Welcome from the
Department of Criminology
University of South Florida

We want to take this opportunity to welcome you to USF Department of Criminology as the home for your graduate education. We are honored that you have placed your trust and confidence in us. There is no more important role that we, as University faculty, play than educating the scholars and professionals of tomorrow. We will do everything in our power to provide you with a world-class education and opportunities to exercise your talents and be successful after graduation.

As Department Chair, Graduate Director, and Graduate Coordinator we are here to ensure that your educational experience is productive, rewarding, and enjoyable. We can speak for all the faculty and staff who have the same commitment.

So we extend to you a hearty welcome! We hope that your time with us in the Department of Criminology proves to be one of the most fulfilling and enriching of your educational life.

Mike Leiber
Mike Leiber, Ph.D.
Professor and Chair

Ráchael A. Powers
Ráchael A. Powers, Ph.D.
Associate Professor and Graduate Director

Elizabeth S. Cass
Elizabeth S. Cass, Ph.D.
Instructor and Graduate Coordinator
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General Graduate Student Information

Resources and Information

There are several websites that provide information on departmental, college, and university policies and procedures. In addition, all forms that you may need during your tenure here are included on these websites.

*Department of Criminology*: Information on the program including admissions, curriculum, and a copy of our handbook can be found on the website: [www.usf.edu/cbcs/criminology/graduate](http://www.usf.edu/cbcs/criminology/graduate).

*College of Behavioral and Community Sciences*: Policies, procedures, and forms specific to the college and university can be found at the following website: [www.usf.edu/cbcs/graduate](http://www.usf.edu/cbcs/graduate).

*Office of Graduate Studies*: Information regarding graduate study at USF as well as university policies and procedures can be found at the following website: [www.grad.usf.edu](http://www.grad.usf.edu).

*Criminology Graduate Student Organization (CGSO)*: The purpose of the CGSO is to serve and advocate for graduate students within the Department of Criminology both at the departmental and university levels. The CGSO hosts workshops aimed at improving teaching and research effectiveness, organizes departmental research symposiums, addresses student concerns, enhances communication between faculty and students, and assists with the orientation of incoming graduate students. The CGSO meets monthly and all graduate students are welcome to attend.

Getting Started as a Student

*Student ID Card*: For information on USF Card Services, see the website at: [www.usf.edu/it/class-prep/usf-card.aspx](http://www.usf.edu/it/class-prep/usf-card.aspx). All USF students are required to obtain and carry a USF ID. The cost of this card is $10 and qualifies you for graduate student privileges at the Tampa Library and at local businesses that provide student discounts.

*Student E-Mail/Academic Computing*: All students registered for courses at USF are eligible for a free student email account from Academic Computing. You will need your “U” number to activate your NetID. Your NetID allows access to a variety of services including Canvas online courseware, open-use computing labs, free software downloads, and USF library online services. To activate a student account, visit the University Network Access website at [www.usf.edu/it/services/netid.aspx](http://www.usf.edu/it/services/netid.aspx). If you experience problems with the website, please contact the IT Help Desk at 813-974-1222.
**OASIS:** This is the system where you will check your financial account and register for classes, check for holds, and change your address. To access OASIS for the first time, go to [http://oasis.usf.edu](http://oasis.usf.edu) and select Login.

**Financial Aid:** Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should go to [http://www.usf.edu/finaid](http://www.usf.edu/finaid) for information.

**myUSF:** The University web portal, [https://my.usf.edu](https://my.usf.edu), is a one-stop shop of online services provided via the web for USF faculty, staff, and students. After logging into the myUSF site, you will first see the myUSF page, a customizable personal page.

Gaining Access to myUSF:
1. Visit [https://my.usf.edu](https://my.usf.edu).
2. Login with your NetID and password.
3. Once inside myUSF, click through the tabs at the top of the page to navigate. You may also modify the content and the layout to best suit your needs, and create a personalized homepage at My Google Apps @ USF where you can add links to your USF Gmail account, *The Oracle* student newspaper, local weather, and Google Docs and Calendar, among other gadgets.

**Canvas:** Canvas can be found within myUSF. Navigate to “Learning and Teaching Tools” and then “Canvas.” Here you can: 1) view course materials and grades, 2) check and send email using Gmail, 3) browse the USF user directory, and 4) link directly to OASIS.

**Listserv:** All criminology graduate students are required to subscribe to the Department of Criminology Listserv to keep updated on news and correspondence. This listserv will be the primary source of communications between the department faculty and students. Please go to this website and hit the subscribe button on the right. [http://listserv.admin.usf.edu/archives/crimgrad.html](http://listserv.admin.usf.edu/archives/crimgrad.html).

**Parking Services/BullRunner:** Parking and transportation information may be found at: [https://www.usf.edu/administrative-services/parking/](https://www.usf.edu/administrative-services/parking/) Please note that all parking at USF requires a permit and violators will be ticketed and/or towed at the owner’s expense. Permits may be purchased by logging onto OASIS. Failure to pay parking violations will result in academic holds and an inability to register for classes. You may pay parking fines in person at parking services or on their website (note: parking services does not accept cash or checks). The BullRunner is a free shuttle that runs routes across the campus. Please consult the website for current routes and schedules.

**Immunizations:** If you have not already done so, you will need to submit your immunization forms to Student Health. If you are unable to locate proof of immunization, you can obtain your required shots at USF Student Health, the Hillsborough County Department of Health, and most local walk-in clinics. You will not be able to register for classes until your immunizations are on
file. It can take up to 3 days for immunization holds to be removed from your OASIS account. More information can be found on the Student Health website here: www.shs.usf.edu/immunization.aspx.

**Graduate and Professional Student Council (GPSC):** The GPSC represents all graduate student interests pertaining to academic issues in regular meetings with the USF President, Provost, Dean of Graduate Studies, the Graduate Council, Student Government, and other University Administrators. Advantages to joining the GPSC include:

- Staying abreast of current issues of importance to graduate students
- Receiving announcements on deadlines, scholarships, courses, etc. from USF faculty
- Receiving information on on-campus research positions and general job openings
- Receiving announcements on current GPSC socials, seminars, and meetings

To join the GPSC, visit: http://www.gpsc.usf.edu/.

