



Doctoral Program in Justice, Law and Criminology

2023-2024



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



Bill Davies
Department Chair

WELCOME TO OUR PROGRAM AND OUR SCHOLARLY COMMUNITY!

Dear Student:

Welcome to American University's Doctoral Program in Justice, Law and Criminology with fields in Justice, Terrorism and Political Violence, and Law and Society. Along with our website, 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.



David Malet,
Doctoral Program Director

As a doctoral 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 scholars. 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. Our alumni network is growing, and in recent years our PhDs have graduated with tenure-track jobs at research universities and liberal arts colleges, as well as research positions with government agencies and non-profit organizations.



Emily Kim,
SPA Graduate Studies Advisor

If you have any questions regarding your doctoral program, please feel free to contact David Malet, JLC Doctoral Program Director. 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.

Sincerely,

Bill Davies, Department Chair
David Malet, Doctoral Program Director
Emily Kim, SPA Graduate Studies Advisor



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 two fields of study.

The first will be one of the three fields offered by the Department:

- Justice
- Law and Society
- Terrorism and Political Violence

The second field will either be one of the other two JLC fields, or a field comprised of courses offered in SPA's other two departments (Government and Public Administration and Policy) or another school at American University (subject to approval):

- Justice
- Law and Society
- Terrorism and Political Violence
- Political Methods (Department of Government)
- Public Policy (Department of Public Administration and Policy)
- An external field by departmental approval

With approval from the 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, at the conclusion of their coursework in that area. This process will be further detailed in subsequent sections of the handbook.

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 (prospectus).

The doctorate is a research-focused degree requiring students to take SPA 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, from the date of first enrollment as a doctoral student.

- If the degree completion takes longer than the allotted times, a student will be responsible for meeting their additional enrollment costs through external sources or self-funding.

ADMISSION TO THE PROGRAM

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

January 6 is the deadline for application to the program.

All applicants must submit scores from the Graduate Record Examination (GRE). The 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 your academic advisor or explore www.american.edu/wipar/resources-for-doctoral-students.cfm).

Students selected for AU funding are granted a fellowship with full funding (excluding when classes are not in session) for four 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.
- The faculty member must be research active, tenure track, and committed to mentoring the student
- Exceptions are permitted with approval of the Department Chair or Doctoral Program Director
- Students are assigned based on their selection of top three faculty members they would like to work with.
- Student selections are to be sent to the Doctoral Program Director prior to the start of each academic year
- Students will then be notified of their assignments the week before the start of an academic term.
- Students who receive AU funding are obligated to fulfill their work requirement 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 to continue receiving funding.

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



Upon accepting fourth-year funding, 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 he/she will be required to find external funding or self-fund the remaining part of their program.

Students can also contact SPA's WIPAR (Washington Institute for Public Affairs Research) for additional information about applying for external funding

External funding and grants are available to supplement AU's fellowship. For example, National Institute of Justice (NIJ) has a dissertation fellowship program that funds students working on their dissertation beyond the third year.

PROGRAM REQUIREMENTS

First-semester PhD students will meet with the PhD Program Director to develop a Plan of Study for coursework based on student field and professional interests.

DEGREE REQUIREMENTS

Students must complete 36 credit hours of 600+ level courses, two semesters of JLC-898, and two semesters of JLC-899.

With approval of the department's academic advisor and Doctoral Program Director, students may take additional classes outside of SPA.

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 each of their two selected fields. Students must pass an oral defense of the dissertation proposal (prospectus). Students must pass a final oral defense of the dissertation.

COURSE REQUIREMENTS

TWO FIELDS (12 CREDIT HOURS FOR EACH FIELD, 24 TOTAL)

Justice

- JLC-710 Proseminar in Justice (3 credit hours)
- 9 additional credit hours in advanced courses in Justice selected in consultation with the Doctoral Program Director.

Law and Society

- JLC-720 Proseminar in Law and Society (3 credit hours)
- 9 additional credit hours in advanced courses in Law and Society selected in consultation with the Doctoral Program Director.

Terrorism and Political Violence

- JLC-730 Proseminar in Insurgency, Terrorism and Conflict (3 credit hours)
- 9 additional credit hours in advanced courses in Terrorism and Political Violence selected in consultation with the Doctoral Program Director.

