 APO or college assistant to obtain the "Committee Registration Form."

Students should identify a chair and two internal committee members (members of the CJ PhD faculty). If able, Students should also register external members at this time too. If the committee structure changes, students should file a new registration form ASAP.

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 online banner system.

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)**

This written examination contains four parts that reflect the Criminal Justice makeup of the core curriculum: (1) research methodology, including quantitative and qualitative techniques; (2) statistics; (3) criminological theory; and (4) criminal justice process. The First examination for POA students has three parts, including: (1) criminal justice process; (2) advanced policy analysis; and (3) criminology and public policy. These exams are typically administered in the month of August.

Timeline: The first exam should be completed by the before the student accrues 45 credits. This should be taken in August preceding the 2nd year of doctoral studies. POA students are expected to take part 1 of the exam following the 1st year of study and parts 2 & 3 following the second year of study.

- Core CRJ students take comps as a two-day event, taking all sections. POA students take comps in two parts (half at the end of the first year, the remaining half at the end of the second year). POA students should consult with the POA DEO for questions regarding the exam.
 - CRJ students are require to take Statistics, Theory, Policy and Methods comps.
 - POA students must sign up to take Policy, Advanced Policy Analysis (APA) and Criminology and Public Policy (CPP) comps.
- Comps are given every August, the week before classes begin.
- Make-up exams are given in January, the week before classes begin.

Please note: students must ensure they are signed up to the listserv and that they pay careful attention to all disseminated 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
 - Status as full-time or part-time
 - CRJ or POA concentration
 - The exams the student is signing up for (Note: Core CRJ students are expected to take all 4 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 testing location on time. A grace period of 15 minutes will be allowed. If a student arrives after the 15-minute grace period, they will not be given additional time to complete the exam.
 - Students are assigned a number by the college assistant the day of comps. Therefore, it should be memorized or stored 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 (Fail). 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 POA part-time student's 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 faculty advisor to discuss exam.

➤ **Second Examination (Dissertation Proposal Defense)**

Students are required to take a Second Examination by the completion of 60 credits. The exam consists of 2 parts: an oral examination in the student's area of specialization and the defense of a dissertation proposal.

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

For more in-depth information, please consult the program website:

<http://gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Doctoral-Programs/criminaljustice/Program/Second-Exam>

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

Committee members who are not able to attend the defense are able to do so via Skype. Students will need to give advance notice of need for Skype capabilities. The committee member who attends a defense via Skype will need to submit their signature separately, or provide permission in writing, via email to the APO for the chair or APO to sign on their behalf. Efforts should be made to schedule a defense for a time and date in which all program faculty are available to be on site.

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 Marianna Azar, the Graduate Center HRPP Coordinator (mazar@gc.cuny.edu).

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 who served as core 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. Please see page 13.
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. These signatures confirm 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 (20-25 minute) 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.

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 APO or college assistant.

- 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: <http://www.gc.cuny.edu/Public-Programming/Calendar>

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 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.

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. Specific offerings to be given in a particular semester are listed in the Dynamic Class Schedule, available online at: <http://www.gc.cuny.edu/course-schedule>.

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).

- 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 EO, DEO, or APO must sign the form.
3. Take 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 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).

➤ **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 21 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 to entering students. The fellowship provides a funding package of tuition and \$26,128 each year for the first five years of study. The fellowship consists of a stipend, a graduate assistantship, a summer research stipend, and a tuition award, as well as eligibility for low-cost individual or family NYSHIP health insurance. Support for the Fall and Spring semesters is \$24,128 and the summer research stipend is \$2,000.

In the first and second year, Graduate Center Fellows (GCFs) serve as research or teaching assistants within the program. In the third and fourth years, the GCF teaches one course each semester at John Jay College, which is arranged by the student's doctoral program. In the fifth year, funded students serve as Research Mentoring Fellows (RMF) at John Jay.

Below are the components of the Graduate Center Fellowship for each of the five years:

Year 1

Annual Funding of \$26,128 and Tuition

Graduate Assistantship: Non-teaching Graduate Assistant B (GAB)

- Non-Teaching Graduate Assistant B Service: 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.
- Non-Teaching Graduate Assistant B Salary: \$11,969 paid biweekly through New York State payroll checks over 12 months (normally starting from the first day of the Fall semester).
- Stipend: Non-Service University Fellowship Stipend: \$12,159 paid in two installments by the Office of Financial Aid. One half is normally paid three weeks after the start of the Fall semester; the second half is normally paid three weeks after the start of the Spring semester. This stipend and GAB salary total \$24,128.
- Summer Research Stipend: \$2,000. The summer research stipend will be paid to the Fellow through the Office of Financial Aid in April.
- Tuition Award: In the first year of study, Graduate Center Fellows receive tuition up to 16 credits per semester at either the in-state or out-of-state tuition rate depending on their residency status during the previous 12 months. International students are considered to be out-of-state residents. It is important to see below for the tuition awards that Graduate Center Fellows receive in the subsequent four years of their fellowships and also the explanation of residency requirements.

