



## **Ph.D. in International Crime and Justice**

### **Student Handbook**

The Ph.D. program in International Crime and Justice focuses in international areas of study within the criminology and criminal justice field.

#### **ON-CAMPUS PRESENCE RECOMMENDED**

Ph.D. students are strongly encouraged to spend time on campus to network with colleagues and professors which subsequently can provide joint publishing opportunities. It is also in the student's benefit to get to know their professors personally to become familiar with their research interests and subsequently request them to be on comprehensive exam and dissertation committees.

Students may be required to be on campus to defend their dissertation and may be required to be on campus to meet with their comprehensive exam and/or dissertation committee members. The Department and the Graduate School also periodically offer in-person workshops and seminars on a wide variety of topics, and these enrich the student's academic experience.

#### **TRANSFER OF CREDITS**

A maximum of 27 credits are transferable from a completed master's degree program with the approval of the graduate program director. The following conditions apply:

- Students must successfully complete one semester's coursework in the ICJ program with a 3.0 GPA or higher before being eligible to request the transfer of credits. Potential applicants who would like to determine which courses are transferable should speak with the Sr. Program Coordinator to review previous coursework.
- Students must submit a request to the Sr. Program Coordinator to transfer the credits.
- The transferred courses must be 5000 level or above with a B or better earned.
- The transferred courses must be relevant to the ICJ curriculum.
- When credit transfers are requested to replace ICJ core courses, the comparability of the material covered in the respective courses must be established (this is usually achieved through the submission of course syllabi).

#### **TEACHING UNDERGRADUATE CLASSES**

Teaching undergraduate classes requires (1) a master's degree with a minimum of 18 graduate credits in criminology or criminal justice, (2) successful completion of one year within the doctoral program; (3) completion of CCJ 6926 Teaching Methods and Strategies, and (4) an overall minimum GPA of 3.0. Students should not expect to teach each semester; rather, to ensure that all students who desire to teach are afforded an opportunity to do so, students may only serve as the instructor of record for one semester during each academic year unless additional instructors are needed by the department during a given semester.

## **ANNUAL STUDENT EVALUATION AND MENTORING PLAN**

The Annual Student Evaluation and Mentoring Plan is required by the University Graduate School (UGS) of all Ph.D. students on an annual basis until they successfully complete their program. Students who have completed 18 graduate credits or more are required to complete the form. Please see the UGS [website](#) for more information, including instructions for students, GPD, major professors, and committee members.

The evaluation and mentoring plan will be completed in conjunction with the Graduate Program Director (GPD). Once students complete all the coursework and begin independent work under the supervision of a major professor, the evaluation will be completed in conjunction with the major professor. Involvement of the dissertation committee members in the initial plan will be determined by the major professor; regardless, committee members will have a chance to include comments and sign off in the evaluation.

Fall registration will be blocked for those students who do not submit the completed annual evaluations at UGS by their deadline. Unsatisfactory rating may be assigned to students who do not comply with the deadline to initiate and turn in the Annual Student Evaluation and Mentoring Plan.

The evaluation is initiated by the student via [my.fiu.edu](http://my.fiu.edu). In the system, students complete a self-evaluation of their performance covering the following categories:

1. Anticipated term to meet milestones: (1) Advancement to candidacy, (2) Composition of dissertation committee, (3) Approval of dissertation proposal, and (4) Dissertation defense.
2. Financial Support
3. External Fellowships and Scholarships
4. Scholarly Productivity and Professional Development. For example, presentation of research in an organized event such as academic conference, publications, honors and service, and career/internships/professional development activities.
5. Goals and Accomplishments.

After completing the self-evaluation, students will communicate with the GPD or their major professor, when applicable. GPD and major professor will evaluate students in the following areas:

1. Performance summary and future goals for student
2. Core competencies. These are: subject knowledge, accountability, productivity, critical thinking, writing ability, communication, leadership, and teaching. Students who do not meet expectations in one or more of these core competencies will receive an overall rating of Unsatisfactory.

See UGS [website](#) for more information, including instructions for students, GPD, major professors, and committee members.

