



DOCTORAL PROGRAM IN JUSTICE, LAW AND CRIMINOLOGY

2016-2017



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DISCLAIMER: The final word on policies and procedures is provided in the official American University catalog and the University's policies. In many instances, the language in this handbook has been taken from those sources, as well as the University's Web site.

A special thank you to the Department of Public Administration and Policy for their help in assembling this handbook.



Joseph Young

WELCOME TO OUR PROGRAM AND OUR SCHOLARLY COMMUNITY!

Dear Student:

Welcome to American University's Master's Program in Justice, Law and Criminology with concentrations in Justice and Public Policy, Terrorism and Security Policy, Law and Society, and Jurisprudence and Social Thought. Along with our Web site, this graduate handbook provides the information you will need during your studies here at AU.

Our department is home to some of the country's leading scholars in criminology, criminal justice, national and homeland security, and law and society. Justice, Law and Criminology blends the work of scholars from many disciplines, including the social sciences, law, and the humanities. The department is truly interdisciplinary, allowing you the opportunity to carry out research on a variety of important issues, including crime, violence, terrorism, policing, punishment, and legal studies, to name just a few.

As a master of science student in the Department of Justice, Law and Criminology, you will have many advantages. These include a variety of courses, renowned faculty with a wide range of expertise, the ability to work closely with faculty on specialized research projects, and job opportunities in our nation's capital and beyond. An important part of our mission is to enhance your educational experience and to offer mentorship and guidance along the way, helping to shape the next generation of practitioners and policymakers. You will also join an exceptional cohort of students from various social science backgrounds and build relationships with other passionate individuals, which will facilitate a truly interdisciplinary and collaborative educational experience.

If you have any questions regarding your master's program, please feel free to contact Joseph Young Department Chair, by phone (202 885 2618) or email (jyoung@american.edu), or Richard Bennett, JLC Graduate Program Director, by phone (202 885 2956) or email (Bennett@american.edu). We want your transition into and through the program to be as smooth as possible, so please do not hesitate to ask questions. Again, welcome to our program and our scholarly community."



Richard Bennett

Sincerely,



Joseph Young
Professor and Chair
Department of Justice, Law and Criminology



Richard R. Bennett
Professor of Justice and Graduate Program Director (Spring 2016)
Department of Justice, Law and Criminology



OVERVIEW

OVERVIEW OF THE PROGRAM

The Justice, Law and Criminology (JLC) doctoral program provides an interdisciplinary degree in the School of Public Affairs (SPA) at American University (AU).

- Each student must declare a first and a second field of study.
- The first field must be in the JLC Department and can be either in Justice or in Law and Society.

The second field will ordinarily be elsewhere in the School of Public Affairs, but may also be in another doctoral degree-granting teaching unit (e.g., the School of International Service) at AU.

Doctoral students may enroll in courses offered in any of SPA's three departments (Government; Justice, Law and Criminology; and Public Administration and Policy).

With approval from the department's academic advisor, students may also conduct an independent study with a professor who has relevant expertise in the chosen topic of study, or take courses in another PhD-granting department at AU or through the Consortium of Universities of the Washington Metropolitan Area, which includes George Washington University, Georgetown University, University of Maryland, and many others.

Students are required to take an oral qualifying examination at the end of their first year of study and two written comprehensive examinations, one in each of their fields of study, at the conclusion of their coursework in that area.

Advancement to PhD candidacy is accomplished by successfully completing all required courses, passing the qualifier and both written comprehensive examinations, and defending the dissertation proposal.

The doctorate is a research-focused degree requiring students to take courses in quantitative methods. In addition, students will be encouraged and supported by JLC faculty to publish in scholarly journals and present papers at national conferences while enrolled at AU.

For students who receive AU funding: all work for the doctorate must be completed within four years for those entering with a Master's degree and five years for those entering with a Bachelor's degree, from the date of first enrollment as a doctoral student.

- If the degree completion takes longer than the allotted times, a student will have to find an outside funder or self-fund the additional years of study.

ADMISSION TO THE PROGRAM

Applicants are considered and students admitted for the fall semester only.

January 1 is the deadline for application to the program.

All applicants must submit scores from the Graduate Record Examination (GRE).

The normal minimum for consideration is a GPA of 3.20 (on a 4.00 scale) in all prior academic work.

SPA only accepts applicants who will enroll as full-time students in the doctoral program. Admitted students are funded by SPA or by an external sponsoring organization; self-funding is not allowed for newly admitted doctoral students.

FUNDING

When applying to the PhD program, applicants must request consideration for funding on their application unless they expect to be funded through a reliable external source (to find out more about potential sources contact a graduate advisor or explore www.american.edu/wipar/resources-for-doctoral-students.cfm).

Upon acceptance into the program, students selected for AU funding are granted a fellowship with full funding for four years of study, contingent on maintaining satisfactory progress each year.

- Those entering with only a Bachelor's degree are granted a fellowship with full funding for five years of study, contingent on maintaining satisfactory progress each year.

As a requirement for the fellowship, the student will work 20 hours a week with a faculty member.

- The graduate office assigns the student to a faculty member with expertise in the student's area of research interest, to the extent possible.
- Students who receive AU funding are obligated to fulfill their work requirement on campus with the professor, unless external funding is obtained prior to the start of the doctoral program.

Student must advance to candidacy by the end of the third year of study (fourth year for those with a Bachelor's degree) to continue receiving funding.

Candidacy status is achieved when the student has completed all coursework, the comprehensive examinations, and successfully defended the dissertation proposal.

Upon accepting fourth-year funding (fifth-year for those entering with only a Bachelor's degree), the student is required to continue working 20 hours a week with a faculty member.

If the student has not achieved candidacy by the end of the third year (fourth year with a Bachelor's), he/she will be required to find external funding or self-fund the remaining part of their program.

- For example, National Institute of Justice (NIJ) has a dissertation fellowship program that funds students working on their dissertation beyond the third year.
- The student does not have to achieve candidacy before applying for the NIJ program, but must have it in order to receive the funding.



Other external funding and grants are available to supplement AU's fellowship.

- Students will receive notification as funding and grant opportunities become available.
- Students may also work with the JLC Director of Graduate Studies or their dissertation chair to find funding for their studies.

PROGRAM REQUIREMENTS

DEGREE REQUIREMENTS

Students entering with an approved Master's degree must complete 36 credit hours of 600+ level courses, two semester of JLC-898, and two semesters of JLC-899.

Students entering with a Bachelor's degree must complete 54 credit hours of 600+ level courses, two semester of JLC-898, and two semesters of JLC-899.

- With approval of the department's academic advisor, 500-level courses can be counted towards degree requirements, however, additional coursework is required.

All students must complete 12 credits of approved research methods courses.

All students must also complete at least 18 credit hours in residence.

A minimum GPA of 3.20 in all coursework is required to remain in good standing and to earn the degree.

Students must pass one qualifying examination, which is an oral defense of a research paper written for a class, at the end of the second semester of study.

Students must also pass two written comprehensive examinations: one in the first field of concentration and one in the second field.

Students must pass an oral defense of the dissertation proposal.

Students must pass a final oral defense of the dissertation.

COURSE REQUIREMENTS

The following requirements are for students entering with a Master's degree. Students entering with a Bachelor's degree must take 18 additional elective credits toward their first or second field.

