



**DOCTORAL PROGRAM IN CRIMINAL JUSTICE
STUDENT HANDBOOK**

**CUNY GRADUATE CENTER – 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 Graduate Center Student Handbook. Students are advised that the procedures and requirements contained in this handbook are subject to revision as needed.

The [Graduate Center](#) webpage contains official Graduate Center information and resources, which include The Graduate Center Student Handbook and The Graduate Center Bulletin.

Organizational Structure

The Doctoral Program in Criminal Justice (henceforth, the Program) is a Graduate Center program that is physically located at John Jay College of Criminal Justice. The Criminal Justice program is administered by a staff comprised of the Executive Officer (EO), Deputy Executive Officer (DEO), Academic Program Officer (APO) and the Program Assistant. The program is comprised of Fully Funded students and Tuition Only students. Each student body has its own timeline to degree completion.

DEGREE COMPLETION TIMELINE & REQUIREMENTS

Program requirements and expectations are elaborated on our Timeline to Degrees:

[CJ PhD Timeline to Degrees](#)

EXAMINATIONS & DISSERTATION REQUIREMENTS

- **First Exam – Qualifying Exams**
- **Second Exam – Publishable Paper**
- **Dissertation Proposal**
- **Third Exam – Dissertation**

First Exam (Qualifying Exam)

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

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

- Qualifying exams are given every August, generally one week before the start of the fall semester
- Make-up exams are given in January, one week before the start of the spring semester

Procedures for taking the first exam:

1. Each summer, the Program Assistant will send out an email directly to students who should be taking the exam. This email will contain the exam reading lists, policy and procedures, and examination date/schedule. Exams are typically scheduled for the week before the start of the fall semester. Students should spend the summer preparing for the exam and should use reading lists to assist their studies.
2. Students are required to reply to the Program Assistant, to confirm receipt.
3. The week of the exam, the Program Assistant will send out an email to exam takers with the exam room assignment. **Please note:**
 - Qualifying exams are closed book; notes are not permitted.
 - Make sure to arrive to the testing location on time. If a student arrives late, they will not be given additional time.
 - Students are assigned a number by the Program Assistant the day of the exam. Students should memorize and store the number in a secure location. Students must save and submit their work using this number as the header of their exam. This ensures the anonymity of the students during the grading process.
4. Each exam section will be graded by three professors who possess expertise in the section of the exam they are grading. Each professor can assign one of four grades: 3 points (Excellent), 2 points (Satisfactory), 1 point (Poor), or 0 points (Insufficient). To pass an exam, the student must receive at least four points. Once all grades are received, the Executive Officer and Deputy Executive Officer will review and notify the APO to send out the results. The student will receive an email with their exam results.
5. The APO will email the Graduate Center Registrar a list of students who passed. For Tuition Only students, submission will not occur until all sections of the exam are passed.

6. Students that fail a section of the exam are expected to retake that section the following January. Make-up exams are only available to students who took and did not pass the initial exam. Students cannot sign up for a January exam if they have not previously taken and failed the August exam.
 - In the event of failing an exam, students will receive the written feedback portion of their grading forms from each grader. Students will be required to meet with the current faculty academic advisor to discuss strategies for passing the exam.
 - Make-up comps require that the students re-take only the subjects which they failed (not the entire exam again).

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

Students must successfully pass Exam 1 prior to taking Exam 2. No exceptions will be granted.

Second Exam (Publishable Paper)

For Exam 2, students are required to complete a manuscript that would be suitable for publication in a peer-reviewed academic journal. This requirement makes no stipulation regarding the topic/content of the manuscript or the potential outlet. The primary intent of the requirement is to submit a manuscript of original work and is not intended to be a review of other's work, such as a book review or encyclopedia entry (although a scoping literature review, or meta-analysis may be appropriate). Qualitative or quantitative methods may be used, and/or the student may choose to conceive of a novel conceptual or theoretical work.

The revised second exam assures that students have a baseline knowledge and experience with the process of developing a research idea to the point of potential publication. The primary goal of Exam 2 is to facilitate the development of papers in a substantive area, including the student's dissertation.