**Other Resources**

**International Students:** International Student and Scholar Services (ISSS) at USF is the main administrative and advising office for approximately 1,400 international students and 200 research scholars from 130 countries. The office is located at Cooper Hall (4th floor), Room 469. They are open Monday-Friday, 8:00 a.m. to 5:00 p.m. Contact them at (813) 974-5102 (phone), (813) 974-0491 (fax), and via email at: internationalservices@iac.usf.edu.

**Veterans:** USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws in effect. All degree programs currently offered at USF are approved by the State Approving Agency. Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office. VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree. Students should consult the “Handbook for VA Students” (available at the USF Veterans Services office) or log on to USF Veterans Services website: http://www.usf.edu/student-affairs/veterans/ for information on various programs and services, and VA rules and regulations.
Student Registration Information

**Login and Registration:** To register for classes, students must login to the Student OASIS System at: [http://usfonline.admin.usf.edu](http://usfonline.admin.usf.edu).

Additional information regarding all registration requirements may be found in the Schedule of Classes. Step-by-step instructions are available at: [http://www.registrar.usf.edu/howtos/oasis_student_registration/](http://www.registrar.usf.edu/howtos/oasis_student_registration/).

Continuing degree-seeking students register online during the preceding term for their next semester’s courses. Dates and instructions for all registration periods are published in the Schedule of Classes for the appropriate semester. Registered students may make schedule adjustments in the regular registration period during the preceding term or during the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period).

Note: Florida law requires that all students enrolled in colleges and universities be immunized against certain communicable diseases. Students who are not properly immunized or who do not have proof of immunization or an approved exemption (medical/religious) will have a registration hold placed on their account. Health history forms are available at: [http://www.shs.usf.edu/immunization/immunization-forms.aspx](http://www.shs.usf.edu/immunization/immunization-forms.aspx). If you have additional questions, please contact the Immunization Compliance Office at (813) 974-4056 or email: immunization@shs.usf.edu.

**Late Registration:** To avoid a late payment fee, all tuition fees must be paid in person at the Cashier’s Office, on OASIS, or postmarked by the U.S. Post Office (not office metered), by the fifth day of the term. The University is not responsible for lost or misdirected U.S. Postal mail. A student whose registration has been cancelled may request registration reinstatement through the fourth week of class for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, check, or credit card before reinstatement will be effected. Students receiving financial aid may receive a deferment of their tuition fees until their aid is disbursed. Please verify this in OASIS to avoid a late payment charge.

**Graduate Petition to Add or Drop a Course Late:** If a student wishes to add or drop a course after the registration deadline, s/he should obtain and complete an “Office of Graduate Studies Petition” and submit it through the Department’s Graduate Director (who will submit it to the College). This form and others can be obtained by going to the Graduate School website: [http://www.grad.usf.edu/student-forms.php](http://www.grad.usf.edu/student-forms.php).
**Florida Residency:** Students from out-of-state can find out whether they are eligible to become Florida residents for purposes of tuition, by going to:  
http://www.registrar.usf.edu/Residency/Qualifying/florida-residency.php

**Independent Courses in Criminology:** Some student credits are not associated with “organized” classes, but rather denote work with individual faculty members. These include the following:

- CCJ 6905 (Directed Independent Study) is the course for a Master’s student who is working on a Master’s project.
- CCJ 6910 (Directed Research/Independent Study) is the course for a Master’s student conducting an independent study with a professor.
- CCJ 7910 (Advanced Research) is the course for a Ph.D. student conducting an independent study with a professor.
- CCJ 6971 (Thesis: Master’s) is for a Master’s student working on a thesis.
- CCJ 7980 (Doctoral Dissertation) is for a Ph.D. student working on a dissertation.

To sign up for these categories of hours, you first make arrangements with the professor and then contact Karine Rodrigues so that she can provide “permission” in OASIS for you to sign up for the course. You will convey to Ms. Rodrigues (karine1@usf.edu) the semester, the course number, the number of hours, the professor, and your U number. You will cc: the professor with whom you are working.

Information on projects, theses and dissertations are in subsequent sections of this handbook. Included there is information on how to develop your faculty committee for each. For “Directed Research” hours, contact a professor and indicate you want to take one or more credit hours under his/her supervision. You might indicate in your note a short list of topics that you would like to explore through reading and/or writing. If the faculty member agrees, indicate that you will set up a meeting with him/her during the first week of classes to finalize the plans for how you will earn these credit hours. The work you end up doing is entirely up to you and the professor.
Important Academic Policies to Maintain Enrollment

**Continuous Enrollment:** All graduate students must maintain continuous enrollment, defined as completing 6 hours of graduate credit within 3 consecutive semesters (e.g. 6 credits in Fall, 0 in Spring, 0 in Summer). Students who have advanced to candidacy must be signed up for 2 credit hours (likely CCJ 7980-Dissertation Hours) each semester (including summers) following advancement and through to the graduation semester. Students who do not maintain continuous enrollment, as defined above, may be dropped from the program and required to re-apply. The Graduate Committee will evaluate the application on the basis of the student’s prospects for successful completion of the degree. Per University policy, doctoral students who have advanced to candidacy and “are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective.”

**In Good Standing:** Graduate students must maintain an overall average of 3.0 (“B”) in all courses, and meet the requirements of the degree program to be considered “in good standing.” No grade below a “C” will be accepted toward a graduate degree, including C-grades. All grades earned will be counted in computing the overall grade point average (GPA), except that CCJ 6905-Directed Independent Study, CCJ 6910-Directed Research, and CCJ 7910-Advanced Research are graded as Satisfactory or Unsatisfactory and are not included in the calculation of the GPA. (CCJ 6971-Thesis and CCJ 7980-Dissertation hours are also not graded and are therefore not included in the GPA.)