Political Methodology (Department of Government)

- GOVT 615 Research Design
- GOVT 618 Bayesian Statistics (prerequisites SPA 612 and 613)
- SPA 614 Conduct of Research III
- SPA 615 Conduct of Research IV

Public Policy (Department of Public Administration and Policy)

- PUAD 730 Proseminar in Public Policy (Fall)
- PUAD 732 Proseminar in Policy Implementation (Spring)
- PUAD 770 Economics for Policy Analysis (Fall)
- PUAD 771 Seminar in Public Finance & Human Capital (alternate Spring, prerequisite PUAD 770)

Note: PUAD 771 is only offered every other year, so the availability of those courses should determine whether to take 730 and 732 in the first year or 770 and 771 in the first year.

RESEARCH DESIGN AND METHODOLOGY (12 CREDIT HOURS)

- SPA-612 - Conduct of Inquiry I (3 credit hours)
- SPA-613 - Conduct of Inquiry II (3 credit hours)
- 6 additional credit hours from the following methodology courses:
 - GOVT-615 – Introduction to Research Design (3 credit hours)
 - SPA-614 – Conduct of Inquiry III (3 credit hours)
 - SPA 615 Conduct of Inquiry IV (3 credit hours)
 - Other methodology courses approved by the Doctoral Program Director.

DISSERTATION

As work on the dissertation project progresses, students must register for dissertation credit in order to maintain enrollment. Student must register for JLC-898 during third year of study. 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 cumulative 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 qualifying examination before start of second year (August 22 deadline).
- pass both comprehensive examinations and successfully defend dissertation prospectus before start of fourth year (August 22 deadline).
- for Graduate Assistants (GAs): perform satisfactorily as a GA
- pass required courses SPA 612 and SPA 613 with minimum grades of B.

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

- Maintained a 3.2 Cumulative gpa
- Passed the qualifying examination
- Passed both written comprehensive examinations
- Passed an oral defense of the dissertation proposal
 - If the degree completion takes longer than the allotted 4 years, the student will have to obtain outside funding Or self-fund the additional years of study. Please Contact the academic advisor and doctoral program Director to aid in r for outside funding.
- The average time to completion is 4-5 years.

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. This process entails the student providing the Doctoral Program Director, in writing by the third week in May, the following:

- Detailed list of completed coursework and grades
- Any involvement with the university (i.e., mentorship)
- Previous and active research
- Publications and/or presentations

Evaluation of the students' progress by the Associate Dean, Graduate Advisor, and Department Chair, will be communicated with the student in writing prior to the start of the following academic year.

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:

- earning a cumulative 3.20 GPA
- receiving satisfactory performance appraisals from faculty supervisors (for GAs, RAs and special fellowship recipients)
- passing the qualifying examination
- passing both written comprehensive examinations
- defending a dissertation proposal

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 Doctoral Program Director, 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.

REGISTRATION AND ADVISING

Students typically take three courses (totaling 9 credits) in each semester.

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 will have to cover any additional coursework.

Students are required to meet with the department's academic advisor each semester prior to registering for courses to lift any registration holds and to ensure that field requirements are being 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, and the University of Maryland.

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

For course eligibility and registration information, contact the student services unit in the Office of the Registrar at 202-885-2208 or registration_services@american.edu.

If interested, students should review course listings from the Web sites of the member institutions contact the faculty member teaching the course to request attendance and obtain a course syllabus.



Once obtained provide the acceptance, syllabus, and consortium form to the academic advisor, Doctoral Program Director, and Department Chair.

DISSERTATION CREDIT

During the third year of study, 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, 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. The grading scale and the grade calculations used in the graduate GPA are equivalent to those used for undergraduate students.

If there are any questions about grading scales throughout the program, please contact the Doctoral Program Director for clarification.

INCOMPLETES

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.

PASS/FAIL

Graduate students, unless approved by the Associate

Dean, must earn a letter-grade for a course unless that course is only offered Pass/Fail or SP/UP. Courses that can only be taken Pass/Fail may be included as part of a student’s Program of Study. A grade of Pass for a graduate student indicates performance of no less than a C, which indicates a numeric equivalent of 2.00. Neither Pass nor Fail grades are used to compute the GPA. A course that is only offered SP/UP may not be assigned grades of Pass/Fail.