FIRST FIELD (12 CREDIT HOURS)

Justice

- JLC-710 Proseminar in Justice (3 credit hours) and JLC-720 Proseminar in Law and Society (3 credit hours)
- 6 credit hours in advanced courses in Justice selected in consultation with the department

Law and Society

- JLC-710-Proseminar in Justice (3 credit hours) and JLC-720 Proseminar in Law and Society (3 credit hours)
- 6 credit hours in advanced courses in Law and Society selected in consultation with the department

SECOND FIELD (6-12 CREDIT HOURS)

- 6-12 credit hours in courses selected in consultation with the department's academic advisor

RESEARCH DESIGN AND METHODOLOGY (12 CREDIT HOURS)

- GOVT-612 - Conduct of Inquiry I (3 credit hours)
- GOVT-613 - Conduct of Inquiry II (3 credit hours)
- 6 additional credit hours from the following methodology courses:
 - SPA-xxx – Introduction to Research Design (3 credit hours)
 - SPA-xxx – Conduct of Inquiry III (3 credit hours)
 - SPA-xxx – Conduct of Inquiry IV (3 credit hours)
 - JLC-604 - Foundations of Knowledge (3 credit hours)
 - Other methodology courses approved by the department's academic advisor

ELECTIVES (0-6 CREDIT HOURS)

Depending on number of credits taken for the second field, the student may take up to 6 credit hours chosen in consultation with the department's academic advisor.

DISSERTATION

As work on the dissertation project progresses, students must register for dissertation credit in order to maintain matriculation. Student must register for JLC-898 (during third year of study for those with a Master's degree; and fourth year of study for those with a Bachelor's degree). Students register for JLC-899 after the dissertation proposal is approved."

- JLC-898 - Doctoral Continuing Enrollment
- JLC-899 - Doctoral Dissertation

Please see the Appendix for suggested doctoral timeline and course descriptions.

ACADEMIC STANDING AND PROGRESS

A minimum GPA of 3.20 in all coursework is required for good academic standing and to earn the degree.

To maintain satisfactory academic progress, students are expected to:

- maintain good academic standing
- complete nine credits each semester
- pass the qualifying examination before the start of the second year of coursework
- sit for the first written comprehensive examination in the final semester of coursework, or at the first examination date after the completion of courses
- for Graduate Assistants (GAs): perform satisfactorily as a GA

To qualify for the final year of fellowship funding, students must have:

- maintained satisfactory academic progress
- passed both written comprehensive examinations
- passed an oral defense of the dissertation proposal and achieved candidacy before the end of the spring semester in the third year (fourth year for students who enter with a Bachelor's degree)



As stated earlier, to receive AU funding all work for the doctorate must be completed within four years for those entering with a Master's degree and within five years for those entering with a Bachelor's degree, from the date of first enrollment as a doctoral student.

- If the degree completion takes longer than allotted times, student will have to obtain outside funding or self-fund the additional years of study.

ANNUAL EVALUATION

SPA faculty will evaluate every student's progress at the end of each academic year.

The purpose of the evaluation is to identify whether each student is making satisfactory progress toward completion of the degree.

The results of this meeting will be communicated to the student in writing.

If the student is not making satisfactory progress toward completing the program, the faculty will identify improvements that must be made and a timetable within which to do so. If the student is unable to fulfill the obligations in the amount of time specified in the evaluation letter, the student is likely to be dismissed from the program.

While the annual evaluation focuses on the holistic development of each student, there are several elements that are particularly important:

- completing all required courses in a timely manner (e.g., no incomplete grades)
- earning a 3.20 GPA or higher in all coursework
- receiving satisfactory performance appraisals from faculty supervisors (for GAs, RAs and special fellowship recipients)
- passing both written comprehensive examinations soon after completing required coursework
- defending a dissertation proposal soon after passing the comprehensive examination
- making appropriate progress toward finishing the dissertation once the proposal has been approved

Keep in mind that this is not an exhaustive list, and performance-based problems may prevent a student from making sufficient progress to continue in the program.

Students are encouraged to communicate with the JLC Director of Graduate Studies, the Director of SPA PhD programs, or other faculty members if they are having trouble keeping up with their obligations. We will do our best to accommodate student needs.

SELECTING FIELDS OF STUDY

FIRST FIELD

- Students must select their first field of study either in Justice or in Law and Society.

SECOND FIELD

Students select their second field of study from the following list of concentrations in SPA:

- Justice or Law and Society (whichever is not chosen as the first field)
- American Politics
- Comparative Politics
- Public Administration
- Public Policy

The second field may also be in another American University doctoral degree-granting school, such as the School of International Service.

- Students selecting a second field outside of SPA are required to meet with the JLC Director of Graduate Studies and the department's academic advisor, to ensure that the program will fulfill the requirements of the JLC doctorate degree.
- Students who select a second field outside of SPA will be held to the standards and course requirements of that chosen field's doctorate program.
- Such students will also have to take the second written comprehensive examination in accordance with the rules and regulations of the chosen field's doctorate program.

Under special circumstances, students may take a second field outside American University, subject to the approval of the SPA Graduate Director and in consultation with the JLC Director of Graduate Studies.

REGISTRATION AND ADVISING

Students typically take three courses (totaling 9 credits) in each of the fall and spring semesters.

The summer term is reserved for making progress toward other requirements (e.g., studying for comprehensive examinations, writing the dissertation proposal, collecting dissertation data).

AU funding does not cover more than three courses per semester and students are strongly discouraged from taking more than that number.

Students are required to meet with the department's academic advisor each semester prior to registering for courses to ensure that field requirements are being met as efficiently as possible.

After meeting with the advisor, students register using their online student account at myau.american.edu under "Academics" → "Course Registration."

Students who elect a field outside JLC should be especially attentive



in meeting with the department's academic advisor and/or the JLC Director of Graduate Studies to ensure that the appropriate requirements are met.

CONSORTIUM CLASSES

AU is a member of the Consortium of Universities of the Washington Metropolitan Area, which gives students an opportunity to take courses at member universities if not offered by a department at AU. (Consortium courses cannot be used towards the 18 hours of in residence credits.)

Consortium schools include Catholic, George Mason, George Washington, Georgetown, the University of Maryland, and many others.

Consortium classes offer opportunities to gain specialized knowledge from faculty at other excellent academic institutions in the area.

If interested, students should review course listings from the Web sites of the member institutions and identify a course of interest.

The student must then contact the faculty member teaching the course to confirm eligibility and obtain a course syllabus.

Once permission and a syllabus have been obtained, the JLC Director of Graduate Studies will review the materials and determine whether the course is appropriate.

Students must then meet with the department's academic advisor to submit the required paperwork in order to obtain the relevant administrative approval.

Please see www.consortium.org for a full list of schools and more information about the regional partnership of colleges and universities.

DISSERTATION CREDIT

During the third year of study (fourth for those entering with a Bachelor's degree), students may register for JLC-898 "Doctoral Continuing Enrollment."

- Students who have completed all the required coursework register for this course, with the approval of the department's academic advisor, to maintain matriculation while preparing for comprehensive examinations and writing the dissertation proposal.
- JLC-898 is a 1- to 9-credit course that can be repeated once (i.e., it can only be taken for a maximum of two semesters). Tuition is assessed at the 1-credit rate each semester, regardless of the number of hours taken.
- The course is graded either SP (satisfactory progress) or UP (unsatisfactory progress).

During the fourth year of study (fifth for those entering with a Bachelor's degree), students may register for JLC-899 "Doctoral Dissertation."

- Students who have advanced to candidacy register for this course, with the approval of the department's academic advisor, to maintain matriculation while working on their dissertation.
- This is a 9-credit course, with tuition assessed at the 1-credit rate, and the student is deemed to be enrolled full-time.
- This course is graded SP/UP.

GRADING SYSTEM

Grades are based on the A-F system and all courses must be taken for a letter grade, with the exception of JLC-898 and JLC-899.

Grades of C or below are not counted toward degree requirements.

Students must maintain a 3.20 GPA.

At the discretion of the instructor, a temporary grade of "Incomplete" may be given to a student who is passing a course but for extenuating reasons cannot complete it during the semester.

- "Incompletes" are given only in rare circumstances.
- Students must rectify all "Incomplete" grades by the end of the following semester.
- Students with a grade of "Incomplete" on their record are not eligible to renew graduate funding.

QUALIFIER AND COMPREHENSIVE EXAMINATIONS

The purpose of the oral qualifier is to determine if a student is competent in conducting original research and analysis.