Any student who is not in good standing at the end of a semester shall be placed on probation. The College or Department may also place students on probation for other reasons. Notification of probation shall be made to the student in writing by the Department, with a copy to the College Dean and the Dean of the Graduate School. At the end of the probationary semester, the department shall recommend to the College Dean, in writing, one of three alternatives:

1. Removal of probation
2. Continued probation
3. Dismissal from the degree program

The Dean of the Graduate School, upon recommendation by the Dean of the College of Behavioral and Community Sciences, may dismiss the student from a degree-seeking status after one semester of probation. An outline of the probation levels and procedures can be found at the following website: [http://www.grad.usf.edu/policies_Sect7_full.php#probation](http://www.grad.usf.edu/policies_Sect7_full.php#probation)
A Graduate Assistant who is placed on probation will lose his/her assistantship.

**Academic Dishonesty Policy:** The field of criminology/criminal justice is based on the integrity of those people working in it. It is assumed that students in the Department of Criminology will live up to the highest levels of academic honesty. Graduate students are responsible for being
aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Plagiarism Regulations can be found at: http://www.grad.usf.edu/plagiarism.php. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

1. An “F” or “Zero” grade on the subject paper, lab report, etc.
2. An “F” in the course or activity in which credit may be earned.
3. An “FF” in the course (leading to expulsion from the University).
4. Academic Dismissal for any violations of academic dishonesty policies or regulations.
5. Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

Institutional Review Board (IRB) Policies and Procedures: All graduate students are required to become acquainted with and keep up to date with the policies and procedures of the USF Institutional Review Board and become IRB certified. Individuals proposing to conduct research using a human subject or conduct secondary data analysis with identifiable private information are required to submit an application to the IRB for review and approval before initiating each project. A researcher may begin a study only after receipt of a letter of approval from the IRB.

To learn more about human research protection, go to: http://www.research.usf.edu/dric/hrpp/education.asp - mandatory. This website contains a host of information about human research protection programs.

To become IRB certified, scroll down to "CITI Course in the Protection of Human Research Subjects", click on "CITI Program." After registering, you will be linked to the appropriate course(s). For registration instructions click on the "Instructions for CITI Program Registration Process" link.

Upon completion of the course(s), you will receive a certificate documenting course complete. Provide a copy to the Graduate Director for your file.

To submit an IRB application, go to: http://www.research.usf.edu/dric/hrpp/forms-templates.asp; then scroll down to "Social & Behavioral IRB."
Master of Arts Degree in Criminology

Master’s Program Description and Requirements

The M.A. in Criminology is a two-year program designed to provide the student with an in-depth understanding of the major ideas, issues, theories, and research comprising the field of Criminology. Students will master both theoretical and methodological tools of inquiry used in the field of criminology and criminal justice.

Students have the choice of one of three tracks in the Master’s program; one of these involves a Master’s thesis where the student will engage in original research and the other two entail alternative culminating experiences. Those who are considering or planning to obtain a Ph.D. are strongly encouraged to pursue the thesis option. The curriculum and requirements for each option are detailed below.

Master’s Program Curriculum

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<thead>
<tr>
<th>Thesis Option</th>
<th>Project Option</th>
<th>Non-Thesis Options</th>
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<td>CCJ 6937 (1) Pro Seminar</td>
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<tr>
<td>Electives (9)</td>
<td>Electives (12)</td>
<td>Electives** (15)</td>
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<tr>
<td>CCJ 6971(6)* Thesis</td>
<td>CCJ 6905 (3) Project</td>
<td>Comprehensive Exam (0)</td>
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<td>Total (33)</td>
<td>Total (33)</td>
<td>Total (33)</td>
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* Per USF policy, a student may not sign up for fewer than 2 hours of CCJ 6971: Thesis.
**Electives must be organized courses, not independent study hours (e.g., CCJ 6910). The exception is students who are taking the comprehensive exam who are allowed to take 3 hours of CCJ 6905-Directed Independent Study.
Master’s students are strongly encouraged to take Criminology electives; however, with prior approval from the Graduate Director, a Master’s student may take up to 6 hours of courses from another USF department.

Culminating Experience

All Master’s students must complete a culminating experience. There are three kinds of culminating experiences: 1) a Master’s thesis, 2) a Master’s project, or 3) a comprehensive exam. The sections below describe the content and process associated with each of these culminating experiences.

*Master’s Major Professor:* Each Master’s student, in consultation with the Graduate Director, should select his/her Major Professor or Co-Major Professors before s/he has completed 50% of the degree program. This person oversees the student’s thesis or project.

**1. Master’s Thesis Option**

The Master’s thesis option is particularly well suited for students seeking a research career in criminal justice and for those intending to pursue a Ph.D., and ultimately an academic career. In the thesis option, students will learn to conduct methodologically sound and theoretically-grounded research. Students will produce an original piece of research that makes a unique contribution to the scientific body of literature in criminology and criminal justice.

Master’s thesis students are strongly advised when they begin their thesis to familiarize themselves with the requirements and associated deadlines found on the Graduate School website (http://www.grad.usf.edu). Go to “Students” and then “Dissertation and Thesis.” Review all requirements and pay particular attention to “ETD Deadlines.”

**Thesis Credit Hours:** Thesis students will take at least 6 credit hours of CCJ 6971-Thesis. CCJ 6910-Directed Research hours may satisfy up to two of the 6 required thesis hours. (Note that a student cannot sign up for only one hour of thesis credit with a professor; the minimum is 2 hours, but he/she can also take 3, 4, or 6 hours). Many students end up taking more than 6 thesis hours; only 6 will be applied toward the 33 hours required for the degree. The student completing a thesis MUST be signed up for two CCJ 6971 hours during the semester of his/her graduation.