Years 2 through 4

Annual Funding of \$26,128 and Tuition

Graduate Assistantship: Teaching Graduate Assistant B (GAB)

- 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.
- Teaching Graduate Assistant B Salary: 11,969 paid biweekly through New York State payroll checks over 12 months (normally from the first day of the Fall semester through the last day before the start of the next semester).
- Stipend: Non-Service University Fellowship award: \$12,159 paid by the Office of Financial Aid. The stipend is paid in two installments. One half is normally paid three weeks after the start of the Fall semester; the second half is normally paid three weeks after the start of the Spring semester. This stipend and GAB salary total \$24,128.

- Summer Research Stipend: \$2,000. The summer research stipend will be paid to the Fellow through the Office of Financial Aid in April.
- Tuition Award: Starting in their second year and for the remaining three years of their fellowship, Graduate Center Fellows who are U.S. citizens or Permanent Residents receive a tuition award up to 16 credits per semester at the in-state tuition rate. If they are not already New York State residents or do not choose to establish New York State residency by the beginning of their second year, they must pay the difference between the in-state tuition award they will receive and the out-of-state tuition rate they will be charged. Graduate Center Fellows who are international students receive tuition up to 16 credits per semester at the out-of-state tuition rate for the four remaining years of this fellowship.

Year 5

Annual Funding of \$26,128 and Tuition

Graduate Assistantship: Non-teaching Graduate Assistant B (GAB), service and salary below

- Service: The Graduate Center 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.
- Salary: The non-teaching GAB receives a salary of \$11,969 which is paid bi-weekly through New York State payroll checks over 12 months (normally from the first day of the Fall semester through the last day before the start of the next semester).
- Stipend: Service University Fellowship award. \$12,159 University Fellowship award with service paid by the Office of Financial Aid. The stipend will be paid to the student in two installments; one half of the amount will be paid three weeks after the start of the Fall semester and the second half will be paid three weeks after the start of the Spring semester. This stipend and GAB salary total \$24,128.
- Summer Research Stipend: \$2,000. The summer research stipend will be paid to the Fellow through the Office of Financial Aid in April.
- Tuition Award: In their fifth year, as in years 2, 3, and 4 of their fellowship, Graduate Center Fellows who are U.S. citizens or Permanent Residents receive a tuition award up to 16 credits per semester at the in-state tuition rate. If they are not already New York state residents or do not choose to establish New York State residency by the beginning of their fifth year, they must pay the difference between the in-state tuition award they will receive and the out-of-state tuition rate they will be charged. International students receive tuition up to 16 credits per semester at the out-of-state tuition rate in all five years of their fellowship.

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.

John Jay Funded Students

John Jay funded students are appointed as Graduate Assistant A's at the same salary as GCFs. These students are paid entirely on a bi-weekly basis in the form of a paycheck. Please note:

- No other assignments within CUNY are allowed. For example, students on a Grad A are not eligible to adjunct additional courses in CUNY. (Research Foundation work may be allowed, permission is required)
- Maximum 240 contact teaching hours or 450 hours of non-teaching assignment

Tuition Only Fellowship (POA Students)

POA Tuition only fellowships 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 they will receive and the out-of-state tuition rate they will be charged.

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.

Financial Aid Deferment

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

Fellowship Deferrals

- 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

Non-Funded Students

Part-time students are not funded. However, if a part-time student is teaching at least one 3 credit course, the student may qualify for tuition remission. Tuition remission covers in-state tuition only, for the first 10 semesters of study.

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 first-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, and getting published.

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, 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

Both John Jay College and 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. At John Jay College, such services are provided through the Accessibility Program for Students with Disabilities, which may be reached at (212) 237-8031. A full listing of specific services offered by this program is available at: <http://www.jjay.cuny.edu/2028.php>

Disabled individuals requesting special services or equipment at the GC should consult with Mr. Matthew G. Schoengood, Vice President for Student Affairs (Room 7301), (212) 817-7400; or Ms. Edith Rivera-Cancel, Disability Services Coordinator. They are also advised to consult the Graduate Center's handbook section entitled "Services for Students with Disabilities." The Graduate Center and John Jay College do not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff.

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.

External Employment Policy

All full-time students in the Program are prohibited from accepting outside employment of any kind while a student in the graduate program. On-campus jobs, including teaching, research, or other (above the work-requirements for stipend) may be allowed at the discretion of the Executive Officer provided the student is in good academic standing and that the policy does not violate workloads established by the Graduate Center.

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.

