



THE UNIVERSITY *of*
MISSISSIPPI
CRIMINAL JUSTICE POLICY STUDIES

PhD

Graduate Student Handbook
PhD in Criminal Justice Policy Studies

Department of Criminal Justice & Legal Studies
School of Applied Sciences
University of Mississippi

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TABLE OF CONTENTS

Mission, Vision, and Objectives of the Program	4
Vision Statement	4
Mission Statement.....	4
Welcome From the Chair	5
Handbook Introduction	5
Graduate Faculty.....	6
PhD Program Overview.....	7
Admission Criteria.....	7
Application Deadlines.....	7
Application Requirements.....	7
Program Curriculum & Requirements	9
Required Courses.....	9
Core Area Electives.....	9
Dissertation.....	10
Other Degree Requirements.....	10
Qualifying Exam Policies.....	11
Purpose of Qualifying Exam	11
Timing of Qualifying Exam.....	11
Course Requirements for Qualifying Exams	11
Examination of Qualifying Exam	12
Qualifying Exam Committee.....	12
Evaluation of Qualifying Exam.....	13
Publishable Paper Policy & Admission to Candidacy	13
Purpose of Publishable Paper	13
Eligibility & Timing of Publishable Paper.....	13
Content of Publishable Paper.....	14
Procedures of the Publishable Paper.....	14
Publishable Paper Committee and Evaluation.....	15
Dissertation.....	15

Dissertation Prospectus.....	15
Dissertation.....	16
Final Oral Examination	16
Annual Review of PhD Students & Individual Development Plans.....	16
Annual Evaluation of Students.....	16
Individual Development Plans	17
Degree Completion Requirements	17
Academic Regulations.....	18
Graduate Catalog.....	18
Transfer of Graduate Credits from Another Institution.....	18
Minimum/Maximum Enrollment and Definition of Full-Time	19
Grades.....	20
Good Standing and Academic Probation.....	21
Program Dismissal Policy.....	21
Graduate Organizations.....	24
Graduate Student Support.....	24
Financial Aid and Scholarships	24
Travel Assistance	24
Assistantship Positions.....	25
Military and Veterans Awards.....	26
UM Graduate School Awards	26
UM Staff Tuition Benefit	26
Employer Tuition Assistance	26
Federal Grants and Loans.....	26
Additional Resources:	27

MISSION, VISION, AND OBJECTIVES OF THE PROGRAM

VISION STATEMENT

The Department of Criminal Justice & Legal Studies aspires to be at the forefront of applied research and education to provide an unmatched educational experience for our doctoral students.

MISSION STATEMENT

The mission of the Department of Criminal Justice & Legal Studies is to promote evidence-based policy and practice and to prepare future scholars and leaders in the field of criminal justice and related disciplines.

We work to accomplish this mission through the following educational objectives:

Objective 1: Graduates will be able to demonstrate comprehension of research and empirical evidence related to the fields of criminal justice issues and policy.

Objective 2: Graduates will be able to demonstrate the ability to apply knowledge gained in the program to new problems and areas relevant to the fields of criminal justice research and policy.

Objective 3: Graduates will become forerunners in positions to promote and advocate for effective, evidence-based policies and practices. They will become recognized experts addressing some of the challenging criminal justice policy issues of our times.

Objective 4: Graduates will become scholars and leaders in their chosen profession and in related activities.

WELCOME FROM THE CHAIR

Welcome interested and admitted students to the PhD program in Criminal Justice Policy Studies in the Department of Criminal Justice & Legal Studies at the University of Mississippi! Our PhD program is the only criminal justice doctoral program in the state of Mississippi, and ranks as one of the top criminal justice doctoral programs in the country as recognized by U.S. News & World Report! More specifically, our PhD program has been informed by extensive background and market-based research and is designed for the purpose of providing an unmatched educational experience that will directly translate to jobs, career advancement, further career specialization, and/or to best position students for competitive placement and success in advanced graduate degree programs including doctoral programs. We look forward to working with you all!

Warm Regards,

Dr. Wesley Jennings, Chair & Professor

HANDBOOK INTRODUCTION

This handbook summarizes the general requirements for the PhD in Criminal Justice Policy Studies program to serve as a guide for students. This handbook is intended to familiarize doctoral students with the applicable policies, procedures, and requirements relating to the PhD in Criminal Justice Policy Studies program and required by the Graduate School regulations.

The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student. Questions should be directed to the Graduate Program Director. Information in this handbook is intended to supplement the Graduate School policies and information, which can be obtained from the Graduate School Website at <https://gradschool.olemiss.edu/>

GRADUATE FACULTY

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* Full-Member Graduate Faculty Status – Eligible to serve as chair of dissertation.

PHD PROGRAM OVERVIEW

The PhD in Criminal Justice Policy Studies is a 45 credit, in-person doctoral program. The program offers advanced training in applied research related to criminal justice practice, policy, and systems issues. The PhD program is designed to educate students to become competent and productive scholars in creating, studying, and evaluating criminal justice policies. The degree program prepares students for competitive jobs in the industry including careers as college/university professors, researchers for public and private organizations, and policy analysts.

ADMISSION CRITERIA

The following are the admission requirements for the PhD in Criminal Justice Policy Studies.