*Master’s Supervisory or “Thesis” Committee:* Students working toward a thesis degree will have the benefit of a committee, approved by the Graduate Director and the Associate Dean or designee of the College of Behavioral and Community Sciences. The committee will approve the plan for research, supervise the research, and read and approve the thesis for content and format.
**Composition of the Committee:** It is the responsibility of the student to form this committee that will consist of three individuals, at least two of whom are members of the Department of Criminology. The student will first identify a Major Professor, who is a member of the faculty in USF Department of Criminology. (If there are co-Major Professors, at least one must be from USF Department of Criminology.) The student, in consultation with his/her Major Professor(s), will select additional members to produce a committee.

Tenure-line faculty members can serve as the Major Professor or co-Major Professor of a thesis committee. A faculty member may not serve as a (sole) Major Professor of a thesis committee until s/he has served as a member or co-Major Professor of a thesis to completion. Both tenure-line and non-tenure line faculty members can serve as members of a thesis committee. A member must have a Master’s, M.S., J.D. or equivalent, or Ph.D. If a student nominates for his/her committee a person, who is from outside the Department of Criminology, is outside USF, or who does not meet the above requirements a curriculum vitae for that person must be submitted and the member must be approved by the Department and the College.

Once a proposed committee has been determined, a **CBCS Thesis/Dissertation Committee Appointment Form** needs to be completed by the student and submitted to the committee members for signature. (Faxed/scanned signatures are acceptable). The student submits the form to the Graduate Director, who, if s/he approves the committee makeup, will maintain a copy in the student’s file and forward the original to the Dean’s Office in the College of Behavioral and Community Sciences. Once approved by the College, the original form is placed in the student’s file in the College and a copy is returned to the program with the Dean’s signature. The committee appointment is official only after receiving College approval. An approved and current **CBCS Thesis/Dissertation Committee Appointment Form** must be on file in the College before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation.

**Changes to the Supervisory/Thesis Committee:** A **CBCS Thesis/Dissertation Committee Change Form** must be submitted for approval to the Graduate Director if the student wants to change the makeup of his/her committee or the status of a member (e.g., changing a member to Major Professor). Faculty members who are removed from the committee are not required to sign the revised form, provided that the Major Professor has signed indicating approval of the change. Any non-USF person being added to a committee must submit a curriculum vitae for approval. Changes to a committee are official only once approved and filed by the Graduate School.

**Thesis Proposal:** The student is required to prepare, in consultation with the Supervisory Committee, a proposal outlining the objective of his/her thesis. The proposal typically contains a literature review and a detailed description of the research methods to be used for the thesis research. Committee members will decide whether the student will defend the proposal orally. Regardless of whether there is an oral defense, the student shall notify the Graduate Director once the proposal has been accepted by the committee (there are no forms for this notification).
**Oral Defense of Thesis:** The student, after having an approved proposal, will complete the proposed thesis with the guidance of his/her Major Professor and Committee. Upon completion of the thesis, the student will submit to an oral defense before the thesis is submitted for final approval to the Graduate School. The student will identify a mutually convenient time for committee members and reserve a room. Students must submit a completed version of their thesis to the committee at least two weeks prior to the oral defense.

The Thesis Committee administers the oral defense of the thesis. The student shall present a summary of key elements and findings of the thesis to the committee; the length of this presentation shall be approximately 20 minutes and no more than 30 minutes. Any faculty member in the department may attend and examine if desired, but the right of voting is reserved to members of the Thesis Committee. A unanimous vote of the committee is required for thesis approval. The thesis and oral defense will be evaluated as a combined effort. There are three possible outcomes: Pass, Pass provided specific modifications are made, or Fail. If the outcome is a failure, the oral defense may be repeated within one semester of the first attempt. It is the responsibility of the Major Professor to notify the Graduate Director in writing of the action taken by the Thesis Committee. Students who are passed conditionally upon modifications to the thesis will have such time to complete them as the committee determines appropriate. A successful candidate must provide electronic copies of the completed thesis to the Graduate Director and (at least) the Major Professor in order to be certified for graduation.

After successful completion of the defense and final revisions are made to the thesis, the student must submit the thesis to the university via ProQuest. In addition, the certificate of approval packet must be submitted to the Office of Graduate Studies. There is no successful thesis defense form that needs to be submitted to the department or university. Details regarding the deadlines and requirements appear in the box below.

**Defense Notification:** It is the student’s responsibility to direct the Major Professor to electronically send out notification to the department faculty of the defense at least one week ahead of time. The student shall similarly notify the graduate student listserv of the defense one week ahead of time. Defense announcements should also be posted to the entrances of the department. If these deadlines are not met, the defense will need to be delayed.

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**Graduate School Format Requirements, Master’s:** The University uses the “Electronic Thesis and Dissertation” (ETD) system. The “ETD Resource Center” is at: [http://www.grad.usf.edu/ETD-res-main.php](http://www.grad.usf.edu/ETD-res-main.php). All Master’s-thesis and doctoral students are required to attend an ETD Workshop or complete an ETD tutorial the semester prior to graduation.

**Timeline for Thesis Completion:** It is expected that students will complete their thesis and graduate in the Spring semester of their second year. This means that their thesis must be
defended and finalized at the end of March (exact dates varies year to year, for the current year’s deadline see: http://www.grad.usf.edu/ETD_Deadlines.php).

Students are encouraged to create a timeline with their Major Professor that outlines the steps toward successful completion of the degree. An example of the final stages of a timeline is outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
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<tbody>
<tr>
<td>February 8(^{th})</td>
<td>Final draft of thesis due to Major Professor for approval to</td>
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<td>send to committee</td>
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<tr>
<td>February 15(^{th})</td>
<td>Thesis for defense due to full committee</td>
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<tr>
<td>March 2(^{nd})</td>
<td>Thesis defense</td>
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<tr>
<td>March 1(^{st}) – March 15(^{th})</td>
<td>Student revises thesis (if applicable)</td>
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<tr>
<td>March 15(^{th})</td>
<td>Final changes (if applicable) due to Major Professor and/or</td>
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<td>committee</td>
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<tr>
<td>March 15(^{th}) – March 22(^{the})</td>
<td>Major Professor and/or committee reviews final changes</td>
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<td>before ETD submission</td>
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<tr>
<td>March 22(^{th})</td>
<td>Submit final thesis to ETD for review</td>
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**Change to Non-Thesis Option:** If a student changes from the thesis to the non-thesis option during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Graduate Petition is filed no later than the last day of drop/add. If a student signed up for thesis credits in prior semesters, those accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the “Z” grade.