In addition, Exam 2 has several secondary goals. Requiring students to produce a publishable paper is likely to result in a greater number of student-written peer-reviewed publications, ultimately making them more competitive for the job market (both academic and applied research). The process of developing a **sole-authored publication** (with a faculty member's guidance) may help to establish mentoring relationships between second year PhD students and members of the faculty.

The program will support students' work on this exam by introducing exam 2 fundamentals in Pro-Seminar and Dissemination of Knowledge classes.

- More specifically, it is hoped that the term project developed during the Dissemination of Knowledge course will be used as the foundation for the publishable paper to be completed by the fall of the student's third year (see detailed timeline below).
- In addition, the material covered in the courses offered during the students' second and third years of the program, such as Data Management and Publishing courses, will support this task more generally.
- For students doing quantitative research, it is advised that they also identify an advanced statistics course to add to their coursework that is in line with the goals of their proposed research study.

This paper must be completed *independently* by the student and cannot have significant faculty input (anything that would warrant co-authorship). Specifically, work towards the completion of the exam may occur during the Dissemination of Knowledge course, but most of the manuscript must be self-directed, original work, completed solely by the student. While there is no requirement that the manuscript be accepted for publication in a scholarly outlet, once the paper has been approved by the committee, the student is strongly encouraged to submit their manuscript for publication.

Exam 2 Timeline

The table below outlines a timeline for the completion of Exam 2. This timeline will vary from student-to-student, but it is expected that students have a draft of their paper submitted by the end (December 15th) of the fall semester of their third year in the program.

It is also important to note that by the third year in the program, students should be beginning to develop their dissertation proposals, so this project should be well-developed and onto its way to being polished prior to the program's deadline.

Time Period	Tasks
Fall of Year 2	<p>Students meet with the research advisor to discuss the requirements of Exam 2. Students will have been introduced to the publishable paper requirement through Pro-Seminar class. The Dissemination of Knowledge course provides the foundation for constructing a publishable paper and a mechanism by which to begin the exam 2 process.</p> <p>The research advisor will meet with each student 2X during the fall semester to ensure that students are making adequate progress. Specifically, the research advisor will help students:</p> <ol style="list-style-type: none"> 1. Help identify a potential topic (feasible/substantive).

	<ol style="list-style-type: none"> 2. Identify a faculty member that is willing to serve as their faculty mentor (who is knowledgeable about the topic/method). 3. Develop a timeline to completion. 4. Identify potential “tools” courses that should be taken in the spring of Year 2 or fall of Year 3. <p>Complete the Second Exam Registration form and submit to the program APO.</p>
Spring of Year 2	<p>Now primarily self-directed, students should continue to make progress on paper, maintaining contact with their faculty mentor and the research advisor.</p> <p>Students will have at least one scheduled meeting with the research advisor to discuss progress and any issues which have arisen. The Research Advisor will review program deadlines and progress with the student during spring semester to make sure their timeline is viable. Students’ progress will be documented by the research advisor.</p>
Summer before Year 3	<p>Students continue work on their papers while in contact with their faculty mentor.</p>
Fall of Year 3	<p>By October 1st of Year 3, students are expected to submit a complete draft of their paper to their faculty mentor to receive detailed feedback (ideally the faculty member has already seen a draft multiple times).</p> <p>Feedback from the faculty advisor is to be received in a timely fashion (2-3 weeks) so students can make revisions.</p> <p>By December 15th, upon approval from the faculty mentor, a revised draft is provided to “the committee” for approval (process outlined below).</p> <p>Students should complete the “Second Exam Approval form” and submit it to the program APO. Forms can be located on the CJ PhD program website, under Student Resources.</p>
Follow-up	<p>Once revisions are made, it is hoped that the student will submit the paper for publication in a peer-reviewed journal.</p> <p>The Research Advisor and faculty member are asked to provide on-going support throughout the publishing process, including input on any feedback received (reject, revise, and resubmit).</p>

This table represents a general timeline for the second exam, however, if students are capable, all steps can occur at earlier periods in their doctoral training. The final product, however, should be something

that has been developed while the student has been enrolled in the program, and not just a revision of prior work (e.g., a master's thesis).

