



# Ph.D. in International Crime and Justice Student Handbook

The PhD program in International Crime and Justice focuses in international areas of study within the criminology and criminal justice field. **This program cannot be completed fully online.** Currently four of the required courses are only offered on site. PhD students are also strongly encouraged to spend time on campus in order 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 in order to become familiar with their research interests and subsequently request them to be on comprehensive exam and dissertation committees. Students must be on campus to defend their comp exam and dissertation, and may be required to be on campus to meet with their comp exam and/or dissertation committee members. The Department and the Graduate School also periodically offer workshops and speakers who make presentations on a wide variety of topics, and these enrich the student's academic experience.

## ADMISSIONS REQUIREMENTS

To be considered for the program, applicants must fulfill all the following requirements:

### Minimum Requirements

1. Bachelor's degree from an accredited institution.
2. GPA of 3.2 or higher in upper division coursework or a 3.2 or higher for all master's degree coursework.
3. Graduate Record Exam (GRE). Scores for all sections of the exam must be completed and reported.
4. International applicants whose native language is not English are required to demonstrate English language proficiency through one of the below. [More information on this requirement.](#)
  - IELTS: 6.5
  - TOEFL - Paper-based: 550; Internet-based (iBT): 80
  - ENC 1101 and ENC 1102 with a B or better taken at a regionally accredited institution in the U.S. or as previously articulated by Transfer and Transition Services (Coming Soon)
  - FIU's English Language Institute Level Six: Successful completion with passing grades for all content areas
  - Earned undergraduate or graduate degree from an accredited institution where the language of instruction is English.

### Required Documents

1. [Online graduate application](#), including the non-refundable fee. Applications are accepted for the Fall and Spring semesters.
2. Official university/college transcripts from all institutions previously attended. Applicants who graduated from FIU do not need to request FIU transcripts. [Information on submitting transcripts.](#)
3. Two letters of recommendation from professors or employers familiar with your academic and professional qualifications. Submit through the online graduate application portal.

4. 300- to 500-word statement of purpose describing your interests in pursuing an advanced degree in international crime and justice, including any specific research interests, as well as your ultimate career goals. Submit through the online graduate application portal.
5. Completed research paper or thesis that demonstrates writing skills. Submit through the online graduate application portal.

### **GRADUATION REQUIREMENTS**

The Ph.D. in International Crime and Justice requires a minimum of 75 credits hours of graduate course work beyond the bachelor's degree (with a C or better in each course), including a comprehensive exam and dissertation based on the student's original research. A maximum of 36 credits are transferable from a completed master's degree program with the approval of the graduate program director. A minimum of 30 credit hours must be earned in academic courses that are part of the doctoral program (excludes, comprehensive exam, dissertation proposal and dissertation credits). 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.

***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.

#### 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: 24 credits of criminal justice graduate courses

CCJ 6040 Comparative Crime & CJ Systems (3)

CCJ 6675 Applied Research in Human Rights & Rule of Law (3)

CCJ 6676 Transnational Crime (3)

CCJ 6926 Teaching Practicum in Criminal Justice (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 graduate program director is required.

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

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

CCJ 6620 Immigration and Crime (3)

CCJ 6696 Human Trafficking (3)

CCJ 6935 Special Topics: Relevant to ICJ (3)

CJE 6025 Comparative Policing (3)

DSC 6020 Terrorism & Homeland Security (3)  
*Other courses approved by graduate program director.*

#### General Electives (9 credit hours)

Students may complete nine credits of general electives outside the department as approved by the Graduate Program Director

#### 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)

#### **TRANSFER OF CREDITS**

A maximum of 36 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 program assistant to review previous coursework.
- Students must submit a request to the program assistant 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 Practicum in Criminal Justice, 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.

#### **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; and
- 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

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.*

#### Committee Composition and Grading Procedures

The exam paper is guided and graded by a committee consisting of a minimum of three faculty members in the Criminal Justice Department. Passing the course requires an agreement by a majority of the committee members. 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.

#### 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 Graduate Advisor
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.

#### 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 [D-1 Form Appointment of Dissertation Committee](#) and [D-2 Form Candidacy Exam Results](#) to the Green School within 48 business hours after the defense. Thus, students must begin working on these forms during the semester they are enrolled in CCJ 7960 Comprehensive Exam. 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**

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. Students must register for the dissertation within the third year of the program. 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 of the Graduate Faculty. The major professor must be a member of the Graduate Faculty who holds Dissertation Advisor Status (DAS) and must be an expert in the subject of the dissertation. A faculty member with DAS who is not tenured or tenure-earning cannot be sole major professor of a dissertation committee but may serve as co-major professor. Therefore, the other co-

major professor must be tenured or tenure-earning with DAS. At least two members of the committee must be from the Department of Criminology and Criminal Justice and one must be from outside of the department but within FIU. Additional members may be appointed. It is the student's responsibility to ensure all members of the committee have the correct status. [List of Graduate Faculty with DAS](#).

### 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 D-3 Form Doctoral Dissertation Proposal 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 D-3 form). 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 [D-3 Form Doctoral Dissertation Proposal](#) to the Green School as soon as possible. If the proposal is longer than the minimum length of five pages, students will have to synthesize it when submitting it with the D-3 form in order to meet [the UGS requirements](#). It is imperative that students begin working on the D-3 form during the semester they anticipate completing the proposal since this form 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 PhD Dissertation

The department requires that doctoral candidates prepare, present and defend a dissertation. Funded students should aim to complete the dissertation within four years since they are only guaranteed financial support for four years. 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.

Students must submit [D-5 Form Preliminary Approval of Dissertation and Request for Oral Defense](#) to the Green School at least **4 WEEKS BEFORE** the date of defense. The D-5 form also includes a sample of the Dissertation Defense Announcement

After successful defense of the dissertation, students must submit the [Final ETD Approval Form](#) to the Green School within 1-2 weeks (one week before the UGS deadline). The [ETD GUIDE](#) and [ETD PREPARATION MANUAL \(PDF\)](#) 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.

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.

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

The Annual Student Evaluation and Mentoring Plan is required by the University Graduate School (UGS) of all PhD students on an annual basis until they successfully complete their program. Students who have completed 18 graduate credits or more by the end of the spring term are required to complete the form. Please see 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 the 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 through [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. External Fellowships and Scholarships
3. 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.
4. 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. After one year, the student may apply for readmission to the University in the same or a different program or register as a non-degree-seeking student if applicable. Satisfactory progress entails all the following:

1. Maintain a good academic standing as delineated by UGS and the Department.
  - a. *Academic Warning.* A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.
  - b. *Academic Probation.* 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.
  - c. *Academic Dismissal.* Students are subject to dismissal if any of the following occurs:
    - i. A graduate student on academic probation whose cumulative and semester GPA falls below a 3.0 will be automatically dismissed from the program and the University.
    - ii. A graduate student on probation who do not attain good academic standing the following semester. This explicitly means that students placed on Academic Probation a second time will be dismissed from the program and the University.
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 D1, D1r (if necessary), D2, D3, D5, and ETD Approval 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. Uphold the University’s [Academic Integrity Code of Conduct](#). Violation of this may result in dismissal from the program and the University.
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.](#)