APPLICATION DEADLINES

January 15th of each year for Fall admission only.

APPLICATION REQUIREMENTS

1. Evidence of an awarded Baccalaureate Degree from an accredited college or university.
2. Quality of the applicant's academic record, as evidenced by cumulative grade point average. At least a 3.0 or equivalent grade point average on the last 60 hours of undergraduate coursework or at least a 3.0 or equivalent grade point average on master's coursework is required.
3. Submission of Graduate Record Examination (GRE) score is **optional**. There are no minimum GRE scores required. Applicants interested in having their GRE scores considered for admission must have their GRE scores submitted directly to The University of Mississippi. The GRE score must have been taken within five (5) years of application for admission to the Ph.D. in Criminal Justice Policy Studies program. The Ph.D. in Criminal Justice Policy Studies program does not accept Law School Admission Test (LSAT) or Graduate Management Admission Test (GMAT) scores as substitutes for a GRE score.
4. **Three (3) letters of recommendation**, preferably from professors familiar with your academic qualifications and/or skills who are able to comment on your potential to be successful in a doctoral program.

5. **Statement of Interest.** A 400-500 word statement of interest that describes your interest in pursuing the Ph.D. in Criminal Justice Policy Studies, your future career goals, and why you believe you will be successful in the doctoral program.
6. **Writing Sample.** Submit a sample of your recent written work that best showcases your skills as a writer and critical thinker. Writing samples should be in English and be no less than 10 double-spaced pages and no more than 35 pages double-spaced pages in length. There are no specific formatting requirements. This could be a term paper from a previous course, a thesis, a lead author academic publication (i.e., peer-reviewed journal article, encyclopedia/book chapter), professional report, policy brief, or any other document that demonstrates your writing and analytic skills.
7. Curriculum vitae or resume.
8. International students must demonstrate compliance with the University of Mississippi's English Language Proficiency Score Requirements and Exemptions policy.

All applications are reviewed holistically using the following criteria:

Criteria	Sub-Component
Research Potential & Experience	Quantity of prior research experience (CV/personal statement)
	Quality of prior research experience (CV/personal statement)
	Demonstrates Passion for research (personal statement/LORs)
	Writing Ability (writing sample, personal statement)
Academic Performance	GPA (transcripts)
	Graduate Experience (transcripts/CV)
	Academic preparation for discipline; academic rigor (transcripts/CV)
Personal Attributes for Success	Clearly stated research goals and interests that align with program (personal statement/LORs)
	Resilience (personal statement/LORs)
	Good Citizen/Collegiality (Personal statement/LORs)
	Commitment to diversity, equity, and inclusion (personal statement/LORs)

PROGRAM CURRICULUM & REQUIREMENTS

The PhD in Criminal Justice Policy Studies degree program is designed to educate students to become competent and productive scholars in creating, studying, and evaluating criminal justice policies. The degree program prepares students for competitive jobs in the industry including careers as college/university professors, researchers for public and private organizations, and policy analysts.

All PhD students must complete a minimum of 45 credits beyond a master's degree program. Students entering without a master's degree must also complete the requirements of the master's degree in addition to the requirements listed below as part of the doctoral degree.

Specifically, the 45 credits of the doctoral degree include: CJ 701; CJ 702; CJ 703; and CJ 704; 9 hours of substantive core, including a minimum of 3 hours in each of the three substantive core areas: criminal justice system & issues; methods, data, & analysis; and policy studies; an additional 6 hours of approved elective courses; and 18 hours of dissertation credits.

REQUIRED COURSES

All students must take the following four classes:

- CJ 701: Proseminar in Criminal Justice Policy Studies (3 hours)
- CJ 702: Advanced Criminal Justice Statistics (3 hours)
- CJ 703: Advanced Criminological Theory & Policy (3 hours)
- CJ 704: Advanced Criminal Justice Policy Studies (3 hours)

CORE AREA ELECTIVES

Students must take a minimum of one course in each area for a minimum of 9 hours of substantive core coursework (9-15 credit hours).

Core Area 1: Criminal Justice System & Issues

- CJ 621: Seminar in Law Enforcement (3 hours)
- CJ 622: Seminar in Courts and Sentencing (3 hours)
- CJ 623: Seminar in Corrections (3 hours)
- CJ 630: Seminar in Homeland Security Operations (3 hours)
- CJ 641: Transnational Crime (3 hours)
- CJ 642: Cyber Crime & Cybersecurity (3 hours)
- CJ 643: Legal Issues in Criminal Justice* (3 hours)
- CJ 646: Special Topics in Criminal Justice* (3 hours)

Core Area 2: Methods, Data, & Analysis

- CJ 661: Criminal Justice Policy Analysis (3 hours)
- CJ 664: GIS and Crime Mapping Analysis (3 hours)
- CJ 659: Data Management & Data Science (3 hours)
- CJ 666: Big Data Analytics (3 hours)
- CJ 667: Qualitative Research Design & Analysis (3 hours)
- CJ 668: Analytic Writing (3 hours)
- CJ 669: Grant Writing (3 hours)
- CJ 663: Special topics in Methods, Data, & Analysis* (3 hours)

Core Area 3: Policy Studies

- CJ 620: Criminal Justice in American Society: Policy & Practice (3 hours)
- CJ 681: Law & Public Policy (3 hours)
- CJ 682: Comparative Criminal Justice Systems & Policy (3 hours)
- CJ 683: Policy, Politics, and Leadership in Criminal Justice (3 hours)
- CJ 684: Policy Issues in Criminal Justice* (3 hours)
- CJ 687: Policy Development & Implementation (3 hours)
- CJ 686: Ethics & Criminal Justice Policy (3 hours)
- CJ 648: Special Topics in Policy Studies* (3 hours)

*May be taken 2 times with a different topic.