Successful Completion of Exam 2

Following the submission of the second exam (in the form of a draft manuscript), the student's committee (composed of the research advisor and faculty mentor) will evaluate the final product received. Possible exam results include:

- Pass – the committee believes the manuscript accomplishes the task and no further revisions are needed. Here it would be anticipated that the paper could be submitted to a peer-reviewed journal with little-to-no revisions (perhaps specific formatting requirements set by the journal).
- Pass w/ Minor Revisions – equivalent to a “revise and resubmit” with minor comments for the student to address prior to receiving approval. Here the revisions will be submitted to the research advisor for approval, and then the research advisor will notify APO when minor revisions are completed.
- Pass w/Major revisions – equivalent to a “revise and resubmit elsewhere.” In this instance, the revisions suggested by the members of the committee are substantial, and both members will have to review and approve of the revisions made before student advances.
 - Two Attempts Allowed – the revision process is not expected to go on indefinitely. If the student is unable to address the critical issues identified by their committee within two revision attempts, they will fail the exam.
- Fail – here the product received does not conform to the expectations of the second exam and there is little evidence that the revisions required can be made in a reasonable amount of time.

Please note: the “Second Exam Registration form” and the “Second Exam Approval form” must be completed and then submitted to the program APO for students to officially complete the second exam. Forms can be located on the CJ PhD program website, under the [Student Resources](#) section.

Dissertation Proposal

The dissertation process is initiated by developing a proposal describing the topic to be studied, the research questions being asked, the theoretical orientation guiding the study, and the method of inquiry. The dissertation proposal must be orally presented to the student's dissertation committee for critical review and approval.

The dissertation proposal should be completed after the student finishes all the coursework (60 credits) and has passed exams 1 and 2. This will usually take place in year four. Students, who fail to defend their dissertation proposal by the end of the 5th year are considered not making satisfactory progress and will be subject to review by the Graduate Center and the program Executive Officer.

Successfully completing the dissertation proposal requires the following:

1. Create and register a dissertation committee. Please see the [Guidelines for Dissertation Committee & Defenses](#). Students are required to register their

dissertation proposal committee. Students should see the program's website, APO to obtain the "**Committee Registration Form.**" The dissertation committee should consist of the following:

- Three (3) faculty members who are active Criminal Justice doctoral faculty.
 - One (1) external reader who is external to the CJ Doctoral Program faculty.
 - External readers should be persons who possess an academic or professional expertise in the student's area of study. One external reader is required and will remain an active member of the committee through the 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 Executive Officer 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 the second reader.
 - Note: Emeritus faculty may serve on dissertation committees but may not serve as chair.
 - Should a chair or student find it necessary to change a committee member, the student is required to re-register his or her altered committee.
2. Write a dissertation proposal. After a first draft of the dissertation proposal is complete and approved by the committee chair, students should submit the draft to other committee members for comments/revisions. While chairs are responsible for providing more specific instructions, dissertation proposals, in general, 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, analysis plan
 - A discussion of potential findings
 - A concluding section that discusses how the study will contribute to the literature, including potential policy implications
 - Appendices, if applicable
3. Schedule the dissertation proposal defense. Students may locate the "**Dissertation Proposal Schedule Form**" on the CJ PhD Website or by

contacting the APO. All committee members must sign the form. These signatures confirm that the committee feels the student is ready to defend the dissertation proposal. Students should submit the completed form to the APO at least 30 days in advance of the desired proposal defense date. Proposals are held in the PhD program conference room or via zoom and are closed to the public. Prior to scheduling the proposal defense, the following should be in place:

- All 4 committee members: 3 CJ faculty members + external reader(s)
- Complete proposal
- Signatures on the “Dissertation Proposal Defense Schedule Form” submitted to the APO
- Desired date and time for defense
 - A program administrator must be present at the start of each defense. The desired date and time of defense must also work for **one** of the programs administrators (EO, DEO, APO, or Program Assistant). The APO will work with students to achieve a defense date and time that will work for the student, committee members and program admins.

Important Reminders:

- ALL committee members must be present (physically or virtually) for any defense. If a committee member is late, the defense may not begin until all committee members are present. Should a committee member not show, the defense must be postponed, and efforts should be made to schedule a defense for a time and date during which all committee members are available.
- The dissertation proposal defense is private. Only committee members can be present. Outside guests may not be invited to attend, and the proposal defense cannot be recorded.