GRADE GRIEVANCES

Students may grieve a grade only if:

1. an instructor fails to enter a course grade by 10 (ten) business days after the last day of the semester in which the course was taken; or
2. there was an error in calculation which had a material impact on the final course grade; or
3. the instructor failed to comply with the syllabus or posted revisions to the syllabus, or other written and established course requirements, or the University discrimination policies, which had a material impact on the final course grade.

For additional information on grade grievances please visit: <https://www.american.edu/policies/students/academic-grade-grievances-policy.cfm>

QUALIFIER AND COMPREHENSIVE EXAMINATIONS

For enrollment eligibility purposes in any year, successful qualifiers and comprehensive examinations must be recorded by the School of Public Affairs no later than August 22.

PROCEDURES

Both the paper and presentation will be evaluated by a committee of two full-time faculty members.

The qualifier consists of a 15-minute formal presentation by the student, followed by questions and answers with the audience. All qualifier presentations will be advertised by the academic advisor and will be open to the public. Once completed, the instructor and/or Doctoral Program Director will inform students of their pass/fail.

An unsuccessful qualifying examination result will be taken into account during the SPA annual evaluation of doctoral students. However, students may complete a revise and resubmit process prior to their final evaluation. This process entails the following:

1. Contacting the Doctoral Program Director to inform the initiation of the process
2. Communicate in writing, along with the committee members, what was not satisfactory within the original qualifying presentation
3. Submit the revised qualifying paper by the first day of the fall semester.

If the student receives a second notification of a final failing grade, the student will be terminated from the program.



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 fields of study.

PROCEDURES FOR JLC COMPREHENSIVE EXAMINATIONS

In Fall, Spring, and Summer every year, the department will offer comprehensive exams in each of the three fields of study. Exams will be created and graded by a comp committee representing the faculty of the relevant field. The timed exam is administered online by SPA on one designated day each semester.

Students will notify the Doctoral Program Director of their intent to sit for comps in the upcoming academic year for scheduling purposes. Students will be provided with recommended reading lists for that field provided by the committee, and they are expected to add additional readings based on their particular studies and research interests. It is suggested that students start studying at least four months prior to the examination date.

The deadlines to register with for the comprehensive exams are:

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

Students are given an option of four essay questions and are required to answer two of the questions in a timed online examination administered by the School of Public Affairs.

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

COMPREHENSIVE EXAMS OFFERED BY OTHER DEPARTMENTS

Students whose second field is in Political Methodology, Public Policy, or another approved option are responsible for arranging to take the exam for that field with the department offering that program.

GRADING AND REPORTING

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

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

Students will receive written feedback from all faculty readers within 3 weeks. Students will be notified of their scores by email after the examination.

A student who fails a comprehensive examination may apply to the Graduate Program Director for one additional attempt. If the Graduate Program Director approves the

application, the retake of the exam should occur within six months of the date of the first attempt. Students who fail a retake attempt will be dismissed from the doctoral program. The Graduate Program Director will notify the Office of the Registrar of the outcome of all comprehensive exam attempts.

HUMAN SUBJECTS REVIEW REQUIREMENTS

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

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

- This is completed via the Collaborative Institutional Training Initiative (CITI) or National Institutes of Health (NIH) online certification programs.
- We strongly encourage students to complete this while taking their Research Design course or during the summer after your first year of studies.

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.

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.

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 <https://www.american.edu/irb/>
 - IRB forms and documents can be found: <https://www.american.edu/irb/irb-forms2.cfm>
 - All additional IRB questions can be sent to: irb@american.edu



INTERNATIONAL FIELDWORK

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

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

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.
- At least one additional committee member must be a full-time tenure-line faculty from American University
- The committee's composition must first be approved by the Doctoral Program Director
- Once approved by the Doctoral Program Director, the approved list will be sent to the Office of Graduate Studies
- Any outside committee member must also go through the same process and be approved by the Doctoral Program Director
- Any changes to the committee must go through the same approval process.
- Shortly before the dissertation is to be defended, the committee chairperson will arrange an external committee member who must be approved by the Doctoral Program Director and Graduate Adviser. This individual should be a tenured, full-time faculty member who is qualified to determine whether the dissertation meets the expected standards of the discipline. This person cannot be a JLC faculty member and must not have any direct involvement with the student regarding the dissertation.