Each student self-selects a research paper that was written for one of their first-year classes.

The paper should be a topic relevant to the student's first or second field in their program of study.

The examination must be taken and passed at the end of the first year of study.

At the end of the first year of study, all students must qualify to continue in the program by successfully defending an original research paper before a committee of three faculty members.



PROCEDURES

The student forms a committee of three faculty members.

- The chair of the committee is the professor for whom the paper was originally written.
- The other two committee members are JLC faculty selected by the student.

The student is responsible for coordinating and scheduling the qualifying examination with the committee members.

The qualifying examination must be scheduled to take place after the end of the spring semester and no later than the Friday before Memorial Day weekend. With few exceptions, qualifier examinations take place in May.

The student is required to submit the research paper to the committee members at least one week prior to the examination; it is helpful to ask members if they wish to receive the paper earlier.

The qualifier consists of a 15-minute formal presentation by the student, followed by 45 minutes of questions and answers with the committee.

The student may submit a paper as written for a class or one that has been revised based upon the professor's comments at the time of grading.

COMPREHENSIVE EXAMINATIONS

Students must complete all course requirements for a field prior to taking that field's examination.

Students must take two written comprehensive examinations, one in each of their two fields of study.

Students who elect a second field offered by an AU department other than JLC are required to follow that department's requirements regarding eligibility, format, and evaluation.

Sample comprehensive examination questions for the SPA departments (excluding JLC) can be found at www.american.edu/spa/resources/comps.cfm.

PROCEDURES FOR JLC COMPREHENSIVE EXAMINATIONS

Students are required to put together a committee of three faculty members to act as the readers of their comprehensive examination.

- The chair of the committee must be a JLC professor.
- The other two committee members should also be JLC professors.

With the help and guidance of the chair of the committee as well as the two other readers, students are required to put together their own reading list for the examination.

- Students should start developing their reading list four to six months prior to the examination date.
- It is suggested that students start studying at least four months prior to the examination date.

Upon completing the reading list, the student will be required to fill out paperwork to have their reading list approved (see Appendix). Deadlines for reading list approval are as follows:

- December 1 to take the spring comprehensive
- April 1 to take the summer comprehensive
- August 1 to take the fall comprehensive

Once the reading list is approved, the student must register for the comprehensive exam through the department's academic advisor.

The deadlines to register are:

- January 31 for the spring comprehensive
- May 31 for the summer comprehensive
- September 30 for the fall comprehensive

The written comprehensive is proctored in a computer lab by the department's academic advisor. Students can also opt to take their examination by hand.

Comprehensive examinations are offered every fall, spring, and summer—typically within three to four weeks of the start of the term.

Based on their reading list, students are given an option of four essay questions and are required to answer two of the questions within a four-hour time limit.

Students may not use books, notes, or any other materials.

GRADING AND REPORTING

Comprehensive examinations are graded by all three of the student's comprehensive examination committee members, with the committee agreeing on one grade to give the student.

Comprehensive examinations receive evaluations of Unsatisfactory, Satisfactory, or Distinction.

Students will receive written feedback from all faculty readers.

Students will be notified of their scores by email after the examination.

If a student's examination is given a grade of Unsatisfactory, then the student will be allowed to retake the examination the following semester.

In the rare event that the student is unable to pass the examination on the retake, the individual will be dismissed from the program.

DISSERTATION

REQUIREMENTS FOR RESEARCH TOPIC AND ENROLLMENT

Once course and examination requirements are met, the student enters the dissertation phase of the doctoral program.

Each student selects a specialization in which to complete an original research-based dissertation project under the direction of program faculty.



While working on the proposal and dissertation, students register for dissertation hours: JLC-898 while working on the dissertation proposal and JLC-899 while working on the dissertation.

CHOOSING THE COMMITTEE

Students are required to assemble a committee of three or more faculty members to oversee the dissertation, with one faculty member designated as the chairperson.

- The committee chair must be a full-time tenured JLC faculty member.
- There must be at least two full-time tenure-line faculty from American University (including the committee chair) on the committee.
- Every committee member must have a PhD or equivalent terminal degree.
- Resumes of outside committee members must be submitted to the SPA Director of PhD Programs for approval. These potential additional committee members can come from other departments or universities.
- The committee's composition must first be approved by the JLC Director of Graduate Studies.
- Once approved within the department, the committee must then be approved by the SPA Director of PhD Programs and the University's Doctoral Council.
- Any changes to the committee must go through the same approval process.

Students should select committee members based on their dissertation proposal topic and seek to gain the members' assistance with substantive and methodological issues.

While the dissertation process does not formally begin until after a student has passed both of the comprehensive examinations, we strongly encourage students to think about potential dissertation topics and committee members much earlier in the program.

WRITING AND DEFENDING THE DISSERTATION PROPOSAL

Students write a proposal for their dissertation as a precursor to the dissertation itself.

The proposal's two primary goals are to:

- Demonstrate that the research question selected for the dissertation makes a sufficiently compelling contribution to the field.
- Show that the student has a plan of action that will lead to its successful completion in a reasonable amount of time. The proposal ultimately becomes a contract of sorts between the student and committee about what the dissertation will entail. The proposal/contract can only be modified when all agree that it is appropriate to do so.

The requirements for the proposal—formatting, length, and organization—may vary according to the preferences of the chair but should include the following sections:

- statement of the research question
- importance of the research question
- review of past research relevant to the question
- design of the research to be conducted

- discussion of the research hypotheses to be addressed through the research
- methodology (e.g., sample, data collection techniques, statistical analyses) to be employed in assessing the hypothesis and answering the overall research question

Students are encouraged to seek proposal samples from peers further along in the doctoral program and to communicate with their chairperson throughout the writing process.

In general, students work closely with their chairperson in writing the proposal, and then distribute it to the other committee members once the chair has determined that it is ready for defense.

The student should coordinate with the chair to schedule the defense. It is customary to give committee members three weeks in which to read the proposal, and depending on the time of year, committee members may need additional time.

The proposal defense is similar in format to the first-year qualifier paper defense.

- The dissertation chairperson will determine the format, which generally involves a short presentation by the student, followed by a question and answer period with the committee members.
- Most proposal defenses last for an hour or two.
- At the end of the defense, the committee will ask the student to step out while the members deliberate. The deliberation is primarily for the committee to identify anything that it wishes the student to modify regarding the proposed dissertation project.
- When the deliberation has finished, the committee will ask the student to return to the room in order to discuss any changes that must be made before moving forward with the project.
- The committee members may ask for a revision to the proposal document.
- All committee members must sign and date the dissertation proposal's title page, thereby certifying the committee's approval.
- Written documentation that the proposal has been accepted by the committee (i.e., successfully defended) should be retained by the student.

Note: A dissertation proposal may be rejected if: the topic does not address a major research issue in justice, law, and society; the research design is inadequate; the methodology is inappropriate; no full-time tenured faculty member in JLC is academically competent or available to supervise the project. Also, if the candidate fails to maintain satisfactory progress toward completion of the dissertation, the student's candidacy may be terminated.

Admission to Candidacy: A student becomes a "PhD candidate" once the student has successfully defended the proposal.

HUMAN SUBJECTS REVIEW REQUIREMENTS

If the student is considering using human subjects in any way in the dissertation research, the student must meet with the JLC Director of Graduate Studies as soon as possible to begin the process of obtaining approval for the research from AU's Institutional Review Board (IRB).

This process should begin as soon as the student gains interest in a particular area of study and significantly before writing the dissertation proposal.

All students must certify that they have received training in the ethics of conducting research with human subjects before beginning any research.

- This is typically undertaken during orientation via the Collaborative Institutional Training Initiative (CITI) or National Institutes of Health (NIH) online certification programs.

In addition to completing ethics training at the outset of the program, all students are required to obtain appropriate IRB approval for research involving human subjects. It is the student's responsibility to ensure that this approval is received prior to initiating any such research project.

Research conducted using human participants is overseen by American University's IRB.