Other Electives

- CJ 749 – Advanced Independent Study** (3 hours)

**Can be taken up to twice. Requires Instructor and Graduate Program Director approval.

DISSERTATION

Students are required to take a minimum of 18 credits of dissertation work.

- CJ 797 – Dissertation (18 hours)

OTHER DEGREE REQUIREMENTS

Students must also complete:

- A first-year qualifying written (take-home) exam that is taken after their first year of doctoral coursework or after the completion of the four required courses (CJ 701, CJ 702, CJ 703, CJ 704). The qualifying exam will be based on material

from CJ 702, CJ 703, and CJ 704. Successfully passing the qualifying exam is required to continue on in the doctoral program,

- A “publishable paper” which represents a single-authored, independent research project that resembles a manuscript suitable for submission to a peer-reviewed journal. This is the equivalent to the comprehensive exam, and must be passed successfully in order to continue on into the dissertation phase of the program,
- A written and oral defense of a dissertation prospectus,
- A written and oral defense of a dissertation.

QUALIFYING EXAM POLICIES

PURPOSE OF QUALIFYING EXAM

Assess students’ mastery of the research knowledge, theoretical concepts, and methodological approaches to the field of criminal justice policy studies.

TIMING OF QUALIFYING EXAM

All PhD students are required to take qualifying exams prior to September 30th of their 2nd year in the program and upon successful completion of the required courses (CJ 701, 702, 703, 704). PhD students must pass the qualifying exam to continue in the doctoral program. The exact date for the qualifying exam will be announced by the start of that semester. All students who will be sitting for the qualifying exam will take the exam at the same time. Any student who does not successfully pass the qualifying exam their first try must retake the qualifying exam¹, which will be scheduled prior to January 15th of their 2nd year in the program.²

COURSE REQUIREMENTS FOR QUALIFYING EXAMS

Students must have successfully completed all four of the required PhD level courses: CJ 701, CJ 702, CJ 703, and CJ 704 with a grade of B- or above in order to sit for the qualifying exam.³

¹ Choosing not to retake the exam is, in and of itself, a “failed” 2nd attempt, and the student will be unable to continue on in the doctoral program.

² Sufficient notice will be provided for the scheduled retake exam date at the beginning of the Fall semester, but it will generally be scheduled at/near the middle of January.

³ Full-time (9 hours) and Part-time (6 hours) students are required to enroll in the 4 first-year courses in their 1st year in the doctoral program and sit for the qualifying exam in their 3rd semester (Fall of 2nd year).

EXAMINATION OF QUALIFYING EXAM

Each student will prepare written responses to questions related to three subject areas: (1) criminal justice methods and statistics; (2) criminological/criminal justice theory; and (3) criminal justice policy. Responses to each of the three parts of the exam will be limited to 10 pages in APA format, not including references. Students will have four days to prepare their responses. Students will receive the questions by Noon on Thursday and submit their responses by Noon the following Monday.⁴

QUALIFYING EXAM COMMITTEE

At the beginning of fall semester, the CJ&LS Department will assign 3-4 faculty members, with the appropriate graduate faculty status, to serve on the qualifying examination committee. These committee members will be responsible for preparing the exam questions which will be evaluated using a standardized departmental rubric. Each committee member should individually grade the exam responses using the rubric. All qualifying exams will be blinded prior to committee review and grading. The Graduate Program Director (GPD) will serve as the Chair of the qualifying examination committee in an ex-officio capacity.

As Chair of the committee, the GPD is responsible for a) working with the committee to create the qualifying exam, b) administering the qualifying exam to the students, c) receiving the qualifying exam from the students, d) blinding the qualifying exams and distributing them to the committee members, e) receiving the committee members ratings/evaluations of the qualifying exams, f) scheduling and overseeing the meeting of the committee to discuss the qualifying exam attempts to arrive at consensus decisions regarding exam outcomes, and g) notifying the student/s of the outcome of their qualifying exam. Faculty members will serve on the committee on a 2-year rotational basis with staggered terms. At least two members of the committee must have taught one of the first-year required courses within the last two years. The additional committee member/s will be determined either through volunteering or assignment.

⁴ All work submitted must be the student's own. Students are not permitted to discuss the exam or work with any other students on the exam during the time window of exam administration. Plagiarism or other forms of academic misconduct will result in automatic failure of the exam. Failure to adhere to this policy results in an automatic failure on the exam, and potentially further sanctions including dismissal from the program.