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 earlier in the program.

WRITING AND DEFENDING THE DISSERTATION PROPOSAL

Students write a proposal (prospectus) 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 required 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.

AU requires PhD dissertation defenses to be announced and advertised publicly at least two weeks in advance so that the university community can participate. Prospectus defenses should be promoted similarly.

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 1-2 hours



- 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.

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

Upon completion of the research and written dissertation, the candidate submits the manuscript to the dissertation committee, the SPA Director, and at least one external reviewer outside the department (as approved 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 the second Friday in April.

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. This documentation is to be maintained by the students and a copy provided to the Doctoral Program Director and academic advisor.

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 need to file the original, signed title page with the academic advisor to qualify for graduation. The academic advisor will confirm receipt of the original documents within one week of delivery.

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.

APPLYING TO GRADUATE

Students should first meet with the 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 deadline to qualify for spring semester graduation will be communicated via email from the Doctoral Program Director.

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.

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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

Per admission contracts, 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 Doctoral Program Director 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 Doctoral Program Director.
- 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.

TEMPORARY LEAVE

A student who takes a Temporary Leave or separates from the university is no longer taking courses at American University.

A temporary leave is a temporary separation from the

university for a specified period of time after which the student is expected to return to active status. A Temporary Leave is initiated by the student in consultation with the student's academic unit.

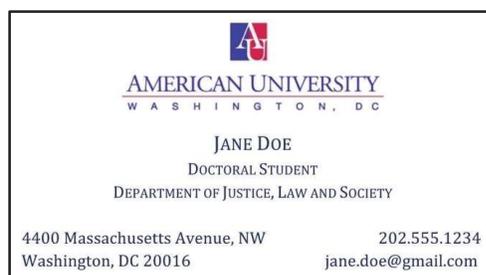
Student financial aid, merit awards, university housing, and immigration status may be affected by any separation from the university. Students should consult with their academic unit or the appropriate university office (AU Central, Office of the Dean of Students, International Student and Scholar Services, etc.) for help in determining the effects of the separation in their case.

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:



- Students must request the template from Anna Castro at castro@american.edu. 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 Doctoral Program Director 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.

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. You can find this additional information here: <https://www.american.edu/provost/academic-access/>

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 Kerwin Hall. (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 recreations 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.

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

- 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/issss/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.

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 ISSS 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

INTERNATIONAL STUDENT RESOURCES

Phone extensions can be found on the website.

Alison Jacknowitz
Senior Associate Dean of SPA Graduate Studies
jacknowi@american.edu

David Malet
JLC Doctoral Program Director
malet@american.edu

Bill Davies
JLC Department Chair
davies@american.edu

Emily Kim
Academic Advisor SPA PhD Programs
ekim@american.edu

SPA Dean's Office
202-885-2940

FACULTY DIRECTORY

Justice

Lynn Addington, 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.

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.

TaLisa Carter, Assistant Professor
carter@american.edu
PhD University of Delaware
Research interests: race, social institutions, corrections, employee misconduct, and criminological theory

Janice Iwama, Associate Professor
iwama@american.edu
PhD Northeastern University
Research interests: race/ethnicity, community and crime, policing, violence, and immigration.



Lallen Johnson-Hart, Associate Professor

johnsonl@american.edu

PhD Temple University

Research interests: GIS, drug markets and violence, and community criminology.

Robert Johnson, Professor

robertjohnson@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.

Kareem Jordan, Associate Professor

jordan@american.edu

PhD Indiana University of Pennsylvania

Research interests: race and justice, juvenile justice, quantitative methodology/data analyses.

Jane Palmer, Associate Professor

jane.palmer@american.edu

PhD American University

Research interests: gender-based violence prevention, help-seeking, legal/policy responses to gender-based violence and measurement/methodological issues in research on sensitive topics.

Law and Society

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.

