

### **Transfer of Graduate Courses from Other Universities**

A maximum of six (6) units of juvenile-justice-related doctoral-level course work may be transferred from other accredited universities. A minimum grade of “B” is required in any such course. Transfer credit is granted by petition to, and approval by, the Doctoral Committee, with final approval by the Dean of the College. It is the student’s responsibility to initiate the petition and justify the acceptance of the course. In the event a student has taken less than 7000-level courses to be used toward the course work requirements of the doctoral program, the number of allowed transfer units will be reduced on a one-for-one basis. Courses presented for transfer credit must be the equivalent of courses in the doctoral program.

### **Continuous Enrollment**

Continuous enrollment defines the minimal level of academic activity needed to remain enrolled in the program. A Ph.D. student is considered to be continuously enrolled when he or she is enrolled for at least one course during each of the spring and fall academic semesters. Once a Ph.D. student has been admitted to candidacy he or she must enroll for a minimum of 6 hours during the 9-month academic year to be continuously enrolled. Students who fail to meet the continuous enrollment criteria will be withdrawn from the program and must apply for readmission. The sole exception is enrollment during comprehensive exams. Students taking comprehensive exams are not required to be enrolled in course work.

### **Residency**

Students must establish course work residency before being admitted to candidacy. The residency requirement is considered to be met when a student has been continuously enrolled on campus for two consecutive semesters (excluding the summer semester).

### **Leave of Absence**

Graduate students who have not completed their formal course requirements are expected to enroll continuously in the program during all consecutive long semesters after initial registration. Students who do not expect to be enrolled should request a leave of absence in a letter to the Department Head for Justice Studies. A leave of absence is granted at the discretion of the Dean of the College.

This provision includes students who have completed their formal course requirements and are writing the dissertation away from the campus. During a leave of absence, a student cannot make use of the University or College of Juvenile Justice and Psychology resources, nor can a student attempt comprehensive exams or defend a dissertation.

### **Good Standing**

Ph.D. Students remain in good standing when they maintain a minimum cumulative GPA of 3.0 for graded courses in the doctoral program. Only grades of “B” or better count toward required course work (i.e., all but the elective courses) and dissertation hours. Only grades earned in, or approved by the College of Juvenile Justice & Psychology doctoral level courses will be used to calculate a student’s GPA. Any grade lower than "B" in a required area course will require the student to retake the course and pass it with a grade of "B" or higher. While one elective grade of “C” may be counted toward the Ph.D., only grades of “B” or better indicate satisfactory completion of courses required for the Ph.D. If a student receives a total of two grades of “C,” in any combination of courses (elective/required), the student will be dismissed from the program, but may petition the Doctoral Committee for readmission. After reviewing the petition, the committee may allow readmission under such conditions as it deems appropriate. A third grade lower than "B" will result in permanent dismissal from the program with no recourse to petition.

### **Time Limit**

A student must complete all requirements for the Ph.D. degree within seven (7) consecutive years after the first date of enrollment in the program. If transfer courses are permitted, the initial enrollment date of those courses must not exceed seven years prior to the date the degree is awarded.

### **Comprehensive Examination**

Before they may be admitted to candidacy, students must successfully complete their doctoral examinations. These examinations are employed to test the student's general knowledge, his or her ability to integrate and synthesize the wealth of information in the field, and his or her preparation for engaging in the kind of independent scholarship required to complete a doctoral dissertation. Students failing any portion of the comprehensive examinations must consult with the Department Head for Justice Studies to determine the steps to be taken. Two consecutive failures on any examination will result in the student's dismissal from the Ph.D. program.

### **Advancement to Candidacy**

Following successful completion of the comprehensive examinations, it is the student's responsibility to petition for advancement to candidacy. To be advanced to candidacy, students must have completed all of the following requirements and/or procedures:

1. Achieved a cumulative grade-point average no lower than 3.0 in program course work and a minimum grade of “B” (3.0) in all required area courses.
2. Completed all program course work with no more than one grade lower than “B” (unless the student successfully petitions his or her dismissal and retakes a second “C” course with a grade of “B” or higher).
3. Successfully passed all comprehensive examinations.

Following approval of the student’s application to candidacy, the student may enroll in Dissertation hours.

Students admitted to candidacy are required to accumulate a minimum of 6 credit hours during each twelve month period following admission to candidacy and until such time as the degree is granted. Further, a student must be enrolled for a minimum of 3 dissertation hours during any semester in which University resources are used. Assistantship students must continue to meet the enrollment criteria for maintaining their assistantship. Any exception to this policy requires the approval of the Head of the Department and the Dean of the College of Juvenile Justice & Psychology. Students who fail to enroll for the appropriate number of hours following advancement to candidacy shall be placed on probation. To be removed from probation, the student must enroll for the deficient number of credits plus three additional credits in the next semester. Students who do not meet these requirements will be dismissed from the doctoral program and required to reapply for admission, subject to any new admissions criteria in effect at the time of readmission.

### **Dissertation**

Following approval of the student's application to candidacy, the student may enroll in dissertation hours. Two attempts at passing both the dissertation prospectus defense and the dissertation defense are permitted. Having met other requirements for the degree, students who successfully defend their dissertations and complete the submission process are granted the degree of Doctor of Philosophy at the commencement ceremony immediately following. Failure to pass either the dissertation prospectus defense or the dissertation defense will result in the student's dismissal from the program.

The determination of completion requirements for the Doctor of Philosophy degree in Juvenile Justice is solely the province of the program faculty.

### **Financial Assistance**

The University offers various forms of financial aid, from scholarships to work-study arrangements and loans. Scholarships are usually in very short supply. Those interested in financial aid are encouraged to contact or make an appointment with the financial aid office on campus. The web address for the University Financial Aid Office is <http://www.pvamu.edu/pages/2169.asp>.

The College of Juvenile Justice & Psychology will normally have two forms of financial aid available: (1) graduate assistantships (usually requiring 20 hours of work a week) for up to 10 individuals and (2) research assistants supported by externally-funded grants. All teaching and research assistantships in excess of \$1,000 carry a waiver of out-of-state tuition fees. For information on these opportunities, contact the Department Head or individual faculty in charge of various grants.