EVALUATION OF QUALIFYING EXAM

Each question response will be evaluated as pass/fail. The committee will have 10 business days to grade, deliberate, and notify the students of the results. If a student passes 2 out of 3 of the exam subject areas, that student will be given the opportunity to revise the remaining part of their exam with committee feedback. Their revisions and an accompanied memo of revision must be submitted to the GPD by no later than January 2nd. If a student fails 2 or more subject areas of the exam, the student must retake the exam in its entirety prior to January 15th of their 2nd year in the program. Failure of the exam two times (or failure to retake the exam after a failed first exam attempt) will result in dismissal from the program.

PUBLISHABLE PAPER POLICY & ADMISSION TO CANDIDACY

The Publishable Paper is the program equivalent to the Comprehensive Examination requirement of the university. All doctoral students must successfully complete the publishable paper and, upon successful completion of this requirement, the student is admitted to candidacy. In general, this status signifies that the individual has completed all or nearly all of the program coursework and has entered the formal dissertation stage of the program. The publishable paper should be completed before the dissertation prospectus is defended.

PURPOSE OF PUBLISHABLE PAPER

Assess whether students are capable of conducting doctoral-level research based on evidence of critical thinking skills, understanding scientific method, and knowledge of relevant subject matter. This is equivalent to the comprehensive exam university requirement, and successful passing of the publishable paper is required to continue on in the doctoral program and progress to the dissertation phase of the program.

ELIGIBILITY & TIMING OF PUBLISHABLE PAPER

To be eligible to submit the publishable paper requirement, students must be in full-standing status, must have satisfied any foreign language requirement, must have a graduate grade-point average of 3.0 or above, and must not have an outstanding I grade (incomplete).

By the end of the semester during which you successfully pass the qualifying exam, you should have identified and confirmed a chair of your publishable paper committee with an approved topic and notify the Graduate Program Director. By the end of their final semester of coursework, students must submit a publishable paper which represents a

single-authored, independent research project that resembles a manuscript suitable for submission to a peer-reviewed journal.⁵

CONTENT OF PUBLISHABLE PAPER

The student should select their paper topic in consultation with their chosen Chair of their Publishable Paper committee. The topic of their paper may relate to their dissertation topic, have emerged from a previous course-related paper topic, or come from another topic of interest. The submitted paper should meet the standards of a publishable paper, including a theoretical framework/literature review section, methods section, results section, and discussion/conclusion section.⁶

The content, format, and quality of the paper must be comparable to the top-tier scholarly journals in the field. The student and Chair of their Publishable Paper should identify and specify potential target journal outlets for the paper.⁷ The length of the paper should be appropriate for the target journal's requirements and may not exceed 35 pages.⁸

PROCEDURES OF THE PUBLISHABLE PAPER

The student will work under consultation with the Chair of their Publishable Paper committee in drafting the paper. As such, the student's Chair should be fully engaged in reviewing drafts and offering feedback for improvement.

⁵ With GPD approval, students can submit their publishable paper prior to the completion of coursework.

⁶ The publishable paper must include data analysis. Systematic reviews or reviews of the literature do not meet the standards for the publishable paper requirement; however a meta-analysis with rigorous analysis may qualify. The publishable paper must be a full-length empirical article, i.e., short reports, research notes, etc. do not meet the standards for the publishable paper requirement. With GPD approval and Publishable Paper committee Chair approval, students may consider submitting a grant proposal as an alternative to the full-length empirical paper. Generally speaking, the grant proposal must be one that is intended for an identifiable, nationally-recognized, federal grant solicitation.

⁷ The list of specified journal outlets should be 1-3 journal outlets with documentation of the "quality" of the outlet demonstrated by providing impact factors, journal rankings, and/or related metrics. The journals should be listed in order of proposed submission, with the paper being formatted according to the journal listed as the primary/first outlet of submission.

⁸ The maximum page length limit of 35 refers to text only, and does not include the title page, abstract page, references, tables, figures, etc.

The paper must be submitted for publication consideration at the selected journal outlet by the time the dissertation prospectus is submitted; however, the paper does not need to be accepted for publication. The student should be the sole-author of the paper prior to submission to the Publishable Paper committee. However, if the student has used a faculty member's data or if the Chair or other committee members have assisted with substantial revisions, the paper may be co-authored when submitted to a journal. Decisions on co-authorship should be mutually decided by the student and faculty member/s.

PUBLISHABLE PAPER COMMITTEE AND EVALUATION

The student will select the Chair of their Publishable Paper committee. Two (2) additional committee members will be appointed by the Department. Each paper will be reviewed for mastery of the subject, theoretical and empirical foundations, use of appropriate methods and reporting of results, and applicability to criminal justice problems or issues using a standardized departmental rubric. The committee will evaluate the submission as Passing, Revisions Needed, and Not Passing.

If a paper is deemed to need revisions, the student will revise the manuscript and prepare a memo of revision responding to the committee's concerns by no later than 60 days following the receipt of their Revisions Needed outcome on their publishable paper. Students who receive a Not Passing following their re-submission (i.e., failed to address and/or make adequate revisions based on the committee feedback) and students who receive a Not Passing outcome on the original submission of their publishable paper have 1 opportunity to select a different topic, select a different Chair of the committee (if they so choose), and submit their publishable paper 2nd attempt by the end of the semester immediately following the semester of their failed 1st attempt. Failure of the publishable paper requirement two times (or failure to assemble a Publishable Paper committee and submit a 2nd attempt by the end of the semester immediately following the semester of their failed 1st attempt) will result in dismissal from the program.