Michelle Engert, Senior Scholar-in-Residence

engert@american.edu

JD University of New Mexico

Research interests: Sixth Amendment right to counsel, public defense, criminal justice policy, criminal justice through the lens of popular culture, Bob Dylan.

Jason Fabrikant, Senior Professorial Lecturer

fabrikan@american.edu

JD Washington College of Law, American University

Research interests: capital punishment, criminal, and constitutional law.

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.

Claire Griggs, Senior Professional Lecturer

cgriggs@american.edu

JD Washington College of Law, American University

Research interests: juvenile justice, women's bodily rights, and Eighth Amendment issues.

Andrea Vilan, Assistant Professor

avilan@american.edu

PhD, University of California, Los Angeles

Research interests: civil society, international agreements, human rights, Latin America

Jessica Waters, Associate Dean

waters@american.edu

JD, Washington College of Law, American University

Research interests: reproductive rights law

Terrorism

Brian Arva, Professorial Lecturer

arva@american.edu

PhD, Pennsylvania State University

Research interests: terrorism, counterterrorism, homeland security, radicalization, preventing violent extremism, and the effects of new information and communications technologies (ICTs) on political violence.

Tricia Bacon, Associate 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.

Brad Bartholomew, Professorial Lecturer

bartholo@american.edu

PhD University of Maryland

Research interests: terrorism, policing, the radicalizations of social movements, evaluating terrorism countermeasures.

Pasha Dashtgard, Research Assistant Professor

dashtgard@american.edu

PhD University of California, Irvine

Research interests: masculinities, online radicalization, PTSD, and large-scale mental health policy and service delivery.

Brian Hughes, Research Assistant Professor

bhughes@american.edu

PhD American University

Research interests: the impact of communication technology on political and religious extremism, terrorism and fringe culture.

David Malet, Associate Professor

malet@american.edu

PhD The George Washington University

Research interests: radicalization, PVE/CVE; foreign fighters, transnational networks, bioterrorism and biosecurity, homeland security.



Cynthia Miller-Idriss, Professor

PhD University of Michigan

Research interests: domestic violent extremism and strategies for prevention and disengagement, education, and internationalization.

Joseph Young, Professor

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, Associate 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.

Rae Jereza, Research Assistant Professor

jereza@american.edu

PhD, Binghamton University (SUNY)

Research interests: Far-right, white supremacy, online extremism

**RECOMMENDED PhD COURSES:****Justice**

JLC 710 Proseminar in Justice (Required, Fall)
JLC 609 Criminological Theory (Spring)
JLC 638 Race and Justice in America (Fall)
4th Course

Law and Society

JLC 720 Proseminar in Law and Society (Required, Spring)
JLC 602 Legal Theory (Fall)
JLC 604 Foundations of Knowledge (Spring)
JLC 607 Concept of Justice (Spring)

Terrorism and Political Violence

JLC 730 Proseminar in Insurgency, Terrorism and Conflict
(Required, Spring)
JLC 670 Causes of Terrorism and Political Violence (Both)
JLC 661 Psychology of Terrorism (Both)
4th Course

Public Policy (All required)

PUAD 730 Proseminar in Public Policy (Fall)
PUAD 732 Proseminar in Policy Implementation (Spring)
PUAD 770 Economics for Policy Analysis (Fall)
PUAD 771 Seminar in Public Finance & Human Capital (next
offered Spring '25, prerequisite PUAD 770)