## **SATISFACTORY PROGRESS TOWARDS COMPLETION OF THE DEGREE AND MAINTANCE OF FUNDING**

Students must maintain satisfactory progress towards the completion of the degree. Student not making satisfactory progress, as described below, may lose their funding and/or be dismissed from the program. Satisfactory progress entails all the following:

1. Maintain a good academic standing as delineated by UGS and the Department.
  - a. *Academic Warning.*

- i. A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.
    - ii. A doctoral student whose annual evaluation is unsatisfactory in a given year will be placed on warning, indicating difficulty in progressing through the program.
  - b. *Academic Probation.*
    - i. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. Students are required to meet with the academic advisor and GPD to formulate a plan and conditions students must meet in order to continue enrollment.
    - ii. A second unsatisfactory annual evaluation for doctoral students will result in probation, indicating serious difficulty in progressing through the program.
  - c. *Academic Dismissal.*
    - i. A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, a Petition for Exception to Graduate Requirements must be completed. The petition is an online process which is initiated by the academic unit in which you were pursuing your degree. Should you wish to initiate this appeal, you must contact your academic unit. The dismissal from the University is for a minimum of one year and prohibits students from registering for any courses. After one academic year, the student may apply for readmission to the University in the same or a different program, or register as a nondegree-seeking student if applicable. Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.
2. Make satisfactory progress towards the completion of the degree as assessed on the Annual Student Evaluation and Mentoring Form. All students with two consecutive overall ratings of "Unsatisfactory" may be dismissed from the program. Funded students with one overall rating of "Unsatisfactory" may lose their funding.
  3. Comply with the continuous enrollment policy. Non-compliance with the continuous enrollment policy for doctoral students who have advanced to candidacy may result in dismissal from the program.
  4. Complete CCJ 7960 – Comprehensive Exam as described above.
  5. Complete the Dissertation Proposal as described above.
  6. Complete and successfully defend the dissertation as described above under CCJ 7980 – Dissertation.
  7. Complete and submit the [Online Dissertation Milestones](#) as required by the Department and outlined above.
  8. Students with funding must also perform their assigned Graduate Assistant duties and responsibilities satisfactory. Unsatisfactory performance during two consecutive semesters will result in permanent revocation of funding.
  9. Graduate students are expected to abide by all FIU Regulations, including 2501 - [Student Conduct and Honor Code](#) and 105 - [Sexual Harassment \(Title IX\) and Sexual Misconduct](#).
  10. Students awarded a fellowship by the University Graduate School (UGS) must also satisfied all the requirements of the fellowship(s). One important requirement of the Dissertation Evidence Acquisition Fellowship (DEA) and of the Dissertation Year Fellowship (DYF) is to acknowledge the financial

support of the fellowships on any publication resulting from research supported in part through the fellowships. [For more details and additional requirements.](#)

## **GRADUATION REQUIREMENTS**

The Ph.D. in International Crime and Justice requires a minimum of **75 credit hours total**—57 credit hours of course work beyond the bachelor’s degree, 3 credit hours of comprehensive exam, and 15 credit hours of dissertation. **A minimum of 30 credit hours** must be earned in academic courses that are part of the doctoral program (excludes, comprehensive exam, and dissertation credits). A maximum of 27 credits are transferable from a completed master’s degree program with the approval of the graduate program director.

Doctoral programs normally include courses at the 6000 level and above. Courses at the 5000 level may be included in a doctoral degree program in appropriate cases. A cumulative GPA of 3.0 or higher is required for graduation. All program requirements, including the dissertation, must be approved by the University Graduate School.

Funded students should aim to complete the ICJ Ph.D. program within the allotted years of funding—5 years for students entering with a bachelor’s degree and 4 years for students entering with a master’s degree.

***Award of M.S. en route to Ph.D.:*** Students with a bachelor’s degree directly admitted into the Ph.D. program may apply to be awarded the M.S. degree in Criminal Justice. To be eligible students must have completed all degree requirements of the M.S. in Criminal Justice, have on file a UGS approved Dissertation Proposal, and be currently enrolled in good academic standing.

### Required Courses (30 credit hours)

- CCJ 6025 Criminological Theory (3)
- CCJ 6705 Research Methods in Criminal Justice (3)
- CCJ 6706 Data Analysis in Criminal Justice (3)
- CCJ 6741 Advanced Data Analysis in CJ (3)
- CCJ 6079 Geospatial Crime Analysis (3)
- CCJ 6485 Criminal Justice Policy Analysis (3).