DISSERTATION

DISSERTATION PROSPECTUS

A Dissertation Prospectus Committee will be appointed by the chair of the department to which the student has been admitted. The chair of this committee must be a full member of the graduate faculty. A minimum of two additional members of the department and one member external of the discipline comprise a committee, all of whom must be members of the graduate faculty. The dissertation prospectus must be

defended in oral examination and, in its final approved form, submitted to the Graduate School. The form of the dissertation prospectus will be determined by the committee. The dissertation prospectus oral defense and completion of the dissertation defense cannot occur during the same full term (fall, spring, full summer), and there must be a minimum of four calendar months between these events.

DISSERTATION

A minimum enrollment of 18 hours of dissertation credit is required of every Ph.D. student. The dissertation must conform to the regulations governing style set forth in A Manual of Thesis and Dissertation Preparation, available in the Graduate School. An electronic version of the dissertation must be uploaded to ProQuest for approval by the Graduate School after the final examination for the doctorate has been accepted and before the beginning of the regular examination period for the semester in which the candidate plans to graduate.

FINAL ORAL EXAMINATION

Every candidate for the Ph.D. degree must successfully pass a final oral examination (defense of dissertation) administered by the student's dissertation committee and scheduled by the Graduate School. The committee shall direct the examination primarily to the defense of the dissertation, though it may include material from the student's major and/or minor fields. Departments may require in addition a written examination, but the oral examination must be conducted. The oral examination may be given only after the dissertation is in final form (that is, ready for submission to the Graduate School except for corrections required by the examining committee at the oral examination). The dean of the Graduate School will not schedule oral examinations during the regular university examination periods at the end of enrollment periods or when the university is officially closed.

ANNUAL REVIEW OF PHD STUDENTS & INDIVIDUAL DEVELOPMENT PLANS

ANNUAL EVALUATION OF STUDENTS

During spring semester, students will be asked to submit an updated CV and a student activity report or Individual Development Plan (IDP) prior to April 1st of each year. This information will be used by the Graduate Faculty Committee to evaluate the progress of all PhD students in the program. The student's faculty advisor or the

Graduate Program Director will then meet with the student to discuss their progress in the program.

INDIVIDUAL DEVELOPMENT PLANS

As per university policy, each student, in consultation with their faculty advisor, will create an Individual Development Plan (IDP) during their first year in the program.

An Individual Development Plan (IDP) may be viewed as a customizable roadmap to assist with developing a clear pathway toward a successful career. It includes formulating and establishing clear academic and professional goals, as well as action plans for achieving those goals. The IDP is intended to help the PhD student or postdoc assess and develop their own strengths, create goals, explore career paths, and pursue opportunities that allow them to build skills needed for desired career outcomes, whether inside or outside of the academy. Each PhD student or postdoc must make an IDP using a template that matches the requirements of their unit. They should update their own IDP on an annual basis.

The format of IDP to be used in a particular academic department, school or center must be approved by that unit. Each unit may use an established IDP that has been developed externally and could be discipline-specific or may develop its own IDP format. Each PhD student or postdoc must begin working on their IDP within their first year at the University of Mississippi. Examples of established IDPs that may be used include the American Association for the Advancement of Science (AAAS) [web-based career-planning tool myIDP](#), specifically for the sciences, and [IMAGINE PHD, a career exploration tool](#) developed for the humanities and social sciences.

DEGREE COMPLETION REQUIREMENTS

A student who expects to complete all degree requirements by the end of a particular semester must submit a degree application form to the Graduate Program Director which will then be forwarded to the Graduate School. The deadline for submitting this application form is approximately one month after the beginning of Fall or Spring semester. The actual deadlines are posted on the Graduate School website at <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/>. If a student is not able to complete the degree requirements at the end of the semester they applied to graduate, the student must resubmit their application in a future semester.

Students must be enrolled in a minimum of 3 credit hours during the semester they intend to graduate for Fall or Spring semesters and a minimum of one credit hour for students planning to graduate during the summer.

ACADEMIC REGULATIONS

GRADUATE CATALOG

Graduate Students in the Department of Criminal Justice & Legal Studies are advised to become familiar with the policies published by the Graduate School each year. These can be found in the Graduate Catalog, which can be found at <http://catalog.olemiss.edu/graduate-school>.

Degrees higher than the baccalaureate are granted at the University of Mississippi because of special attainments achieved by degree candidates. Prospective students should understand clearly that a graduate degree is not awarded upon the basis of a collection of course credits, or the passing of certain prescribed examinations, or the submission of a thesis or dissertation. In other words, the student cannot expect to receive a higher degree because of successfully completing the individual parts of the degree program. Course schedules, examinations, and other requirements explained in this handbook are to be regarded as minimal; and any student may be required to satisfy whatever additional requirements academic advisers deem appropriate.

To receive a higher degree from the University of Mississippi, the student must demonstrate to the satisfaction of the graduate faculty of the department and to the faculty of the university that the student has attained through intelligence, scholarship, industry, and personal qualities the high level of professional and academic competence that the faculty of each department expects of a person holding the degree being sought. The determination of fitness to qualify for the degree rests solely upon the estimate that the faculty makes of the student's right to the degree.