2. **Master's Project**

The Master’s project is appropriate for students seeking research positions in the field of criminal justice who do not plan to pursue a Ph.D. Through the completion of a project, students will learn to assess the practical applications of theory and research to policy and program development.

The topic and form of the project will be determined by the student, his/her Major Professor and one other faculty member. Typically, a project is a research proposal in which the student poses a research question, creates hypotheses based on theory, and details a research methodology. The major distinction between the typical project and a thesis is that a project usually does not involve data collection and data analysis. While a project is typically a research proposal, a project can be other kinds of research activities. Examples include, but are not
limited to, an innovative application of theory to a new topic/issue, an internship focused on understanding a criminal justice problem along with a literature review on that problem, or a literature review focused on an issue combined with interviews of those knowledgeable about the issue of interest. As above, projects are supervised and then approved by the Major Professor and one other Criminology faculty member. Students sign up for at least three hours of CCJ 6905 for project work. Upon successful completion of the project, the student must submit an electronic version to the Graduate Director. Final completion and approval of the Master’s Project must occur before the final day of classes in the semester that the student intends to graduate.

3. Master’s Comprehensive Exam

The Master’s comprehensive exam is appropriate for students seeking non-research positions in the field of criminal justice. By passing a comprehensive exam, students demonstrate their knowledge of key criminological theories, current issues in criminal justice, and key elements of criminological research methodology.

Students selecting the comprehensive exam option will take an exam that focuses on the three core areas of the Master’s program: criminological theory, current issues in criminal justice, and research methodology. The exam will have three parts corresponding to each of these core areas. Students must respond to one question in two of the three parts. The exam is “open book,” students may use class materials and outside sources. However, the exam must be the product of the student’s independent work without collaboration with other students. The exam will be graded on a pass/fail basis by two or three faculty members selected by the Graduate Director. This committee will normally consist of faculty who have recently or are currently teaching classes in the core areas of theories, methods, and public policy. All faculty members may serve as graders except the Departmental Chair and Graduate Director. The Graduate Director shall be the deciding vote in the case of one passing grade and one failing grade.

The comprehensive exam is disseminated at noon on the Friday of the last week of classes, and the exam is due on the following Monday at noon.

Master’s Program Time Limitations

All requirements for the Master’s degree must be completed within five (5) calendar years from the student’s date of admission for graduate study. Courses taken prior to admission to USF (e.g., transferred in or taken as a non-degree seeking student) can be no older than 7 years at the time of graduation with a Master’s degree.

In the event that a student nears the end of the time limitation, but needs more time to complete the degree, the student may submit a request for an extension. The request must be
approved by the (Co-) Major Professor(s), Graduate Director, College Associate Dean, and Dean of the Graduate School or designee. The request must include the reason(s) for needing an extension and clearly state the amount of time requested, up to one year. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved.

Students who are unable to continue in the program for more than 12 months must submit a Leave of Absence Request, which extends the time limit for the duration of the approved leave. Both the Time Limit Extension and Leave of Absence Request Forms may be obtained at: http://www.grad.usf.edu/student-forms.php.

**Application for Graduation**

In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar (http://www.usf.edu/registrar/). This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for graduation must be submitted by the deadline in a new term. (It is not unusual for a student to apply for graduation, believing s/he will finish during the current semester, and then determine that an additional semester is required for completion. As stated above, a second graduation form must be submitted in this case). In order for the degree statement to appear on a student’s academic record, the student must file the aforementioned application whether or not s/he plans to participate in the commencement ceremony. It is the student’s responsibility to clear all “I” grades (Incompletes) and to provide official transcripts to the Graduate Director of all transferred coursework needed for graduation at least 3 weeks prior to the end of the term in which they expect to graduate. A student must be enrolled in at least 2 credit hours during the semester of graduation. (Thesis students must be enrolled in 2 thesis credits.)
Doctor of Philosophy Degree in Criminology

Ph.D. Program Description and Requirements

The Ph.D. or Doctor of Philosophy degree is a research degree conferred when a student has demonstrated proficiency and distinctive achievement in the field of Criminology. The student completes required courses and a minimum number of hours of coursework, takes and passes qualifying examinations, and meets the residency requirements. The Doctor of Philosophy degree requires a student to complete a dissertation that provides evidence of the ability to do original and independent research that contributes to the body of knowledge in Criminology.

There are two sets of “Ph.D. Program Requirements.” The first is for students who started the program before Fall 2014 and the second reflects the new curriculum that applies to students who started the program in Fall 2014 or later. (Students who started the program before Fall 2014 can opt into the new curriculum if s/he still has two terms left to complete.)

For students entering in Fall 2014 or later, the Ph.D. in Criminology requires a minimum of 55 hours beyond the Master’s degree. In addition to coursework, doctoral students are required to complete two qualifying examinations and an independent research project, a prospectus, a prospectus defense, a dissertation, and a dissertation defense. The 55 hours required for the Ph.D. are:

1. 28 hours of required courses
2. 9 to 15 elective hours
3. A minimum of 18 dissertation hours (Dissertation hours over 18 will not count toward the total required hours.)