4. The “**Dissertation Proposal Evaluation Form**” is filled out by the APO in the days prior to the defense date. 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. If the student passes without revisions, the APO may advance the student to candidacy immediately. If the student passes with minor revisions, the APO cannot advance the student to candidacy until the chair confirms with the APO the revisions have been made.

Please note: Students are advanced to candidacy after passing Exams 1 and 2, completing all coursework, and successfully defending their Dissertation Proposal. Students need to be advanced to candidacy to become “Level III” and to register for dissertation supervision.

Students are required to complete the IRB submission, review, and approval process. If you have any questions, please visit the [Graduate Center Human Research Protection Program \(HRPP\)](#) webpage.

Third Examination (Dissertation)

A dissertation committee consists of same committee members who served on the dissertation proposal committee. 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.

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 5-6 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 by the Graduate Center and program Executive Officer. Students who fail to demonstrate evidence of significant progress at this point may be separated from the program.

1. IRB paperwork should be completed before conducting research for the dissertation.
2. Once the dissertation is complete, the student should contact the APO to start the process of scheduling the dissertation defense. The student may locate on the CJ PhD program website the “**Dissertation Signature Form**” to schedule the defense. This form must be submitted to the APO at least **35 days before** the date the student intends to defend.
3. For the “Dissertation Signature Form,” the student will have to get the signatures of their committee members. When a form is signed, this indicates that the chair and the committee members have received, read, and provided feedback to the student regarding the dissertation draft. The committee signatures on the form confirm that the student is ready to defend the dissertation. The dissertation defense will not be scheduled until all committee members have signed the “Dissertation Signature Form”.
4. The “**Report of Final Examination Form**” will be prepared by the APO and it will be held until the day of the dissertation defense. This form will be signed by the committee members after the defense.
5. The APO 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 Program

Assistant will also send out an announcement of the defense to the program listserv, as dissertation defenses are open.

- Students should support their peers and attend dissertation defenses. Attending dissertation defenses is also a great opportunity for student to prepare for their own defense.
6. Following the defense, the committee members must sign the “Report of Final Examination Form” and submit to the APO. The APO will then send the “Report of Final Examination Form” to the GC registrar. If no revisions are required, the APO will provide the GC library approval for deposit of the dissertation. If revisions are required, the chair must email the APO when revisions are completed. After receiving confirmation that revisions are complete, the APO will provide the GC library approval for deposit.
 7. Students are not considered graduates until deposit of the dissertation. **Students are responsible for making themselves aware of deadlines and requirements for depositing.** Students may find this information on the Graduate Center Library webpage by visiting the following links:
 - [Deposit Deadlines](#)
 - [Deposit Procedure](#)
 - [Format Requirements](#)

ADMINISTRATIVE INFORMATION & PROCEDURES

Change of Personal Information

Students should make any changes to personal information via CUNYFirst. This includes name, address, phone number, etc. The program and the GC will refer to CUNYFirst when seeking student contact information.

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 set up and monitor 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 during the GC’s new student onboarding and orientation. If students need help with their GC email accounts, they may email itservices@gc.cuny.edu.
- In addition to receiving a Graduate Center email, students will automatically receive a John Jay email as well during the program orientation, which is in

addition to the GC orientation. 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 required to regularly checking both JJ and GC email accounts.**
- Students are automatically enrolled in the program's Doctoral Student Listserv. Students are responsible for all information transmitted to them via the student listserv, AND any information sent directly to their Graduate Center/John Jay email accounts.

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 (transfer credits do not count)
- Pass the First Exam (Qualifying Exam)
- Have an overall GPA of B or better

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 an electronic copy (**pdf**) of the approved paper to the APO.

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 Degree in Criminal Justice.

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 (except for 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 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 account. If the form is not received it is, the student's responsibility to obtain one from the GC Office of the Registrar. Please note that the date of filing for the degree determines the date upon which the degree will be conferred.