TRANSFER OF GRADUATE CREDITS FROM ANOTHER INSTITUTION

The maximum number of credits that may be transferred in from other accredited colleges and universities is six (6) credit hours for up to two (2) courses for the PhD in Criminal Justice Policy Studies. Transfer courses must be taken at the graduate level with a passing grade of B or higher; the student must have had graduate status at the time the courses were taken. Recommendations from the Department Graduate Program Director or the Department Chair must be obtained, and the transfer of graduate credit hours must be approved by the Dean of the Graduate School. **Students may not transfer credits from another college or university for the four (4) required core courses.**

Grades from other academic institutions may not substitute for unsatisfactory grades earned at the University of Mississippi, nor may the grade of A or B earned at another

academic institution be used to offset a lower grade earned at the University of Mississippi.

MINIMUM/MAXIMUM ENROLLMENT AND DEFINITION OF FULL-TIME

Minimum Enrollment

A minimum enrollment of 3 hours is required of every graduate student in each regular semester and 1 hour during the summer session, including registration for thesis or dissertation.

Maximum Enrollment

The maximum enrollment for a graduate student during a regular session is 15 semester hours, including thesis and dissertation. In the summer session, the student may register for no more than 6 semester hours each term.

It is strongly recommended that students in the PhD program enroll in no more than 9 credit hours per semester without prior approval of the Graduate Program Director.

Full-time Student

A graduate student registered for 9 or more graduate-level credit hours during the Fall or Spring semesters at the university is considered to be a full-time student. In a summer term, a graduate student registered for 4 or more semester hours is considered a full-time student though, to satisfy residence requirements, the student must enroll for a total of 9 hours during the summer session terms.

Minimum & Maximum Enrollment for Students with Assistantships

Students holding a $\frac{1}{4}$ (10 hours/week) or $\frac{1}{2}$ time (20 hours/week) Graduate Assistantship appointment must be enrolled in a minimum of 9 credit hours and a maximum of 13 credit hours per semester (only 9 of which can be coursework, the balance being enrolling in thesis credits). In order to be eligible to receive a tuition scholarship, all graduate assistants must enroll for at least 9 hours of graduate credit.

It is strongly recommended that students in the PhD program enroll in no more than 9 credit hours per semester without prior approval of the Graduate Program Director.

Time Limit

All required formal course work, the qualifying exam, and publishable paper requirement should be completed within four calendar years of initial enrollment into degree seeking (conditional or full-standing) status, whether a student begins the doctoral program following completion of a bachelor's or a master's degree. After

passing the publishable paper, a student becomes a candidate for the doctoral degree and must complete all remaining requirements, including the written dissertation and its defense, within five calendar years. If a candidate does not complete all requirements within this time, then the Graduate School will change the student's status to nondegree seeking.

The Graduate School may grant a one-year extension to this time limit for serious, nonacademic hardships (e.g., military duty, pregnancy, illness, or problems within the student's immediate family).

Additionally, a student may petition his or her academic program for a limited extension for a reason unrelated to personal hardship. If an academic program grants an extension, it may also impose additional requirements, which may include passing another comprehensive examination, more course work, and/or other appropriate remedies. Any extension plan accepted by the candidate and the academic program must be approved by the Graduate School.

Continuous Enrollment

Upon admission to candidacy, a doctoral student is expected to maintain continuous enrollment. Minimum enrollment to fulfill this requirement is 3 hours of graduate-level course work for fall, spring, or summer terms, with enrollment for at least two of these three periods being required for any 12-month period. (Note that the minimum enrollment during the summer would be 1 hour if the enrollment is not to satisfy the continuous enrollment policy.)

Penalty Clause

The penalty for failure to maintain continuous enrollment, following admission to candidacy, is a fee equal to the tuition charge that would be necessary to have maintained continuous enrollment for the most recent 12-month period.

GRADES

Graduate students may receive quality grades of A, A-, B+, B, B-, C+, C, C-, D, or F on graduate coursework, but grades of C-, D, and F are not acceptable for graduate credit. Grades of C+, C, C-, D, and F in 700-level courses are not acceptable for graduate credit in the PhD program.

In calculating grade-point average, the quality points associated with the above scale are as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D = 1.0 and F = 0. In certain specifically designated courses, the mark of Z is given to indicate that a student has received graduate credit but has been assigned no quality

grade in the course; however, in courses approved for the Z mark, instructors may assign the quality grade of F. The only other marks that may be assigned in courses approved for the Z mark are I or W.

Graduate students must maintain at least a B = 3.0 average on all graduate coursework undertaken. Unless specifically approved to be otherwise, no grades or marks are given for courses designated as thesis, doctoral essay, or dissertation.

In any situation in which a graduate student wishes to appeal a grade, he or she should contact the Dean of the Graduate School for a copy of the Graduate School Appeal Procedure, which shall apply in this case.

GOOD STANDING AND ACADEMIC PROBATION

To be in good standing, graduate students are expected to maintain a B average. Students must have a 3.0 GPA on coursework that is presented to satisfy requirements for a degree. Students whose grade-point average falls below 3.0 in any regular semester will be placed on probation and expected to improve their grades to an acceptable level before the end of their next period of enrollment. If the grade-point average of a graduate student for a semester or term has been unsatisfactory, the Dean of the Graduate School may refuse permission for the student to register for further work or change the student's classification.