Pre-requisites for the new Ph.D. curricula are a completed Master’s degree and Master’s-level courses in theory, statistics, and research methods. The department’s equivalent Master’s courses that may be taken to meet these pre-requisites are CCJ 6118, CCJ 6706, and CCJ 6705, respectively.
Ph.D. Program Curriculum

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<tr>
<th>Required Courses</th>
<th>Description</th>
<th>Hours</th>
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<tr>
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<td>CCJ 7726 Research Methods II</td>
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<td>CCJ 7605 Ph.D. Theory I</td>
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<tr>
<td>CCJ 6485 Criminal Justice and Public Policy</td>
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<td>CCJ 6707 Quantitative Analysis II</td>
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<tr>
<td>CCJ 6708 Quantitative Analysis III</td>
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<td>CCJ 7910 Advanced Research</td>
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<td>CCJ 7065 Professional Development Course</td>
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<th>Electives</th>
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<th>Qualifying Process</th>
<th>Description</th>
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<tr>
<th>Dissertation</th>
<th>Description</th>
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<tr>
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TOTAL 55

**Electives: Students will take 9 to 16 elective hours, depending on the number of hours needed to achieve 55 total degree hours beyond the Master’s. At least 9 hours of electives must be in-class electives (independent study hours or equivalent do not count as in-class electives). Students who enter with a Master’s in Criminology or Criminal Justice can take up to 6 hours of electives outside of Criminology; these must be pre-approved by the Graduate Director. Others may take up to 3 hours outside the department (with pre-approval).

IMPORTANT NOTE FOR THOSE WHO EARNED THEIR MASTER’S IN CRIMINOLOGY AT USF:
Graduates of USF’s Master’s in Criminology will have already taken many of the required courses. To acquire the total hours required for the Ph.D., such students will take electives to substitute for the required courses they already took to fulfill Master’s requirements.

Doctoral Dissertation Committee

**Major Professor:** Each Ph.D. student, in consultation with the Graduate Director, should select his/her Major Professor or Co-Major Professors before s/he has completed 50% of the degree program. We often refer to this person as the “Chair”.

**Composition:** As soon as an area of research is determined and a Major Professor is chosen, a Doctoral Dissertation Committee should be selected for the student. The Graduate Director must approve the committee makeup, and then the Department will request approval of the Doctoral Committee from the Associate Dean of the College. The Doctoral Dissertation Committee will approve the student’s course of study and plan for research, supervise the research, read and approve the dissertation, and conduct the dissertation defense.
The Doctoral Dissertation Committee will consist of at least four members, three of whom must come from the Department of Criminology and one outside member who may also serve as the Outside Doctoral Dissertation Defense Chair (see below under Dissertation Requirements and Procedure). The major professor (or at least one co-major professor) must be a tenure-line member of the faculty of the Department of Criminology. A student who nominates for his/her committee a person who is from outside the USF Criminology department, is outside USF, or does not meet the above requirements must submit a curriculum vitae for that person with his/her CBCS Thesis/Dissertation Committee Appointment Form. The Graduate Director will request from the Associate Dean of BCS and then from the Office of Graduate Studies that the outside person become an Affiliate Graduate Faculty member.

Note: A faculty member may not serve as a the only Major Professor of a dissertation committee until s/he has served as a co-Major Professor of a dissertation to completion. Tenure-line and non-tenure-line faculty members with PhDs can serve as members of dissertation committees.

Once a proposed committee has been selected, a CBCS Thesis/Dissertation Committee Appointment Form needs to be completed by the student and submitted to the committee members for their signatures. (Faxed/scanned signatures are acceptable). To ensure uniformity of excellence across the colleges, (Co-) Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum vitae (approximately two pages long with the last three years of scholarly activity included) with the Committee Appointment Form to the College for approval by the Associate Dean or designee. Notification of the committee appointment will be sent to the Associate Dean of the College of Behavioral and Community Sciences.

Once approved by the College, the original form and the approved curriculum vitae are placed in the student’s file in the College. A copy of the committee form will be returned to the Department. The committee appointment is official only after receiving approval from the College. An approved and current Committee Form must be on file in the College before qualifying exams and must be current before graduation can be certified.

**Changes to Dissertation Committee:** Changes to the Dissertation Committee must be submitted on a CBCS Thesis/Dissertation Committee Change Form. Signatures of faculty being added to the committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. (Faxed/scanned signatures are acceptable.) Faculty members who are removed from the committee are not required to sign the form, provided that the Major Professor has signed indicating approval of the change. Any non-USF faculty being added to a committee must submit a curriculum vitae for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a curriculum vitae must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a committee are official only once approved and filed by the College.
Doctoral Qualifying Examinations and Independent Research Project

Purpose of Exams: The purpose of the doctoral qualifying examination is to facilitate independent scholarship, assess student’s ability to apply knowledge, and conduct research. To demonstrate readiness, students must show convincing evidence of their ability to apply theoretical perspectives and sound methodological procedures to research questions. The department will assess a student’s knowledge of theory, research methods and statistics, and assess a student’s skills of analytical thinking, research design and writing. The comprehensive exam covers knowledge/application of material beyond coursework.

Procedures: Procedures prior to the examination are as follows:

1. To be permitted to sit for the doctoral qualifying exams, all outstanding “I” and “M” grades, including “IF” and “MF” grades, must be cleared and replaced with permanent grades, and all Ph.D. course requirements must be completed. The Graduate Director has the discretion to allow students to take the qualifying exam prior to completing all Ph.D. course requirements. Please note that satisfactory completion of coursework by itself is not sufficient preparation for qualifying exams.

2. Students must submit to the Graduate Director a CBCS Thesis/Dissertation Committee Appointment Form with all required signatures.

3. Students must inform the department Graduate Director of their intention to sit for the doctoral comprehensive exam at least three weeks before the exam is distributed. An email is sufficient to meet this requirement. Students may opt out of qualifying exams for the semester after this deadline and communication.

4. Prior to taking the exam, students will sign a document indicating their understanding of the purpose of the comprehensive exam and that preparations for the exam are largely independent and wholly the responsibility of the student (i.e., coursework in itself is not sufficient nor will preparations with individual faculty members guarantee that the student will be successful.)