Leave of Absence

Unexpected emergencies or life events may sometimes make full participation in graduate studies difficult. Students in such situations should discuss their situation with the Executive Officer as soon as possible so that possible accommodations can be made. Students who due to 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. **A student may receive a maximum of four semesters of leave of absence.**

The required "**Leave of Absence Form**" can be obtained from the [Graduate Center Registrar](#) webpage. The deadline for submission of this form is usually in August and January. Please refer to the GC Academic Calendar for exact deadline dates.

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 making progress toward the completion of the degree. There is no guarantee, however, that a student will be readmitted.

Students who are requesting a leave and who have pending incomplete courses 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 Program's Executive Officer.

International students with F-1 (student) or J-1 (exchange visitor) visas 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 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. The student returning from leave may submit and defend the dissertation no earlier than the second semester after resuming active study. Finally, leaves of absence "stops 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](#).

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

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 via email. The request should include the following information:
 - Reason for the withdrawal.
 - Timeline/plans to make satisfactory progress toward the degree if readmitted.
 - Letter of support from the 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. The student should fill this form out and then submit to the APO for approval.
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. The Student must pay a \$20 readmission fee to the Graduate Center. Readmission will be granted for the semester **after** the Executive Committee has approved the readmission.

Please note: Former students who separate from the program for **more than ten years** should apply to the program as a new student.

Registration

All students are required to be registered each semester. This means that students must either be registered for credit or be on an approved leave of absence. Individuals

who are not registered will be considered withdrawn from the program. Registration information is e-mailed to eligible students prior to the registration period. Students should consult with their advisors, EO, DEO, or APO for advice on which courses to register for. Course schedules may be found on CUNYFirst.

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

- Level I and II students must register for a **minimum of 7 credits** (all coursework, combo of courses and WIUs, or all WIUs for those done with course work).
- Level III students must register for dissertation supervision under their dissertation chair.

Students may be barred from registering for several 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 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 Executive Officer to audit a course.

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

➤ **Inter-University Doctoral Consortium**

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

New Brunswick (State University of New Jersey), and Stony Brook (State University of New York).

- Consortium Courses require approval from the Executive Officer.
- 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**.

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. Students interested in taking consortium course(s) must fill out the “**Inter-University Doctoral Consortium (IUDC) Enrollment Form**” which can be located [here](#).
2. The form should be submitted to the APO along with a rationale for taking the course. The student must confirm that no other course is currently being offered by the program or the Graduate Center. The form will require the approval and signature of the Executive Officer.
3. Once the Executive Officer approves, the APO will return the form to the student. The student must submit the completed and signed form to registrar@gc.cuny.edu.
4. Once the request has been reviewed by GC registrar, students will be notified of their approval status, via email, as well as what steps to take next. Students will be required to reach out to the host campus IUDC Coordinator and host instructor to obtain signatures. Students will have until the 3rd week of classes to submit their completed form back to the Registrar.

Please Note: If the student chooses to drop the course at any time before the end of the drop and add period, he or she must submit a Drop form, signed by the Executive Officer, to the GC Office of the Registrar. The student must also inform the host college that they have dropped the course. When dropping a course please be aware to not drop below the required 7 credit enrollment minimum.

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

For the consortium forms and information, please go to the [Graduate Center Registrar](#) webpage.

➤ **Taking Master's Level Courses**

Taking a master's level course requires permission from the Professor/Instructor and permission from the program Executive Officer/APO. E-permit instructions can be found on the [Graduate Center Registrar](#) webpage.

- The permit process to enroll in courses at other CUNY campuses has changed after the launch of CUNYFirst
- Students must now file an e-permit via self-service cunyfirst. Students should submit to the APO 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 you must email 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 the course through CUNYFirst

Please note: Students are limited to taking a total of **7 MA/MS-level credits** to count toward their degree. This does not include transfer credits. **All Permit out MA/MS courses require EO/APO 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. WIUs can be located in the global class search. Below are some examples regarding the use of WIUs:

- Taking a 3-credit course and it is your last course? You would register for 3 credits course and 4 WIUs 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.
- WIU Codes: Students should look up WIUs codes using the global class search in CUNYFirst. WIUs can be located in the drop-down menu where program areas are listed, before you go into individual program schedules (for example, same drop-down menu where you will see Criminal Justice, Sociology, etc. WIUs will be at the very bottom of that drop down menu). The program or APO are not provided with WIU codes. Should you have trouble finding the WIU codes in CUNYFirst, please contact the GC registrar's office.