Pre-requisite: 15 credit hours of criminal justice graduate courses

- CCJ 6040 Comparative Crime & CJ Systems (3)
- CCJ 6727 Research Data Process (3)
- CCJ 6676 Transnational Crime (3)
- CCJ 6926 Teaching Methods and Strategies (3)

### Research Tools Requirement (9 credit hours)

Classes that may satisfy the research tools requirement include quantitative analysis, legal research, grant writing, qualitative research methods, program evaluation and performance measures, survey research and design, and secondary analysis. This listing is not intended to be exhaustive. Approval of the research tools by the GPD is required.

### International Crime and Justice Electives (9 credit hours)

*Students must complete a minimum of nine credits from the following list:*

- CCJ 6047 International Criminal Justice (3)

CCJ 6620 Immigration and Crime (3)  
CCJ 6696 Human Trafficking (3)  
CJE 6025 Comparative Policing (3)  
DSC 6020 Terrorism & Homeland Security (3)  
*Other courses approved by the GPD.*

#### General Electives (9 credit hours)

Students may complete nine credits of general electives outside the department as approved by the GPD.

#### Comprehensive Exam and Dissertation (18 credit hours)

CCJ 7960 Comprehensive Exam (3) *Students can add up to 9 credits if needed*  
CCJ 7980 Ph.D. Dissertation (15)

#### **CCJ 7960 COMPREHENSIVE EXAM**

The comprehensive exam requires the completion of an independent research study suitable for publication in a peer-reviewed journal, including an oral presentation and defense. Students are encouraged to review articles published in peer-reviewed journals, such as *Criminology*, *Justice Quarterly*, and *Journal of Criminal Justice* (including their paper submission guidelines), as a reference tool for structuring and formatting their own paper.

This paper is graded on a pass/fail basis. To enroll in the course, a student must meet a minimum of the following criteria:

- Earned a cumulative graduate GPA  $\geq 3.0$ .
- Completed the program's residency requirement—a minimum of 18 graduate credit hours within any consecutive 12-month period—or must be enrolled in the coursework that will constitute such completion.
- Completed all required course work for the degree or must be enrolled in the coursework that will constitute such completion.
- Complete the Registration of Comprehensive Exam Committee form.

#### Manuscript Preparation, Presentation, and Oral Defense

The steps that should be taken in completing the comprehensive exam are as follows:

1. Select a major professor to chair your committee. Meet with that professor to identify a topic, a timeline of tasks, and to identify two other faculty members to serve on the committee.
2. Submit the Comprehensive Exam form to the Sr. Program Coordinator.
3. Work under the direction of the committee to develop and complete the research paper.
4. Successfully present and defend your paper to the committee.

#### Committee Composition and Grading Procedures

The exam paper is guided and graded by a committee consisting of a minimum of three Graduate Faculty members in the Criminology and Criminal Justice Department.

Students must complete CCJ 7960 Comprehensive Exam with a pass grade (P) within one year after completing all required coursework. Students will receive an incomplete grade (IN) each semester until the exam is completed. Students who do not complete the exam within one year will be dismissed from the

program. *Students are strongly encouraged to enroll in CCJ 6915 Supervised Research with their major professor the semester before enrolling in the exam course.*

Passing the exam requires an agreement by a majority of the committee members of which the major professor must be part of the majority. An exam may not be passed conditionally or contingent upon other factors such as the completion of additional coursework or research projects. Students must be informed of the results of the exam at their scheduled oral defense.

### Admission to Candidacy

Students who pass the comprehensive exam are eligible to advance to candidacy and proceed with dissertation research. After a doctoral student is admitted to candidacy, continuous registration for at least three dissertation credit hours each term (including the summer term) is required until the dissertation requirement is fulfilled. During the academic year, international students must maintain full-time enrollment.

After successfully defending the comprehensive exam, students must submit through [my.fiu.edu](http://my.fiu.edu) the [Application for Candidacy milestone](#) to the Green School within 48 business hours after the defense.

## **DISSERTATION**

After the comprehensive exam, doctoral candidates/students focus primarily on their dissertation. The dissertation and its successful oral defense are the final requirements of the doctoral program. The major professor and committee assume major roles in helping the candidates define an acceptable project and follow through to its completion. As per the University Graduate School (UGS) [policy](#), doctoral candidates are required to be enrolled in at least 3 dissertation credit hours every term, including summer.

### Selection of Committee

The dissertation committee is comprised of at least **four members**. The major professor/chair of the committee must be from the department, a member of the Graduate Faculty, and must be an expert in the subject of the dissertation. The other members should meet the following requirements:

1. The second member must be from the department.
2. The third member must be from an academic department from FIU
3. The fourth member may be from:
  - a. The academic department offering the degree
  - b. From another academic department at FIU
  - c. From outside the institution who has been reviewed and approved by the academic department and the University Graduate School.