- Its purpose is to facilitate human subjects-based research and to ensure that the rights and welfare of human subjects are protected during their participation in a research project.
- It reviews, approves, modifies, and disapproves research protocols submitted by AU student and faculty researchers.

The IRB process is based on rules and regulations for federally funded research, primarily the provisions for Protection of Human Subject in the Code of Federal Regulations (45 CFR 46), and supporting materials such as the Belmont Report. These rules and regulations apply to all research conducted at AU, regardless of funding source.

The AU IRB strives to create on campus a culture of respect for, and awareness of, the rights and welfare of human research participants, while advancing knowledge and facilitating the highest quality research.

Additional resources to help guide the process can be found online.

- The American University IRB home page at www.american.edu/irb/index.cfm
- American University IRB forms at www.american.edu/irb/IRB-Forms.cfm

- IRB process description at www.american.edu/irb/IRB-Process.cfm
- IRB federal definitions and regulations at www.american.edu/irb/Federal-Definitions.cfm
- Required human subjects research training at www.american.edu/irb/IRB-Training.cfm

INTERNATIONAL FIELDWORK

Students are encouraged to take part in international fieldwork if it advances their dissertation.

Students must work with the JLC Director of Graduate Studies and the chair of their dissertation committee in order to make arrangements for meeting requirements and obtaining funding for international fieldwork.

WRITING AND DEFENDING THE DISSERTATION

The dissertation must consist of high quality, original research directly relevant to the student's doctoral program.

The student should consult the format requirements for the project at www.american.edu/provost/grad/etd/index.cfm early in the writing process.

Upon completion of the research and written dissertation, the candidate submits the manuscript to the dissertation committee, the SPA Director of PhD Programs, and at least one qualified reviewer from outside the department (as selected by the SPA Director of PhD Programs) for review.

- If these members approve the manuscript, the candidate must schedule (working with the committee chair) an oral defense of the dissertation.
- For spring graduation, students should plan to defend their dissertation no later than mid-April.
- *Note: All paperwork is due to the Registrar by late April deadline for spring graduation.*

The defense will be attended by the dissertation committee and a qualified outside reviewer.

The process for the dissertation defense is similar to that of the dissertation proposal defense.

- The dissertation chair determines the format, which in most cases involves a short presentation by the student, followed by a question and answer period.
- The convener moderates the question and answer period and records the results of the committee's deliberations.
- The defense may last as long as two to three hours and concludes with closed committee deliberations.
- All members of the dissertation committee must sign the dissertation title page, thereby certifying approval of the document.

If the committee requires the student to revise the dissertation, the student must do so and then submit the revised document to the chair for review. Once the chair accepts the dissertation, he/she forwards the signed title page to SPA's PhD academic advisor to indicate acceptance.



The student must submit an electronic copy of the dissertation, including the signed title page, to the AU ProQuest/UMI site for format review after the dissertation defense.

- A guide for this process is at www.american.edu/provost/grad/etd/index.cfm.
- This guide also includes an electronic dissertation template with format guidelines and instructions for uploading the dissertation to the AU ProQuest/UMI electronic submission site.
- It is recommended that students begin using this template from the beginning of the writing phase, to avoid formatting issues after the defense.

Students will also need to do the following to qualify for graduation:

- Fill out a Survey of Earned Doctorates.
- File the original, signed title page with SPA's PhD academic advisor.

Note: All forms should be picked up from, completed, and returned to SPA's PhD academic advisor.

All these steps must be completed in order to qualify for graduation.

Note: It is rare that students do not pass the dissertation defense, since committee members are unlikely to sign off on the defense of an unsuitable dissertation proposal. However, if the dissertation is not passable, the student will be required to defend the project a second time after revisions are made.

REGISTERING TO GRADUATE

Students should first meet with SPA's PhD academic advisor to ensure that all requirements have been fulfilled and that the student is eligible for graduation.

Students apply for graduation through their online student account at myau.american.edu under "Academics" → "Apply to Graduate."

Students must have all of the dissertation paperwork already submitted to SPA's PhD academic advisor and final (perhaps revised) version of their dissertation uploaded to the AU ProQuest/UMI site.

The Registrar's application deadline to qualify for spring semester graduation is in late April.

ACADEMIC INTEGRITY

Academic integrity stands at the heart of intellectual life. The academic community is bound by a fundamental trust that professors and students alike undertake and present their work honestly. As a community of the mind, we respect the work of others, paying our intellectual debts as we craft our own work.

The Academic Integrity code for American University defines honorable conduct, outlines attendant rights and responsibilities, and describes procedures for handling allegations of academic misconduct.

American University views academic integrity as integral to its mission, treating it as far more than a disciplinary matter. All members of the university must join in educating students about the value of integrity and the ways in which intellectuals acknowledge their debts. In each course, faculty will remind students of the standards of integrity, and faculty may ask students to include with their submissions a signed statement pledging adherence to the Code in completing the assignment.

By enrolling at American University and then each semester when registering for classes, students acknowledge their commitment to the Code. As members of the academic community, students must become familiar with their rights and their responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources. American University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

To read the full Academic Integrity Code, please go to the American University Web site at www.american.edu/provost/registrar/regulations/reg80.cfm. The preceding language was taken from AU's Academic Regulations 80.00.01.

RESOURCES

OFFICE OF GRADUATE STUDIES (OGS) RULES AND REGULATIONS

The Office of Graduate Studies Graduate Student Rules and Regulations is a document which summarizes the body of Academic Rules and Regulations in place at American University for the conduct of graduate education in academic programs housed in Schools and Colleges other than the Washington College of Law. Graduate students in the Washington College of Law are governed by the academic rules and regulations specific to the Washington College of Law, except in those instances when they are enrolled in a joint program between another unit at American University and the Washington College of Law. When enrolled in a joint program, students must satisfy the Academic Rules and Regulations that relate to both units in which their degree is housed. Students are expected to know and follow these regulations; ignorance of a regulation will not be accepted as an excuse for failure to act in accordance with it. Academic units and graduate programs may establish additional regulations for their students. Based on a compelling rationale, an exception to a specific graduate academic regulation may be granted. Students filing appeal requests should begin with a written request to their academic advisor.

For all OGS Graduate Rules and Regulations, please visit: www.american.edu/provost/grad/upload/Graduate-Academic-Regulations.pdf or www.american.edu/provost/grad/2015-Grad-Academic-Regs.cfm



CONFERENCE ATTENDANCE, TRAVEL, AND ADDITIONAL FUNDING

After the completion of the first year of study, funding up to \$1,000 is available to students presenting research at major national conferences. To be eligible for this funding, the students must present their research before the JLC faculty prior to the conference. The student must meet with the JLC Director of Graduate Studies to request the funding.

The Office of the Provost offers a competitive research grants program for doctoral students to support their dissertation research. The awards are managed by the Vice Provost for Graduate Studies and Research. More information and the application guidelines can be found at www.american.edu/provost/grad/internal-funding.cfm.

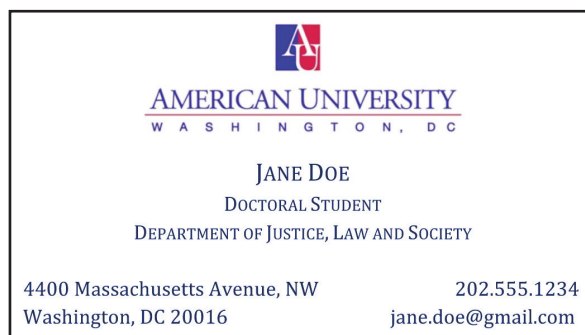
- Awards are available to doctoral graduate students who have been admitted to candidacy before the grant period begins. If you have questions about this requirement, check with the Director of Graduate Studies.
- Student must have an approved dissertation proposal and an active dissertation chair and committee.
- The research and writing may occur anywhere in the world.
- The grants are intended to provide supplemental funds to support basic research, fieldwork, or closely related endeavors.
- The awards range up to \$5,000.
- Award recipients will be reimbursed for expenses with submission of appropriate receipts to the Vice Provost for Graduate Studies and Research. Details of this process will be provided in the award letter.
- Other opportunities for internal or external funding can be found on AU's Web site or will be distributed by email as available.