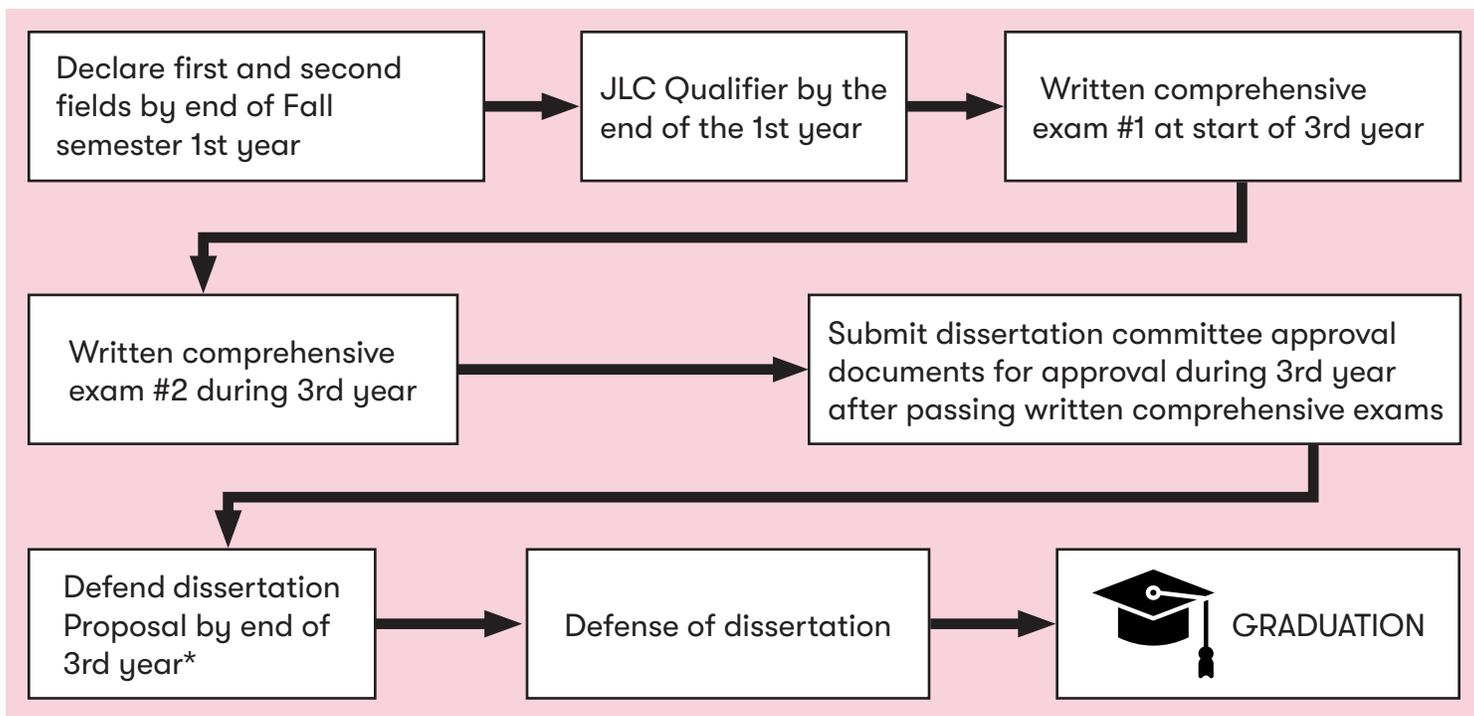
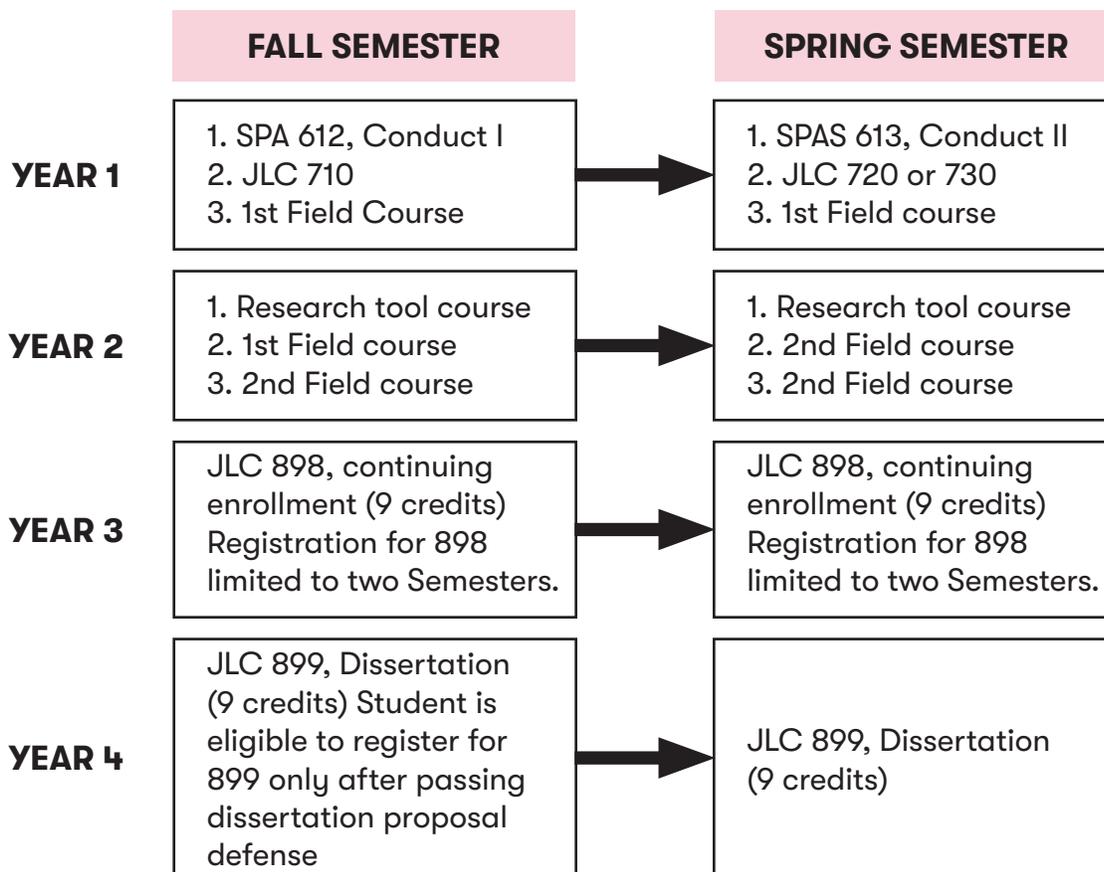
Political Methods (All required. SPA 612 and 613 are pre-
requisites for all except GOVT 715)