PROGRAM DISMISSAL POLICY

This policy describes the conditions and procedures, including appeals procedures, for the dismissal from the PhD program in Criminal Justice Policy Studies or change in admission status of a degree-seeking graduate student. A sanction of dismissal or expulsion, among other possible sanctions, may also result from academic discipline, non-academic discipline, or research misconduct proceedings. The policy below applies to students who are not meeting academic expectations and/or professional expectations within the degree program.

Additional information on policies for dismissal or change in status of graduate students can be found in the [M Book here](#).

A student may be dismissed from the program for any of the following reasons:

1. **Academic Performance.** A student whose grade point average is less than 3.0 for any regular semester will be placed on probation, and a dean's registration hold will be applied to the student's record. Such a student will not be allowed to register unless the academic department/program makes an affirmative recommendation to the Graduate Dean, who will then temporarily lift the hold.

Without a written, favorable recommendation from the chair or graduate program coordinator of a department/program, a student on probation will be converted to an inactive status and must re-apply and be re-admitted to the graduate program in order to continue in the same or other program. These course requirements may have been specified for an individual student or may involve required grades in “core” courses. Ordinarily, these course expectations should be made known to the student before enrollment. In some circumstances, however, an appropriate faculty group, which may be the student’s advisory committee or the graduate education committee of a department/program, may require additional course work based upon the student’s performance in the program or failure to timely progress towards a degree.

If in the judgment of the appropriate faculty group a student fails to satisfy specific course or program requirements in a timely manner, the faculty group may recommend dismissal from a graduate program or change of status. This recommendation shall be forwarded by the graduate program coordinator or department chair to the Graduate Dean and to the affected student with an indication whether the chair or program coordinator concurs with the faculty recommendation. The Graduate Dean will act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. The decision of the Graduate Dean with respect to the faculty recommendation is not subject to appeal. Ordinarily, dismissal or change of status for failure to meet specific course requirements would take effect between semesters or enrollment periods. If a student is dismissed from a graduate program, he or she will be considered a non-degree II student and may re-apply to a graduate program.

- 2. Issues of Academic Misconduct and Dishonesty.** Faculty members will handle cases of academic dishonesty involving graduate students by recommending an appropriate sanction after discussion with the student. Possible sanctions include failure on the work in question, retake of an examination, extra work, grade reduction or failure in the course, disciplinary probation, or suspension or expulsion from the university. An appeals process is available to the student. A more complete statement concerning definitions, offenses, penalties, and grievance procedures [may be found at here](#). Additionally, faculty will notify the Graduate Program Director or Department Chair of instances of academic misconduct. If a student engages in egregious forms of academic misconduct or repeated instances of academic misconduct, the department may recommend dismissal of the student.

3. **Issues of Professionalism or Unethical Conduct.** All issues relating to a student's alleged violations of the University's student code of conduct ([M Book](#)) will be processed following the university's disciplinary procedures. Graduate students are also expected to behave in a collegial manner and to adhere to the professional and ethical standards of the discipline. These include the [American Society of Criminology Code of Ethics](#) and the [Academy of Criminal Justice Sciences Code of Ethics](#).

Students are expected to develop collaborative and collegial relationships with and to work with graduate faculty, students, and other professionals in research, academic, or professional settings. If in the judgment of the appropriate faculty group a student fails to meet the above expectations, or otherwise fails to act in ways that are consistent with the norms and standards of the profession or discipline, an appropriate faculty group may recommend dismissal or change in the admission status of that graduate student. This recommendation shall be forwarded by the graduate program coordinator or department chair to the Graduate Dean and to the affected student, with an indication whether the chair or program coordinator concurs with the faculty recommendation. The Graduate Dean will act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken.

Ordinarily, if a student is dismissed from a graduate program for the above reasons, he or she will be considered a non-degree II student and may re-apply to a graduate program. The judgment of the Graduate Dean may be to prohibit the individual from re-applying to some programs. Failure to adhere to these principles of professional conduct is considered a lack of professionalism.

Repeated or egregious failure to adhere to these standards may the recommendation of dismissal from the program.

4. **Failure to comply with program requirements.** Graduate students who fail to comply with the program requirements may be recommended for dismissal.

Program Dismissal Procedures

When possible, a student will be notified by the Graduate Program Director or Department Chair that they are at risk of being dismissed from the program to provide the student an opportunity to implement corrective action. In this communication, the student will be informed on what actions are needed for them to remain in the program and the timeline upon which the student's status will be reassessed. In instances of egregious violations, dismissal may be recommended without providing prior notification.

If a student chooses to appeal the dismissal decision, the student must follow the appeals procedures outlined in the M Book.

GRADUATE ORGANIZATIONS

There is a University of Mississippi Graduate Student Council, and the website for this organization can be found online at <http://gsc.olemiss.edu/>.