Additional Reminders/Notes:

- Students must take care of any/all holds.
- Registering in a timely manner will help students avoid late registration fees. It will also allow students the wiggle room to seek our help should they need it.
- Students who are returning from a leave of absence are responsible for keeping track of listserv emails and are responsible for registering when their leave is ending.
- Students who have a sat prog hold cannot register until they have provided the EO with any requested information/timelines. It is important sat prog emails are responded to and take care of in a timely manner.
- Students who are done with courses but have not yet defended the dissertation proposal/advanced to candidacy must register for 7 WIUs.
- Students who have defended the dissertation proposal and have advanced to candidacy (Level III) must register for dissertation supervision with their chair.
- All Level I and II students (except Level III students) must be registered for at least 7 credits. Students who are taking courses that do not add up to at least 7 credits, must combo the course credits with WIUs.
- Students who are waiting for an IUDC course should use another course or WIUs as a place holder until the student can confirm the IUDC course will work out.
- Students who are waiting to defend the dissertation proposal over any break, should register for 7 WIU as a place holder, then later swap to dissertation supervision.

- Failure to follow directions/failure to register correctly in a timely manner may result in being dropped by the GC due to non-matriculation. For international students, it will affect visa status. It is important that all students make sure they are properly registered.

Grades of INC (Incomplete)

At times, extenuating circumstances preclude a student from completing 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 to be submitted to GC for processing.

Please note the following:

- According to the CUNY Uniform Grading Policy, effective the Fall 2021 semester, students have **one year** to resolve an INC.
- After one year, an incomplete grade will become a FIN (Failure from Incomplete) that is recorded on a student’s transcript. Grades in the student record and may not be changed thereafter.
- 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 the 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.

Foreign Language Requirement

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

Satisfactory Academic Progress

Students must be making satisfactory progress toward the degree 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 Registration Hold Letter (also referred to as a sat prog). 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 sat prog. For the Executive Officer to sign off on the letter, the student must do the following:

1. If deemed necessary, 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 to the Executive Officer, indicating a specific plan that will address the issue noted by the Graduate Center to regain satisfactory progress in the program. If the student has a registered chair, the timeline must be approved by the student’s chair.
3. Submit any other documentation requested from the Executive Officer.
4. The Executive Officer has 3 response options to the sat prog 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 one (1) year.
5. Upon submission of the timeline and signed sat prog to the Graduate Center, the request will be reviewed by the Vice President of Student Affairs, who will then determine if the hold will be removed.
 - If the sat prog 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 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.

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 [click here](#).

Please note: Students are responsible for paying their student fees.

Tuition Levels

A student is required to register each semester, even if not engaged in coursework, unless a leave of absence is granted. 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.

2. Level II

- Students are considered Level II after they have completed 45 credits and have passed the First Exam, but have not advanced to candidacy.

3. Level III

- Level III students have formally been advanced to candidacy and have completed all program requirements except for the dissertation defense (third exam).

To view more information on doctoral levels, please [click here](#).

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 Executive Officer whether courses are eligible for transfer.

To receive Transfer Credits, a student must:

1. Contact the APO.
2. Provide unofficial copy of transcript to the APO.
3. Fully Funded CJ students may transfer **up to** 15 credits, tuition only students may transfer **up to** 18 credits.

- Relevant to Criminal Justice.
- Should not be a core requirement (for example: research methods, quantitative methods, theory, or policy). Electives only.
- Cannot be a thesis enrollment course.
- Should not be a duplicate of a course already taken at the GC.
- Courses transferred in must have received a grade of a B or better (courses assigned grades of P or S, etc. are not eligible for transfer).

Please note: The APO may request a course description or syllabus for any course considered for transfer if the APO deems it necessary.

4. Once the APO reviews the transcript, the APO will inform the student of what has been approved and sign off on the form. The APO will then submit it to Executive Officer for review and additional signature.
5. After the Executive Officer and APO have approved the transfer of credits, the APO will submit it to the Graduate Center for processing.