PROFESSIONAL DEVELOPMENT RESOURCES

All doctoral students are strongly encouraged to present their research at the annual SPA PhD Research Conference at the end of the spring semester in May.

- Some professors may require first-year PhD students to present their research projects at the conference.

JLC provides a batch of business cards to all incoming PhD students. The cards adhere to the following standard format:



- Cards will be shipped to AU and the student will be notified when the cards are ready to be picked up.

- If students run out of cards, they should meet with the Director of Graduate Studies to order another set.

Students are encouraged to establish professional relationships with both their professors and fellow students.

GREENBERG SEMINARS FOR EFFECTIVE TEACHING

Designed as a complement to the PhD and MFA academic experience, the Greenberg Seminars provide a hands-on, practical introduction to professional development and classroom techniques. The seminars are designed for first-, second-, and third-year PhD students, and convene three to four times each semester.

YEAR ONE

The first year is an introduction to teaching with seminars, focusing on techniques and strategies to enhance the learning environment.

Seminar topics include: how to develop community in the classroom, understanding the diversity of the campus population in the 21st century, developing interactive and exciting lectures and classroom activities, accessing campus resources that support faculty-student interaction, and balancing teaching responsibilities with demands for scholarship and service.

Seminars offer students opportunities to debate issues with guest presenters and practice techniques in role plays.

YEAR TWO

The second year's seminars teach students strategic ways to manage a classroom environment using mock teaching sessions.

Students step into the role of instructor to teach a short class to some of their peers while others observe. Then the process is discussed, critiqued and compared with other examples. Time is also devoted to discussing the role that future technological innovations will play in teaching.

YEAR THREE

The final year includes an opportunity for the student to teach his/her own course.

To prepare for this responsibility, faculty help students in preparing a syllabus, selecting texts, designing assignments and anticipating the challenges that will inevitably occur.

Most of the teaching assignments occur in the summer that follows the seminar.

Year three also gets students ready for the job market by staging mock interview sessions with a dean and department chair.

Students' resumes are critiqued along with other documentation used in a job search.



More information on the Greenberg Seminars can be found at www.american.edu/provost/ctrl/greenbergseminars.cfm

TEACHING OPPORTUNITIES

Students may teach at American University while completing their dissertation.

In order to qualify, students must have advanced to candidacy.

An interested student must meet with the chair of the JLC Department to discuss the areas or potential courses the student would like to teach.

If approved by the chair, the student will be hired as an adjunct professor and paid accordingly.

ACADEMIC AND TECHNOLOGY RESOURCES ACADEMIC SUPPORT CENTER AND ACCESS CENTER (ASAC) (MGC 243, X3360)

ASAC counselors are available to discuss learning concerns and to identify and arrange appropriate support services.

Students with learning disabilities who plan to request testing accommodations should meet with an ASAC counselor to discuss the documentation needed.

The ASAC also offers workshops on a variety of reading and study skills topics, including sessions on studying for comprehensive examinations. The schedule of workshops is available at www.american.edu/ocl/asac/.

DISABILITY SUPPORT SERVICES (MGC 243, X3360)

The staff of Disability Support Services works to ensure that persons with temporary or permanent disabilities have an equal opportunity to participate in, and enjoy the benefits of, the university's programs, services, and activities.

This office also provides consultation and in-service training for faculty, staff, and students, with the overall goal of ensuring a campus environment that is welcoming to individuals with disabilities.

For more information, see www.american.edu/ocl/dss/.

WRITING LAB

The Writing Lab has a staff of counselors who will evaluate students' writing products, identify areas for improvement, and offer tips and strategies for better writing.

Any student enrolled in a course at AU is eligible to use the Writing Lab.

Priority is given to students with learning disabilities, international students, and non-native speakers of English.

Appointments for the Writing Lab can be scheduled in person during the ASC hours of operation: Monday–Thursday from 9 a.m. to 8 p.m. and Friday from 9 a.m. to 5 p.m. More information is available at www.american.edu/ocl/asc/Writing-Lab-About-Us.cfm.

COMPUTER LABS

The SPA Computer Lab offers students more than 30 computers with all major statistical software packages available for student use.

- It is located in the Sub-Terrace of the Ward Circle Building (phone is x3866).
- The computers are equipped with statistical software for research methods.
- More information is available at www.american.edu/provost/ctrl/spalab.cfm.

The Social Science Research Lab (SSRL) includes a classroom with more than 20 stations and a general work area housing additional computers.

- All SSRL computers are equipped with statistical software packages like Stata, SPSS, and SAS.
- The SSRL is located in room 202 of Hurst Hall (phone is x3862); similar to the SPA Computer Lab, the SSRL is staffed by advanced graduate students with expertise in research methods and statistical software.
- More information is available online at www.american.edu/provost/ctrl/ssrl.cfm.

CENTER FOR DIVERSITY AND INCLUSION (CDI) (MGC, X3651)

The mission of the CDI is to advance American University's commitment to respecting and valuing diversity by serving as a resource and liaison for students, staff, and faculty on issues of equity through education, outreach, and advocacy.

It is dedicated to enhancing LGBTQ, multicultural, first generation, and women's experiences on campus.

It promotes student retention, graduation, and academic achievement.

CDI collaborates with campus partners, in particular those that work with international students, students with disabilities, and students with active religious affiliations to create a safe, supportive, and empowering community for all students, regardless of identity.

More information about CDI can be found at www.american.edu/ocl/cdi/index.cfm.

HEALTH AND WELLNESS RESOURCES COUNSELING CENTER (MGC 214, X3500)

The Counseling Center helps students make the most of their university experiences and gain the tools and insights they need to thrive emotionally, socially, and intellectually.

The center offers individual counseling (primarily for crisis intervention, assessment, short-term support, and referrals to private mental health care); psychotherapy and discussion groups; workshops and presentations; consultation and outreach; and self-help and Web resources, including online mental health screenings.

Ongoing mental health treatment is generally considered a personal health-care responsibility, not a service provided by the university; however, there are excellent services available in the surrounding community.



Center staff will help students locate and connect with any off-campus services they need, and insurance usually assists with the cost of off-campus care.

The counseling staff is composed of psychologists, social workers, and graduate and postgraduate trainees.

Counseling is confidential, in accordance with ethical and legal standards.

There is no charge for services.

More information is available online at www.american.edu/ocl/counseling.

JACOBS FITNESS CENTER (SPORTS CENTER, X6267)

The Jacobs Fitness Center, located in the Sports Center, is a state-of-the-art facility, providing quality health, fitness, and recreation programs to meet a variety of needs and interests of a diverse campus population, and to foster broad participation and encourage active lifestyles, provide a healthy release from academic rigors, and develop lifelong habits of activity.

The center contains a wide range of both cardiovascular and strength training equipment.

Staff members are on duty whenever the fitness center is open, to help with exercise or equipment questions.

For registered students, membership fees are included in tuition.

Memberships include use of the fitness center, as well as the Reeves Aquatic Center Pools, the Bender Arena basketball and volleyball courts, outdoor track, and tennis courts.

Every semester the center offers a variety of group exercise and mind-body classes such as step aerobics, spinning, kickboxing, Pilates, and yoga, for an additional fee; personal training services are also available for a fee.

The fitness center hosts an annual 5K and a biathlon, and it offers wellness programs and incentives for participation throughout the school year. A valid AU ID card is required for entrance to the Jacobs Fitness Center.

For more information, see www.american.edu/recfit.

STUDENT HEALTH CENTER (MCCABE HALL, 1ST FLOOR, X3380)

The Student Health Center provides primary care medical services, health education, and wellness programming for AU students.