5. During the semester in which the student takes the examination, the student must be enrolled in at least two hours of CCJ 7910 (University Requirement). Normally the students sign up for these hours with his/her Major Professor.

Doctoral Comprehensive Examination Committee: The Doctoral Comprehensive Examination Committee consists of at least three faculty members who serve on a rotating basis. The duties of the Doctoral Comprehensive Exam Committee each semester are as follows:

1. Solicits questions from the full faculty (as needed)
2. Constructs the written examinations
3. Reads each student’s written exam
4. Determines a grade for each student’s performance
**Qualifying Exam Process:** The qualifying exam process requires students to: (1) pass two in-class qualifying exams and (2) complete an independent research project that results in a publishable manuscript. There is no prescribed order for the completion of the project/manuscript and the exams. The purpose of the two exams is to determine a student’s knowledge of (a) theory, (b) research methods and data analysis, and (c) empirical literature, and to assess a student’s (a) innovative, critical, and analytical thinking and (b) writing skills. Any student who sits for the new qualifying exams must also meet the project/manuscript requirement.

Students can take one or both exams (research methods and theory) during a semester. Students will have up to nine hours to complete each exam. Students who accept an exam must complete it at that sitting or s/he will automatically receive a “fail” grade; that is, a student may not review the exam and decide not to sit. Students will take the exam in a single room with monitoring by the Graduate Director. The Graduate Director can move a student to a separate location if s/he is disrupting the other students. Students will not be allowed to bring in any resource materials; they can schedule their own breaks. Students may hand write their exams; the student will type up his/her own exam after the fact and a staff person will do a side-by-side check to make sure the typed version matches the handwritten one. The committee will receive both the typed and hand-written copy. Appropriate accommodations will be made for students with disabilities.

Scheduling for the comprehensive exams will be announced by the Graduate Director before the first day of classes of the corresponding semester. Often exams will be held on the 4th Friday (Theory) and the 10th Friday (Methods) of each semester. Exam dates may vary each semester contingent on academic conferences or other departmental/university events. In the event of a university closure on exam day, or in the case of an emergency or extenuating circumstances, the comprehensive exam may be rescheduled at the discretion of the Graduate Director and the Departmental Chair. Exams will be held from 8am – 5pm.

**Qualifying Exam Content:** The exams will cover (1) theories of crime and (2) methods and data analysis. The two exams (theory and methods) will be graded independently, but together they constitute a qualifying exam. The student must pass each exam, although not necessarily in the same semester. Students will answer four questions on each exam. Exam questions will have equal weight. Grading rubrics will be adjusted accordingly when certain criteria (e.g., data analysis knowledge) are not relevant to a specific question.

The qualifying exam committee has flexibility in terms of developing the exam. In many instances, students will be able to select from among several questions within a section. Any questions that are not optional will either have flexibility within them [e.g., “pick any two theories to explain (this behavior)”] or will call upon knowledge that is central to our field (e.g., “describe the strengths and weaknesses of experimental and quasi-experimental designs”). Prior exams are uploaded to the Criminology website under “Doctorate in Criminology” and “Comp Exams.”
**Grading Outcome:** Students will earn a pass or fail on each exam; there will be no conditional passes. A student must pass both exams; a second fail on either exam will result in dismissal from the program. A high pass is given at the discretion of the qualifying exam committee; the vote must be unanimous.

**Grading Criteria:** The grading rubrics and grading/scoring guidelines are uploaded to the Criminology website under “Doctorate in Criminology” and “Comp Exams.” The essays are evaluated in terms of the following, as applicable to the Theory and/or Research Methods Exam:

1. Formal writing conventions
2. Theoretical knowledge
3. Knowledge of empirical literature
4. Critical appraisal of the field
5. Knowledge of research methods
6. Knowledge of data analysis

Grade appeals are handled consistent with the University Academic Grievance Process. The department document describing this process is uploaded to the Criminology Department website (“Doctorate in Criminology,” “Comp Exams,” and “Appeals Process”).

**Independent Research Project:** In addition to passing the two exams, a student will complete an Independent Research Project and produce a publishable manuscript. The purpose of the project is to (a) ensure that students acquire some hands-on experience with empirical research prior to starting work on a dissertation, (b) promote student publishing, and (c) ensure student competency in at least one specialty area. The Graduate Committee will evaluate the manuscript produced from the research in terms of two criteria: (1) the student’s role in conducting the research and producing the manuscript and (2) the quality of the manuscript. Regarding the first criteria, the student’s level of involvement in the research and manuscript production must be such that the student would legitimately be designated as a main author on the manuscript per contemporary standards in our field. Regarding the second criteria, the Graduate Committee will determine if the manuscript is publishable in a refereed, mid-tier or better journal. The independent research project requirement is also satisfied if a student has a published journal article or a manuscript that has been accepted for publication in a mid-tier or better journal.

**Admission to Doctoral Candidacy**

The Admission to Candidacy Form will be submitted by the Graduate Director during the semester in which the student successfully completes/passes the qualifying examination. The form will be approved by the Dean of the College of Behavioral and Community Sciences and forwarded to the Dean of the Graduate School for final approval. Doctoral Candidacy is
effective as of the day that the Graduate School approves of the request and changes the student’s status. As long as the Candidacy request is received between the first and last day of class during a semester, the Candidacy will be effective as of that semester. The student may then enroll in dissertation hours the following semester.

**Dissertation Requirements and Procedures**

Ph.D. students are strongly advised when they begin their dissertations to familiarize themselves with the requirements and associated deadlines found on the Graduate School website [www.grad.usf.edu](http://www.grad.usf.edu). Follow the “Students” link to “Dissertation and Thesis.”

**Dissertation Enrollment Requirements:** Students may begin to register for dissertation hours in the semester following admission to candidacy and must enroll for a minimum of 2 dissertation hours (or 7910 hours, as provided below) each semester until graduation (including summers) regardless of whether the student is using any university resources.