FUNDING & FINANCIAL AID

Funded Students

Five-Year Graduate Center Fellowship (GCF)

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

Years 1

- Non-Teaching Graduate Assistant B: A Fellow performs 7.5 hours of service per week during each 15-week semester, a total of 225 hours for the academic year. A GCF normally serves as a research assistant during their first year.

Years 2 through 4

- Teaching Graduate Assistant B Service: Students may serve as a teaching assistant, then as an instructor during years 2-4. The fellow TA or teaches one course in the Fall and one in the Spring semesters at John Jay College. The Executive Officer or Deputy Executive Officer arranges the work assignments.

Year 5

- Research Mentoring Fellow (RMF). This service includes 10 hours of work per week for 15 weeks each semester. Students will assist with mentoring research projects being conducted by John Jay undergraduate students. The service is compensated in two ways, through a non-teaching Graduate Assistant B salary and a University Fellowship Award with service.
- Statistics Mentoring Fellow (SMF). This service includes 10 hours of work per week for 15 weeks each semester. Students will serve as a resource for John Jay undergraduate students in learning statistics by holding office hours both in a computer lab on the John Jay campus, and online. The service is compensated in two ways, through a non-teaching Graduate Assistant B salary and a University Fellowship Award with service.

Five-Year John Jay Fellowship

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

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

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

Five-Year John Jay Tuition Only Fellowship

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

Other Graduate Center funding that may be held concurrently

- The Graduate Center's Sue Rosenberg Zalk Student Travel and Research Fund for \$200–\$300 to attend a conference or to cover research expenses. (Students may apply annually for these funds).

- The Graduate Student Research Program (GSRP) competition for an award of up to \$1,500 to support students' academic research. Fellows may apply annually for this award during years 2 through 6 of their study.
- Provost's Digital Innovation Grants are small awards to support cutting-edge digital projects designed, created, programmed, or administered by GC students; students submit proposals to an annual competition for these awards.

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

- The Graduate Center's Dissertation Fellowship competition. Advanced students are eligible to hold a Dissertation Fellowship when they are at 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 GC Provost's Office website.

External Funding

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

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

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

Financial Aid Deferment

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

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

Please note: The GC Fellowship Deferral and External Award Form can be found on the [Graduate Center Financial Aid](#) webpage.

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.

Tithe Funds

The Program receives a limited amount of Tithe funds from the Graduate Center, which the Program chooses to use as travel support to help students presenting at professional conferences. Each summer, the APO will send out an email to the student listserv announcing the opportunity for Tithe funds, along with details on how to apply and related deadlines. Students must meet the following requirements to qualify for conference funding:

- Must be a registered student in their 2nd through 6th year.
- Submit proof to the APO that your paper has been accepted and you will be presenting at the conference.
- Participate in the practice presentation day scheduled by the program.

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

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

- Awards are dispersed by the Office of Financial Aid at the Graduate Center to each student which must be accepted in CUNYFirst.
- If you have a balance owed, award money will be automatically used by the Graduate Center toward the balance due.

Please note: Students who receive Tithe funding and pull out of presenting at the conference for which funds were requested without submitting a valid, documented reason to the program, will not be eligible to apply again for Tithe funds.

Program Awards

The call for applications for CJ PhD. Program awards go out in November/December of each year, with applications being due in February. Call for applications will be sent to the student and alumni listserv. Call for Applications will also be sent to the faculty listserv as an FYI. Students are responsible for making sure they keep track of listserv announcements.

1. **Outstanding Dissertation Award:** Dissertations completed January through December of the previous year are eligible.
2. **Fyfe Award:** Established to encourage original scholarship informed by practical experience in law enforcement.
3. **Lynch Fellowship:** For doctoral students who have a demonstrated interest in the areas of human dignity, human rights, social justice, and the police, especially in the international context.
4. **Niederhoffer Award:** For doctoral students who demonstrate the potential to make a significant contribution to the field of criminal justice through practice, research, publication, and/or teaching.
5. **Vera Institute Pre-Doctoral Fellowship in Applied Justice Research Award:** In 2016, Vera and John Jay launched the Applied Justice Research (AJR) pre-doctoral fellowship. This fellowship is an opportunity for students to work at the Vera Institute on ongoing projects related to the Institute's core areas of focus. Fellows work with a research team at Vera for one academic year.