The clinical staff consists of an interdisciplinary team of physicians, physician assistants, nurse practitioners, nurses, and medical assistants.

These primary care clinicians initiate treatment and coordinate all aspects of care, including referrals to specialists when required.

Students are encouraged to develop a relationship with an on-staff

provider of their choice, called a primary care provider (PCP).

The SHC is part of an organized network of community hospitals and providers that serve AU students.

Services provided at the SHC are completely confidential; a student's medical record and any other health information can be released only with the student's written permission.

Students should bring their AU ID card, insurance card, and method of payment to every visit.

Services at the SHC are available by appointment, preferably made 24 hours in advance. To make an appointment or find further information, go to the Student Health Center Web site at www.american.edu/ocl/healthcenter.

HEALTH INSURANCE (X3380)

Health insurance is available to all graduate students taking 6 or more credit hours per semester.

Students with F1 or J1 visas will be automatically enrolled and the fee will be assessed on their student account.

Coverage currently costs \$1,750 for a full calendar year.

Further information is available at www.myaustudentinsurance.com.

STUDENT LIFE: HOUSING AND DINING

HOUSING

AU is located in northwest Washington, D.C., and has easy access to public transportation using the nearby Tenleytown Metro station, the AU shuttle bus, or one of the numerous Metro buses with routes near the AU campus. However, due to a high demand for undergraduate campus housing, the University is not able to provide on-campus housing accommodations for graduate students. The Office of Campus Life offers resources for students needing to find off-campus housing, including an Off-Campus Housing Posting Web site, workshops about working with landlords and financial planning, and individual consultations for personalized guidance regarding options, leases, and neighborhood analyses. Useful Web sites include:

- www.american.edu/ocl/housing/Off_Campus_Housing.cfm
- www.american.edu/ocl/housing/Off-Campus-Housing-Postings.cfm
- www.american.edu/communityrelations/AU-Neighbor-Resources.cfm

DINING

Students have many options for dining both on and off campus. There are two popular methods of paying for meals and services in addition to cash and credit/debit cards: EagleBucks and Dining Dollars.

- **EagleBucks** is a prepaid stored value account associated with a student's AU ID card. Funds may be added to the account at machines across campus, in person at the Housing and Dining



programs office, and on EagleBucks.com. Money added to the account never expires. EagleBucks can be used on-campus at food locations, the Campus Store, and the UPS store, as well as other off-campus businesses. A full list of sites can be found at EagleBucks.com.

- **Dining Dollars** is similar to EagleBucks but can only be used at on-campus food locations. The account provides a 10-15% discount on purchases at most locations. Funds can be added at EagleBucks.com.

DEPARTMENT OF PUBLIC SAFETY (PUBLIC SAFETY BUILDING, X2527)

The Department of Public Safety handles issues related to security, parking, and traffic around campus, such as parking permits, daily lot meters, and parking tickets.

They provide escorts 24 hours a day, 7 days a week, for community members going to and from university-owned property.

Students stranded in D.C. who need a ride back to campus should use the “Safe Ride to Campus” program, which allows them to call a cab and ride in it back to Public Safety. If Public Safety is notified while a student is on the way, a staff member will meet the cab, pay the fare, and place the charge onto the student’s account.

Students are encouraged to sign up online for AU’s Broadcast Alerts, an email and text message-based system for quick communication with students, faculty, and staff. When an incident occurs on campus such as a fire or school closing, users will be notified without having to call a telephone number or check a Web site.

For further information see www.american.edu/finance/publicsafety/.

ADDITIONAL RESOURCES

EXAMINATION AND DISSERTATION RESOURCES

Public Safety offers valuable on- and off-campus services.

- Sample SPA (excluding JLC) Comprehensive Examination Questions www.american.edu/spa/resources/comps.cfm
- Dissertation Resources www.american.edu/spa/resources/dissertation-resources.cfm
- Electronic template and dissertation submission www.american.edu/provost/grad/etd/index.cfm
- The American University IRB home page www.american.edu/irb/index.cfm
- American University IRB Forms www.american.edu/irb/IRB-Forms.cfm
- IRB Process www.american.edu/irb/IRB-Process.cfm
- IRB Federal Definitions and Regulations www.american.edu/irb/Federal-Definitions.cfm
- Required human subjects research training www.american.edu/irb/IRB-Training.cfm

PROFESSIONAL AND ACADEMIC ASSOCIATIONS

- American Society of Criminology (ASC) www.asc41.com
- Academy of Criminal Justice Sciences (ACJS) www.acjs.org
- Law & Society Association (LSA) www.lawandsociety.org
- American Sociological Association’s Crime, Law and Deviance www.asanet.org/sections/crime.cfm

OTHER ACADEMIC RESOURCES

- AU Graduate Studies Web site www.american.edu/provost/grad/index.cfm
- Greenberg Seminar www.american.edu/provost/ctrl/greenbergseminars.cfm

INTERNAL AND EXTERNAL GRANTS AND AWARDS

- Doctoral Student Research Award www.american.edu/provost/grad/internal-funding.cfm
- External funding www.american.edu/provost/grad/external-funding.cfm

INTERNATIONAL STUDENT RESOURCES

International Student and Scholar Services (ISSS) (Butler Pavilion 410, x3350)

The mission of International Student and Scholar Services is to advance American University’s commitment to building a global community by orienting, advising, and advocating for international students and ensuring compliance with federal regulations governing international educational exchange.

Programs and services include:

- Immigration advising and workshops
- Personal, academic, and financial counseling
- International student orientation
- Cross-cultural training
- Ethnic and nationality club advising
- Consumer resources

Further information is available at www.american.edu/ocl/iss/index.cfm.

ACADEMIC SUPPORT AND ACCESS CENTER (ASAC) (MGC 243, X3360)

The ASAC has counselors who work specifically with international students to help them ease the transition to AU, and gain the necessary skills for success.

Topics include time management, textbook reading, writing, note taking, classroom participation and presentations, and preparation for academic advisor meetings, as well as adapting to higher education in the U.S., both in and out of the classroom.

ASAC counselors can make referrals for English language study with peer or professional tutors; students are responsible for all tutorial fees.



Efforts are made to match students with peer tutors who have expertise in the same discipline.

INTERNATIONAL STUDENT REGISTRATION

In addition to the registration procedures for continuing or new degree students, the following steps must be taken by international students (i.e., students who are not U.S. citizens or permanent residents):

- Students enrolling at AU for the first time or for a new program are required to take their passport, I-94, I-20, or IAP-66 (if applicable) to ISSS.
- International students with F1 or J1 visas are required to register full-time (9 credit hours) for each semester; they must obtain written permission from ISSS to obtain a waiver from this requirement. Failure to do so may result in loss of status.
- Students who fail to register full-time or obtain a waiver, or who fail to provide ISS with copies of all required immigration documents as of the first day of class for a semester, will be unable to register.
- Students in B-1/B-2 status are not eligible to register.
- International students are required to pay a fee to support the Student and Exchange Visitor Information System (SEVIS) program and automated systems run by the U.S. Immigration and Naturalization Service; SEVIS keeps track of students to ensure they correctly maintain their status while in the U.S.

DIRECTORY

HELPFUL CONTACTS

All phone extensions follow the same format: (202) 885-xxxx

Professor Vicky Wilkins

Director of SPA PhD Programs
vwilkins@american.edu
Ward 318
X6443

Professor Richard Bennett

JLC Director of Graduate Studies
Bennett@american.edu
Ward 260
X2956

Professor Joseph Young

Department Chair of JLC
jyoung@american.edu
Ward 266
X2951

Bob Briggs

Academic Advisor
SPA PhD Programs
rbriggs@american.edu
Ward 236
x6204

Shelley Morris

Academic Advisor
Department of JLC
shelleym@american.edu
Ward 257
x6456

SPA PhD Student Lounge

Ward Sub-terrace 06 (next to the SPA computer lab) and Hurst Hall in the 2nd Floor SPA Suite

SPA Dean's Office

Ward 310
x2940

SPA Computer Lab

Ward ST-01
x3866

FACULTY DIRECTORY

Lynn Addington, Associate Professor

adding@american.edu
PhD State University of New York–Albany;
JD University of Pennsylvania
Research interests: the nature of violent crime and its impact on victims, measurement of crime, and utilization of U.S. crime statistics.