GOVT 715 Research Design (Fall)
GOVT 618 Bayesian Statistics
SPA 614 Conduct of Inquiry III
SPA 615 Conduct of Inquiry IV



JUSTICE, LAW AND CRIMINOLOGY DOCTORAL PROGRAM

Suggested Course Sequence Chart





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

Qualifying Paper (End of Year1)
Completed: _____

Credit fulfillment of 600+ level courses (36 credit hours)
Completed: _____

Comprehensive Examination in First Field
(During Year 3) Completed: _____

Dissertation Proposal Defense (Before end of Year 3)
Completed: _____

Comprehensive Examination in Second Field
(During Year 3) Completed: _____

Final Defense of Dissertation
Completed: _____

Qualifying Paper
Committee (2): _____

Dissertation Chair: _____

Dissertation Committee (2+): _____



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.

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 curriculum vitae must accompany this form for all individuals so nominated.

Nominated by: _____

Doctoral Program Director's Signature

Date: _____

Approved by: _____

Vice Provost, Graduate Studies and Research's Signature

Date: _____



STUDENT PAYMENT CERTIFICATION FORM

This certification form must be submitted with a Student Payment form when requesting any student payment through the Account Payable department. University faculty or staff must certify the related student expenses meet the criteria for AU business travel in order for the payment to be made to the student on a tax-free basis. Similar to the method used for attaching other receipts, this form should be scanned and attached to the Student Payment form and emailed to accountspayable@american.edu.

Name of Student: _____ AU ID#: _____

Location of Travel: _____

Dates of Travel: _____

I certify that these expenses (check all that apply):

- Directly supports a faculty member’s project or research program.
- Are related to presenting or leading a session at a conference (a photocopy of the conference program listing the student’s name as a presenter must be attached).
- Are incurred on official University business as defined under IRS Accountable Plan rules where AU is the primary beneficiary.
- Are related to a competition or program representing AU (example: athletic, scholastic, moot court/mock trial, etc.)

Note: The business purpose for student travel must be described on the Student Travel and Expense Report that this certification form is attached.

(Authorized signature required. Please print and sign.)

Date

Signature – Faculty/Staff certifying the student expenses meet the criteria for AU Business travel.

If none of the above criteria are met, this form should be co-signed by the student to acknowledge the payment will be classified as taxable and reportable income to the student.

STUDENT ACKNOWLEDGEMENT

- I acknowledge the payment related to this report may represent taxable income to me.

(Student signature required. Please print and sign.)

Date