Additional members may be appointed. It is the student's responsibility to ensure all members of the committee have the correct status. Students can refer to the [List of Graduate Faculty](#).

The [Appointment of Dissertation Committee milestone](#) must be submitted within the first semester of dissertation work. During the course of the dissertation work if there are any changes in committee members, students must submit the [D-1r Form Appointment of Revised Dissertation Committee](#).

### Dissertation Proposal

The program requires doctoral candidates to prepare a dissertation proposal that will enable the committee to determine if the dissertation project is feasible. The proposal shall be of the length and organization

as delineated by UGS in the [Guidelines for Preparation of Proposal](#). The UGS length requirement is the program's minimum length requirement. This means that proposals can be longer; however, the additional work **should be comprehensive and concise** to serve its purpose of helping the committee determine if the project is feasible to complete.

The proposal as mandated by UGS, is strongly encouraged because, ideally, doctoral candidates should have the proposal approved by the committee during the first semester of dissertation work. Doctoral candidates **shall not take longer than two semesters to complete a comprehensive and concise proposal**. This is necessary not only to continue satisfactory progress in the program, but also to meet the UGS deadline to submit the Doctoral Dissertation Proposal milestone is three semesters prior to the defense of the dissertation. Additionally, the short proposal, as mandated by UGS, is required to submit with the IRB Protocol for review and approval; as such, **excessive work on the proposal could delay the submission of an IRB Protocol and its approval** (the IRB Memorandum of Approval is one of the documents required with the Doctoral Dissertation Proposal milestone). Concession for more time to finalize the proposal will be made by the major professor.

Holding a formal oral defense of the proposal is at the discretion of the major professor. If an oral defense is not required, the major professor should decide the manner in which the committee members approve the dissertation proposal. After approval of the dissertation proposal, students must submit the [Doctoral Dissertation Proposal milestone](#) to the Green School as soon as possible through [my.fiu.edu](http://my.fiu.edu). If the proposal is longer than the minimum length of five pages, students will have to synthesize it when submitting it with the Doctoral Dissertation Proposal Milestone in order to meet [the UGS requirements](#).

It is imperative that students begin working on the Dissertation Proposal Milestone during the semester they anticipate completing the proposal since this milestone requires the Responsible Conduct of Research (RCR) Completion Report and the IRB Memorandum of Approval, among other documents.

Sample proposals from other departments are also available on the UGS website's section titled [Proposal and Defense Announcements Samples](#).

#### CCJ 7980 Ph.D. Dissertation

The department requires that doctoral candidates prepare, present and defend a dissertation. To enroll in the course, students must have completed the comprehensive exam and dissertation proposal. The dissertation is graded on a pass/fail basis. Students are expected to make appropriate progress towards the completion of the dissertation and to maintain continuous enrollment until the completion of the degree. Appropriate progress and designation of a letter grade – fail (F), pass (P), in-progress (IP) – is determined by the major professor and the majority of the committee members.

The dissertation shall be written in a form that is mechanically sound and grammatically correct. The following

are recommendations made by the Department:

1. [Grammarly](#). An online program to assist students with grammar.
2. [Scribbr](#). An online service provider for proofreading and editing.

Students must submit their [Preliminary Approval of Dissertation and Request for Oral Defense milestone](#) for the committee to sign off at least **5 weeks before** the date of the defense so that it can be submitted

to the Green School at least **4 weeks before** the date of defense. This milestone is submitted online through [my.fiu.edu](https://my.fiu.edu). Defense Announcement samples from other departments are also available on the UGS website's section titled [Proposal and Defense Announcements Samples](#). This milestone also requires the attachment of an almost final draft of the dissertation prepared and formatted using [the ETD Guidelines](#).

After successful defense of the dissertation, students must submit the [Final Electronic Dissertation Approval](#) to the Green School within 1-2 weeks (one week before the [UGS deadline](#)). This milestone is submitted online through [my.fiu.edu](https://my.fiu.edu). The [ETD GUIDE and ETD PREPARATION MANUAL](#) complement each other and both should be utilized. The guide contains video tutorials, downloadable templates, important information on research standards and copyright, while the Manual explains the dissertation and thesis process and formatting requirements more in-depth.