Tricia Bacon, Assistant Professor

bacon@american.edu
PhD Georgetown University
Research Interests: Counterterrorism in South Asia, North Africa, East Africa, Europe and Southeast Asia, counterterrorism policy, national security decision-making, terrorist and insurgent groups

Chana Barron, Assistant Professor

barron@american.edu
PhD Candidate, Sociology, University of Iowa;
JD Cardozo School of Law, Yeshiva University
Research interests: death penalty, gender in the criminal justice system, and sociology of law.

Brad Bartholomew, Professorial Lecturer

bartholo@american.edu
PhD University of Maryland
Research interests: terrorism, policing, the radicalizations of social movements, evaluating terrorism countermeasures

Richard Bennett, Director of Graduate Studies and Professor

bennett@american.edu
PhD Washington State University
Research interests: comparative criminology, comparative criminal justice, and police organization and procedures.

Bill Davies, Associate Professor

davies@american.edu
PhD King's College London
Research interests: transnational nature of legal ideas and systems, law and institutions of the European Union.

Daniel Dreisbach, Professor

ddreisb@american.edu
DPhil Oxford University;
JD University of Virginia
Research interests: American constitutional law and history, First Amendment law, church-state relations, criminal procedure.

David Fagelson, Associate Professor

dfagel@american.edu
D Phil Oxford University;
JD University of Michigan
Research interests: global ethics, constitutional rights, law and development, political theory and human rights.

Brian Forst, Professor

bforst@american.edu
PhD George Washington University



Research interests: fear of terrorism, policing terrorism, prevention, the application of games theory and simulation modeling to terrorism problems, prosecution, policing, miscarriages of justice, criminal justice legitimacy, sentencing, and the deterrent effects of the death penalty.

Deirdre Golash, Associate Professor, Emeritus

dgolash@american.edu
 PhD University of Maryland;
 JD Georgetown University
 Research interests: philosophy of law, moral justification of criminal punishment.

Jon Gould, Professor

gould@american.edu
 PhD University of Chicago;
 JD Harvard
 Research interests: civil rights and liberties, justice policy, legal change, and helping to make academic research relevant and accessible to policy making.

Jennifer Gumbrewicz, Professorial Lecturer

gumbrewi@american.edu
 LLM George Washington University;
 JD American University Washington College of Law
 Research interests: national security law, First Amendment and privacy concerns, criminal law and procedure.

Robert Johnson, Director of Graduate Studies (Fall 2014) and Professor

robert.johnson@american.edu
 PhD State University of New York–Albany
 Research interests: prison and other institutions of punishment and confinement, the death penalty, institutional violence, and race and justice in America.

Douglas Klusmeyer, Associate Professor

dklusm@american.edu
 PhD and JD Stanford University
 Research interests: migration, political ethics, citizenship, and international politics.

Research interests: criminological theory, violent crime, cross-national variation in crime rates, gun control, the role of family in the development of violent behavior, the impact of violent television and film on violent crime rates.

Jessica Waters, Assistant Professor

waters@american.edu
 JD American University Washington College of Law
 Research interests: reproductive rights law, state control over reproductive health care and women’s access, women’s medical decisions during pregnancy and labor.

Joseph Young, Department Chair

jyoung@american.edu
 PhD Florida State University
 Research interests: transnational terrorism, interstate war, transnational conflict processes, domestic terrorism, civil war and insurgency, institutions and violence.

Thomas Zeitzoff, Assistant Professor

zeitzoff@american.edu
 PhD New York University
 Research Interests: political violence, why groups fight, and the political and psychological effects of exposure to violence

PAST PHDS GRANTED

PhD in Sociology: Justice

1991	Tammy Anderson	2003	Heather Davies Stephen Gies
1993	Mona Danner Rainey Ransom	2005	Heather Ahn-Redding James Blotts Sharon Kelly Jennifer Lynn-Whaley
1994	Michael Elsner Rosemary Erickson Andrea Lange	2006	Melissa Morabito Seri Palla
1995	Christopher Cooper Jeanne Flavin Paul Leighton	2007	Ashley Nellis Kevonne Small
1997	Jennifer Scherer	2008	Lynn Bauer Jocelyn Fontaine Adam Lankford
1998	Abdul Awaludin Patricia Kirby Tyrone Powers	2009	Jibey Asthappan

PhD in Justice, Law and Criminology

1999	Monica Robbers	2010	Jennifer Adger Deborah Pfaff Sharon Melzer Kelley Moulton Christina Yancey
2000	Evita Bynum Jill D’Angelo Nicholas Minogue Michael Planty	2012	Rebecca Welsh Kevin Wozniak
2001	Louise Van Der Does	2013	Paige Harrison Jane Palmer
2002	Steven Michkowski Gerard Rainville		



APPENDIX

SUGGESTED DOCTORAL TIMELINE

ENTERING WITH MASTER'S DEGREE

YEAR 1

Fall:

- JLC 710 Proseminar in Justice OR JLC 720 Proseminar in Law and Society (3)
- GOVT 612 Conduct of Inquiry I (3)
- GOVT 696 Introduction to Research Design (3)

Spring:

- JLC 710 Proseminar in Justice OR JLC 720 Proseminar in Law and Society (3)
- GOVT 613 Conduct of Inquiry II (3)
- (3 credit hours) Course from Primary or Secondary Field of Study (3)
- Qualifying examination

YEAR 2

Fall:

- Advanced seminar/elective, first field (3)
- Advanced seminar/elective, second field (3)
- Advanced Research & Methodology (3)

Spring:

- Advanced seminar/elective, first field (3)
- Advanced seminar/elective, second field (3)
- Advanced Research & Methodology (3)

YEAR 3

- JLC 898: Doctoral Continuing Enrollment (in both the fall and spring) (1–9 hours)
- Complete comprehensive examinations in first and second field
- Prepare and defend dissertation proposal
- Qualify for fourth year fellowship funding (advancement to candidacy required)

YEAR 4

- JLC 899: Doctoral Dissertation (in both the fall and spring) (9 hours)
- Research and write dissertation
- Final Dissertation Defense
- Graduate

ENTERING WITH BACHELOR'S DEGREE

YEAR 1

Fall:

- Proseminar, first field (3 credit hours)
- Intro Research Design (3)
- GOVT-612: Conduct of Inquiry (3)

Spring:

- Proseminar, first field (3)
- Advanced seminar, second field (3)
- GOVT-613: Conduct of Inquiry II (3)
- Qualifying examination

YEAR 2

Fall:

- Advanced seminar/elective, first field (3)
- Advanced seminar/elective, second field (3)
- Advanced Research & Methodology (3)

Spring:

- Advanced seminar/elective, first field (3)
- Advanced seminar/elective, second field (3)
- Advanced Research & Methodology (3)

YEAR 3

- Electives toward first or second field (18 credit hours)

YEAR 4

- JLC 898: Doctoral Continuing Enrollment (in both the fall and spring) (1–9 hours)
- Complete comprehensive examinations in first and second field
- Prepare and defend dissertation proposal
- Qualify for fifth year fellowship funding (advancement to candidacy required)

YEAR 5

- JLC 899: Doctoral Dissertation (in both the fall and spring) (9 hours)
- Research and write dissertation
- Final Dissertation Defense
- Graduate



REQUIRED COURSES AND DESCRIPTIONS

JLC-710 Doctoral Proseminar in Justice (3)

Designed for PhD students, this course is an analysis and critique of major theoretical approaches to the study of justice and the law. The interactions among the justice system, law, and society are investigated, including the conceptual underpinnings of the discipline, as well as an in-depth treatment of the field's empirical research. Usually offered every fall.