Graduate Center Emergency Funds

The Graduate Center has established a set of quick-response funds to support students who are facing short-term unexpected financial emergencies. For more information on emergency assistance from the Graduate Center, please visit the [GC Financial Aid](#) webpage.

OTHER RESOURCES & INFORMATION

Identification Cards

Students are required to obtain Graduate Center and John Jay Identification cards. IDs allow students to gain access to university buildings and libraries. Graduate Center IDs are provided to new students during the Graduate Center's one-stop services/new student orientation. Students receive their John Jay Ph.D. student ID cards during the program's orientation.

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 & Supplies

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.

The Program does not provide office supplies. However, the Program provides students with a small computer lounge. The Program will provide toner and paper for the student lounge. Students who must print large jobs are advised to do their printing at the Graduate Center. The Graduate Center provides PhD students with unlimited printing thanks to the Student Technology Fee.

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 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 these bodies, and to advocate for the interests of individual students and the Program as a whole, in all of the many areas where decisions are taken that affect aspects of a doctoral student's educational experience. To learn more about CJDSA or to view upcoming events, please visit the [CJDSA Webpage](#).

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 their research. Many scholars often set aside time to meet more informally with students. The Program generally schedules one speaker per semester.

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](#), [American Society of Criminology](#), and the [Academy of Criminal Justice Sciences](#)).

Professional Development

The Program seeks to facilitate students' professional development. In accordance with this goal, students participate in several 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.

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 through a double-blind process, 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.

GRADUATE CENTER POLICIES

Academic Honesty

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

Each member of the academic community is expected to give full, fair, and formal credit to 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 writers. 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 please see the [Avoiding and Detecting Plagiarism Handbook](#).

Accessibility Services

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

Attendance

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

Grievances and Appeals Procedures

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

The Graduate Center also has an Ombudsman Officer for problems that are not resolved at the Program level. The role of the [Graduate Center Ombudsman](#) 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.

University Name and/or Gender Changes

[The CUNY University Name and/or Gender Changes Policy](#) affords students the opportunity to identify a *preferred name* to be recorded in its student information systems and displayed on various University documents. These documents and records include course rosters, student identification cards, and student email addresses. A preferred name will not appear on a student's official academic record, diploma or transcript, which will instead display the student's legal name.

Students who would like to request that a "preferred name" be recorded should login to the CUNYfirst system and then add the preferred name under Personal Information via Self-Service. Please visit the [Graduate Center Registrar](#) webpage for more information.

Human Subjects Certification

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

the original application. For information and procedures, please visit the [Graduate Center HRPP](#) webpage.

International Students

The Office of International Students at the Graduate Center provides advice and assistance international students. International students should contact 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. More information can be found on the [Graduate Center Office of International Students](#) webpage.

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. For more information regarding the parental accommodation policy, please visit the [Graduate Center Student Affairs](#) webpage.

New York State Residency

Students who are American citizens are required to establish in-state residency. Specifically, students must establish residency within 12 months of beginning their Graduate Center education. 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. For more information on establishing residency, please visit the [Graduate Center Registrar](#) webpage.

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. For more information regarding NYSHIP, please visit the [NYSHIP](#) webpage.

Reasons for Termination from the Program

Students must maintain a minimum GPA of 3.0 throughout their doctoral work 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. For more information, please refer to the [Graduate Center's Policy on Sexual Misconduct](#).

Time Limit for Doctoral Degree

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

PROGRAM CONTACT INFORMATION

Criminal Justice Doctoral Program
John Jay College of Criminal Justice
CUNY Graduate Center
524 W. 59th Street, 6th floor – Haaren Hall
New York, NY 10019
Email: crijphd@jjay.cuny.edu
Website: [Criminal Justice PhD Program](#)
Executive Officer (EO): Brian Lawton, PhD (blawton@jjay.cuny.edu)
Deputy Executive Officer (DEO): Gohar Petrossian, PhD (gpetrossian@jjay.cuny.edu)
Academic Program Officer (APO): Shari Rodriguez-Vasquez, MPA (shrodriguez@jjay.cuny.edu)
Program Assistant: Kathy Mora, MA (kmora@jjay.cuny.edu)