The Registrar sends all students advanced to candidacy (Level III) a “Dissertation Proposal Clearance: Human Participants” form directly to their Graduate Center e-mail. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology and before research begins. If human participants are not involved, students submit the completed “Dissertation Proposal Clearance: Human Participants” form, with the dissertation project abstract and methodology, to the Graduate Center’s Office of Research and Sponsored Programs, Room 8309, 365 Fifth Avenue, New York, New York 10016. If human participants are involved, the student must also complete an “Institutional Review Board (IRB) Application for Approval to Use Human Subjects in Research,” available at:

<http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Sponsored-Programs/Human-Subjects-IRB>

As stated above, in order to carry out any research (whether for the dissertation, funded or unfunded, and whether the data are collected at John Jay College or at another site), it is necessary to receive approval regarding the protection of human subjects. In order to obtain approval, students must first (that is, before beginning their IRB proposal) complete the Collaborative IRB Training Initiative (CITI) in order to obtain certification to work with human subjects. CITI may be accessed at <https://www.citiprogram.org>. CITI is a well-respected, web-based training product that was designed, and is updated and maintained, by a number of nationally recognized IRB professionals and is housed at the University of Miami. The CITI is designed around topic-specific modules, each followed by a short quiz. CITI certificates expire 3 years from the completion date. At that time, researchers must complete the refresher course. All students and faculty wishing to apply for IRB approval for a research project must submit a copy of their CITI certification with their proposal.

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 are required to establish in-state residency as soon as possible, and no later than the beginning of 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.

GRADUATE CENTER CONTACT INFORMATION

Department of Public Safety

The Graduate Center

365 Fifth Avenue, Room 9117

Telephone: 212-817-7777

Website: <http://gc.cuny.edu/About-the-GC/Resources-Services/Security-Public-Safety>

Graduate Center Help Desk

The Graduate Center

365 Fifth Avenue, Room 2FI Lib

Telephone: 212-817-7300

Email: Helpdesk@gc.cuny.edu

Website: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Information-Technology/Help-Desk>

Office of the Bursar

The Graduate Center

365 Fifth Avenue, Room 8105.07

New York, NY 10019

Telephone: 212-817-7680

Email: Bursar@gc.cuny.edu

Website: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance/Bursar>

Office of Financial Aid

The Graduate Center

365 Fifth Avenue, Room 7201

New York, NY 10019

Telephone: 212-817-7460

Fax: 212-817-1623

Email: financialaid@gc.cuny.edu

Website: <http://www.gc.cuny.edu/Prospective-Current-Students/New-Current-Students/Financial-Assistance>

Office of Human Resources

The Graduate Center

365 Fifth Avenue, Room 8403

New York, NY 10019

Telephone: 212-817-7700

Fax: 212-817-1639

Email: hr@gc.cuny.edu

Website: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Human-Resources>

Office of International Students

The Graduate Center

365 Fifth Avenue, Room 7200

New York, NY 10019

Telephone: 212-817-7490
 Fax: 212-817-1626
 Website: intstu@gc.cuny.edu

Office of the Registrar

The Graduate Center
 365 Fifth Avenue, Room 7201
 New York, NY 10019
 Telephone: 212-817-7500
 Fax: 212-817-1627
 Email: registrar@gc.cuny.edu
 Website: <http://www.gc.cuny.edu/Prospective-Current-Students/New-Current-Students/Registrar>

Office of Research and Sponsored Programs

The Graduate Center
 365 Fifth Avenue, Room 8309
 New York, NY 10019
 Telephone: 212-817-7520
 Fax: 212-817-1629
 Email: rsp@gc.cuny.edu
 Website: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding>
Note: Human Research Protection Program Coordinator: Marianna Azar
 Email: mazar@gc.cuny.edu

JOHN JAY OFFICE CONTACT INFORMATION

Criminal Justice Doctoral Program

John Jay College
 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>

John Jay Help Desk

John Jay College
 524 W. 59th Street, Room L2.73.00 NB
 New York, NY 10019
 Telephone: 212-237-8200
 Email: helpdesk@jjay.cuny.edu
 Website: <http://www.jjay.cuny.edu/academics/1362.php>

Department of Public Safety

John Jay College
 524 W. 59th Street, Room L2.61.00 NB
 New York, NY 10019
 Telephone: 212-237-8524
 Email: publicsafety@jjay.cuny.edu

Website: <http://www.jjay.cuny.edu/Security.php>

Facilities Management

John Jay College

524 W. 59th Street, Room L2.68.00 NB

New York, NY 10019

Telephone: 212-237-854

Email: facilitiesmanagement@jjay.cuny.edu

Website: <http://www.jjay.cuny.edu/FacilitiesManagement.php>

Haaran Hall Print Shop

John Jay College

524 W. 59th Street, Cellar Level, Haaran Hall

New York, NY 10019

Telephone: (212) 237-8279

Email: printshop@jjay.cuny.edu