JLC-720 Doctoral Proseminar in Law and Society (3)

An overview of the field of law and society, providing the perspectives of several disciplines on the law, usually offered every spring.

RESEARCH DESIGN AND METHODOLOGY (REQUIRED)

GOVT-612 Conduct of Inquiry I (3)

Concepts, approaches, and methodologies of research in political science and public administration; probability, sampling; quantitative data analysis, including hypothesis testing and estimation; qualitative data analysis and measures of association. Usually offered every fall.

GOVT-613 Conduct of Inquiry II (3)

Continuation of GOVT-612. Introduction to applied econometrics; bivariate and multivariate analysis of social science research, with applications in politics, public administration, policy, and criminal justice. Usually offered every spring.

TWO OF THE FOLLOWING METHODOLOGY COURSES:

GOVT-614 Quantitative Research Designs (3)

Introduction to experimental and quasi-experimental designs, and the integration of research design for better use of observational, non-experimental data. Measurement and the use of survey research and case studies for the study of policy, and political and administrative behavior. Usually offered every other fall.

GOVT-615 Research Design (3)

A survey of political science research methodologies focusing on qualitative, theoretical, and empirical alternatives to positivistic approaches, based on new philosophies of science such as scientific realism. Includes alternative means of data development; cultural, structural, and functional theories applicable to political research; and theory testing. Usually offered every spring.

GOVT-720 Seminar in Policy Analysis: Advanced Quantitative Methods (3)

Topics vary by section, may be repeated for credit with different topic. Analysis of policy formation and implementation; different theories on the role of government in society; the science of program evaluation. Topics vary, but the course concentrates on the design of research and critical examination of works in the field. Usually offered every term.

JLC-604 Foundations of Knowledge (3)

This methodology course helps students identify what actually counts as knowing something in their study of social phenomena. Social scientists, lawyers, and philosophers must grapple with the question of what counts as a fact that actually describes what

they believe they are observing. Making this decision inevitably affects one's understanding of what is being observed. This course examines the foundations of empirical, analytical, critical, and other modes of thought in order to enable them to evaluate the various methods used to study social institutions. Usually offered every spring.

DISSERTATION

JLC-898 Doctoral Continuing Enrollment

The 898 Doctoral Continuing Enrollment may be taken by doctoral students who are completing coursework, comprehensive examinations, or proposals in preparation for advancement to candidacy. It is a 1–9 credit course that can be repeated once and it may be taken with or without regular coursework. Tuition is assessed at a 1-credit rate. The course is graded UP/SP and students must register with the approval of their Doctoral Program Director. Academic load is determined by total enrolled credits for the semester (FT=9 and HT=4). The 898 course may not be used to establish full-time status for merit aid except for students with a half-time GA appointment who have an approved plan to distribute a total of 18 credits over one calendar year (6 credits each during fall, spring and summer semesters). This course may only be taken twice.

JLC-899 Doctoral Dissertation

The 899 Doctoral Dissertation course may be taken by doctoral students who have been advanced to candidacy with the approval of the faculty member supervising the dissertation (or a designee). It is a 9-credit course but tuition is assessed at the 1-credit rate. The course is graded UP/SP and students in 899 Doctoral Dissertation are deemed full-time students.



ACADEMIC CALENDAR, 2016-2017

This is an abridged version of the academic calendar for this year.

See the entire 2016-2017 calendar and later ones at www.american.edu/provost/registrar/schedule/academic-calendar.cfm.

FALL SEMESTER 2016

August 29	M	Fall classes begin
September 5	M	Labor Day, no classes, university offices closed
September 12	M	Last day to add a fall course
October 14	F	Fall Break, no classes, university offices closed
November 7	M	Spring 2017 priority registration for graduate students begins
November 11	F	Theses and dissertations due in deans' offices for fall degree candidates
November 22	T	Tuesday classes cancelled; Friday classes meet
November 23-27	W-Su	Thanksgiving holiday, no classes, university offices closed Thursday and Friday
December 9	F	Fall classes end; Theses and dissertations due in Registrar's Office for fall degree candidates
December 7-8	M-M	Fall final examinations
December 9	F	Fall study day; no classes
December 24-January 2	S-M	Winter break; University Offices Closed

SPRING SEMESTER 2017

January 16	M	Spring classes begin Martin Luther King, Jr. Day, no classes, university offices closed
January 17	T	Spring classes begin
January 31	M	Last day to add a spring course
March 12-19	Su-Su	Spring break, no classes, university offices open Monday through Friday
April 3	M	Fall 2017 priority registration for graduate students begins (Payment due August 1, 2016); Theses and dissertations due in deans' office for spring degree
May 3 -May 9	W-T	Spring final examinations
May 12-14	F-Su	Commencement weekend activities



PROGRAM OF STUDY WORKSHEET AND CHECKLIST

PHD IN JUSTICE, LAW & CRIMINOLOGY

Student: _____

AU ID: _____

Deadline for degree completion: _____

First Field: _____	Instructor	Semester	Grade
1.			
2.			
3.			
4.			

Second Field: _____	Instructor	Semester	Grade
1.			
2.			
3.			
4.			

Research Methods	Instructor	Semester	Grade
1. GOVT-612 Conduct of Inquiry I			
2. GOVT-613 Conduct of Inquiry II			
3.			
4.			

Other Degree Requirements

- | | |
|--|---|
| <input type="checkbox"/> Qualifying Paper (End of Year 1)
Completed: _____ | <input type="checkbox"/> Credit fulfillment of 600+ level courses
(36 for Master's, 54 for Bachelor's) |
| <input type="checkbox"/> Comprehensive Examination in First Field
Completed: _____ | <input type="checkbox"/> Dissertation Proposal Defense
Completed: _____ |
| <input type="checkbox"/> Comprehensive Examination in Second Field
Completed: _____ | <input type="checkbox"/> Final Defense of Dissertation
Completed: _____ |

Qualifying Paper Committee (3): _____

Dissertation Chair: _____

Dissertation Committee (2+): _____



READING LIST APPROVAL FOR PHD COMPREHENSIVE EXAMINATION

Name of Student _____

We have approved the attached reading list for the PhD comprehensive examination for the above-named student.

Chair - Print Name Signature Date

Second Reader Signature Date

Third Reader Signature Date

Return this form with reading list attached to the department's graduate academic advisor.

Approved list received:	You may take:
August 2 - December 1	Spring comp; Usually Offered Early-Mid February
December 2 - April 1	Summer comp, Usually Offered Early-Mid June
April 2 - August 1	Fall comp, Usually Offered Early-Mid October



DOCTORAL STUDENTS DISSERTATION COMMITTEE NOMINATION FORM

Student: _____ AU ID: _____

Degree Program: _____ Email: _____

Doctoral Committee: To be appointed after the student has been advanced to candidacy. This committee supervises and passes upon the dissertation and administers the final examination. The AU Graduate Regulations specify that the committee must be composed of a **minimum of three members.** Committee members can be from the student's major department or from related departments.

Note: Nature of Research:

* If your research will involve the use of **human subjects**, Institutional Review Board approval is required before your research can begin.

* If your research will involve the use of **vertebrate animals**, Institutional Animal Care and Use Committee approval is required before your research can begin.

Student's Signature: _____ Date: _____

Committee Membership: New Revised

Please print the first and last name of each committee member to be nominated.

Committee Member	Department	
_____	_____	Chair
_____	_____	
_____	_____	
_____	_____	
_____	_____	

NOTE: Individuals are nominated to serve on doctoral committees in accordance with AU Graduate Regulations. A current vitae must accompany this form for all individuals so nominated.

Nominated by: _____ Date: _____
Doctoral Program Director's Signature Date

Approved by: _____ Date: _____
Vice Provost, Graduate Studies and Research's Signature Date

JUSTICE, LAW AND CRIMINOLOGY

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