Graduate students enrolled in a graduate program in criminal justice or related field who have completed at least four graduate courses and have a minimum GPA of 3.4 on a 4.0 scale may apply to be a member of The University of Mississippi's chapter of Alpha Phi Sigma, Mu Rho. Alpha Phi Sigma is the National Criminal Justice Honor Society. To start the application process, interested students should contact the Alpha Phi Sigma advisor, Dr. Linda Keena at ldkeena@olemiss.edu.

GRADUATE STUDENT SUPPORT

The Department of Criminal Justice & Legal Studies and the Graduate School offer several options to help support our graduate students. Financial assistance is dependent on availability of funds and student's satisfactory progress toward fulfillment of departmental requirements for degree sought.

FINANCIAL AID AND SCHOLARSHIPS

The Graduate School offers recruiting fellowships and scholarships, including for academic and inclusivity excellence) and summer graduate research assistantships. You can find more information on these programs at <https://gradschool.olemiss.edu/prospective-students/financial-aid-information/>

TRAVEL ASSISTANCE

The Department of Criminal Justice & Legal Studies has limited funds available to support graduate students listed as first author on a research presentation and/or recognized through an award for original research/scholarship. During their first year in the program, the Department will provide funds to PhD students to attend the Annual Meeting of the American Society of Criminology without presenting. Students will be expected to present at any other conference to be eligible to receive funding. The Department will provide up to \$500 annually to PhD students for conference travel.

The Graduate School will provide an additional \$300 to students for travel to conferences. The graduate school requires students to be listed as first-author on a research presentation and/or be recognized through an award for original

research/scholarship to be eligible. Students must first apply to the [Graduate School Travel Grant](#) program at least 10 days prior to travel. The Department of Criminal Justice & Legal Studies will match the Graduate School funds up to \$300. Students are only eligible to receive one Graduate School Travel Award per fiscal year.

ASSISTANTSHIP POSITIONS

The Department of Criminal Justice & Legal Studies offers a limited number of Graduate Assistantship positions. Students are awarded assistantships on a competitive basis and the continuation of an assistantship is based on an annual review of student performance.

Students awarded research or teaching assistantships are considered full-time students and may not hold a job outside of the department. Students taking employment outside of the department that interferes with their ability to perform in their capacity as a student or graduate assistantship may forfeit their assistantship appointment.

To receive a graduate assistantship, students must be enrolled as a full-time student and must maintain a minimum 3.0 grade-point average. Graduate assistants will receive a partial or full tuition scholarship for the fall and spring semester and an additional stipend, depending on whether they hold a quarter- or half-time appointment.

Work Schedule and Vacation

Students awarded teaching and research assistantships are required to be present during normal working hours at a minimum (weekdays from 8:00am to 5:00 pm) for at least half of their appointed hours each week.

When it is required for a Graduate Assistant to be absent from duties for an extended period during the day, please notify the appropriate faculty advisor and the Graduate Program Director. It is requested that all students notify their advisor when they expect to be away from the department for extended periods.

Holidays are set by the University and [can be located online here](#).

Contract Dates for Graduate Assistants [can be found here](#). Doctoral-level Graduate Assistants are required to work throughout their full contract period, including spring break, working days before the Thanksgiving break, and during winter break.

Conditions for Termination:

The appointment of a graduate assistant may be terminated by the University, upon the recommendation of the department, for the following reasons:

- Incompetent job performance or neglect of duty,

- Misconduct that is job-related,
- Moral turpitude,
- Physical or mental ailment or condition which significantly impairs or limits job performance and cannot reasonably be accommodated,
- Financial exigency or discontinuance of the work for which the appointment is made,
- Failure to maintain a graduate grade point average of 3.0; failure to maintain the minimum enrollment obligation, or inadequate academic process,
- Mutual agreement

MILITARY AND VETERANS AWARDS

The University of Mississippi offers a variety of scholarships and benefits to U.S. military personnel and veterans. You can find detailed information about these awards on the [Veteran and Military Services page](#).

UM GRADUATE SCHOOL AWARDS

The UM Graduate School also provides a number of scholarship opportunities as well as connections to outside funding opportunities. While assistantships are not currently available for online students, students in our program would be eligible for other listed awards. The Graduate School's scholarship information can be found on the [Graduate School financial information page](#).

UM STAFF TUITION BENEFIT

Staff members at the University of Mississippi can utilize the further education benefit to enroll in up to two courses per semester. You can find detailed information about this benefit on the [Human Resources Tuition Benefit page](#).

EMPLOYER TUITION ASSISTANCE

Many other employers also provide tuition for employees seeking to further their education and gain professional development in their field. Usually your supervisor or human resources department benefits coordinator can provide details specific to your workplace. If after speaking with staff at your workplace you need additional information to qualify for their assistance, you can [contact Coordinator of Advising, Recruitment, and Retention Andy King](#) and he will assist you in gathering that information.

FEDERAL GRANTS AND LOANS

Many of our students will also apply for federal need-based grants and loans to cover a portion or all of their program costs. Most of these funding opportunities will require that the student completes a FAFSA prior to the start of the semester. Details on federal aid programs and assistance in completing the FAFSA is provided by the UM [Financial Aid Office](#).

ADDITIONAL RESOURCES:

[Graduate School Website](#)

[University Graduate Student Forms](#)

[Graduation Preparation Information](#)

[Tuition Cost Estimates](#)