The student should enroll in dissertation hours (CCJ 7980) with each committee member who will be working with him/her that semester. (Per university restrictions, a student may not sign up for a section of CCJ 7980 for fewer than two hours.) Although 24 and 18 hours of CCJ 7980 are the maximum number of hours to apply for the Ph.D. degree for the pre-2014 and new curricula respectively, many students will find it necessary to take more than 24/18 hours of CCJ 7980. Only 24/18 dissertation hours will count toward the total hours required for the degree for the pre-2014 and new curricula respectively.

Advanced Research hours (CCJ 7910) may be applied, with approval, toward the total number of dissertation hours required. In general, no Advanced Research (CCJ 7910) hours taken prior to (or during the semester of) admission to candidacy will be counted as dissertation hours. (See the “new” exception below.) Advanced/Directed Research hours shall not exceed 50% of the dissertation hour requirement.

The student must be signed up for 2 dissertation hours (these must be CCJ 7980 hours) during his/her final semester.

Directed research hours taken with their Major Professor (or Co-Major Professor) prior to admission to candidacy and that involves work related to the dissertation may satisfy up to 50% of the dissertation hour requirement, with Graduate Director approval.

**Dissertation Prospectus and Prospectus Defense:** After completing coursework and the qualifying examination process required for the doctoral degree, students are expected to prepare a dissertation prospectus. This paper details the objectives and justification for the
The proposal typically contains a cover page, table of contents, introduction, literature review, and a detailed description of the research methods to be used for the dissertation research. (For information on both format and content, students might refer to Rudestam and Newton (2007) *Surviving Your Dissertation: A Comprehensive Guide to Content and Process.*) This project should be an original work that contributes to the field of criminology. Students should consult with their Major Professor for information on the expectations of the committee in meeting this requirement.

The University uses the “Electronic Thesis and Dissertation” (ETD) system. The “ETD Resource Center” is at: [http://www.grad.usf.edu/etd-res-main.php](http://www.grad.usf.edu/etd-res-main.php). All students are required to attend an ETD Workshop or complete an ETD tutorial the semester prior to graduation.

Upon satisfactory completion of the prospectus, a defense of this proposal is conducted. The student should send the document to committee members at least two weeks before the scheduled defense. The student will make a presentation to the committee members, respond to questions, and get input on needed changes to the project or document.** Once revisions are completed, the student will provide an updated prospectus to the committee for approval. The Major Professor will notify the student when s/he has satisfied all the requirements of the committee for the prospectus and discuss a course of action for completion of the final dissertation. While not desirable, there is no university or department rule that precludes defending the prospectus and the completed dissertation in the same semester. The student will inform the Graduate Director that his/her prospectus has been approved; there is no form for this purpose.

**NOTE:** It is inadvisable for the graduate student to present his/her proposal for the dissertation to non-major professor committee members for the *first time* in the form of a “completed” prospectus. Instead, the student should be sharing ideas and getting input from all committee members during the process of developing the prospectus document.

**Outside Doctoral Dissertation Defense Chair:** The Doctoral Dissertation Defense Chair’s role includes overseeing the proceedings as well as serving as the student’s advocate, by ensuring fairness of the process. The Dissertation Defense shall be presided over by a senior and distinguished scholar from outside the department. This person may also serve as the outside committee member on the dissertation or be separate from the committee. If the Dissertation Defense Chair is from another institution and not part of the committee, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida. The function of the Doctoral Dissertation Defense Chair is to preside over the introduction of the candidate, the questioning procedure, and the deliberation and voting of the committee.
The Doctoral Dissertation Defense Chair will record the vote of the Dissertation Committee via the Successful Defense Form and convey the decision of the Dissertation Committee to the Chair of the Department of Criminology.

**Dissertation Defense**

After the Doctoral Committee has determined that the final draft of the dissertation is suitable for presentation, the student will request the scheduling of the Dissertation Defense (also called Final Oral Examination or Oral Defense). The student must submit the full final draft of the dissertation to the committee at least four weeks before the dissertation defense date. (The student will identify a mutually convenient time for committee members and if not already done so, an Outside Dissertation Defense Chair and reserve a room.) A student must successfully defend the dissertation in order to be able to complete the final submission process.

Scheduling the defense requires that the following forms be completed and submitted to the College Dean’s office at least two weeks prior to the defense. The forms are located on the [CBCS website](#). Please note that all committee members must sign the [CBCS Request for Dissertation Defense Request Form](#). (Faxed/scanned signatures are acceptable.) The following documents must be submitted along with the [CBSC Request for Dissertation Defense Form](#):

- Announcement of Dissertation Defense
- Successful Defense Form (unsigned by committee members)

The College Office will perform the following tasks related to dissertation defense:

- Confirm that the eligibility criteria for the Outside Dissertation Defense has been met.
- Verify the composition of the examining committee and approve the request for the defense and announcement.
- Notify the Outside Dissertation Defense Chair and Major Professor of the guidelines for conducting the exam (The Outside Chair will be sent the Successful Defense Form and told to bring it to the defense.)
- Notify the Department Chair of the academic department that the approved announcement of the defense needs to be disseminated to the department faculty.
- Notify the Graduate School that the defense has been scheduled.

The College will notify the Outside Dissertation Defense Chair, the Major Professor(s) and the Graduate Director that the announcement has been approved. At that point, the hard copy announcement will be posted by the student in and around the Criminology offices. Until that notification by the College, the “formal announcement” cannot be distributed, but Major Professors must send out an email at least one week ahead of time to all colleagues announcing
the defense and the student will similarly announce the defense on the graduate student listserv.

**Oral Defense Procedures:**

1. The oral defense should be scheduled to allow time for the student to make any necessary corrections following the defense and still meet the Graduate School’s final submission deadline of the dissertation (see below for example timeline).
2. It is required that all members of the Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Graduate School Dean. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three members, including the Major Professor is required to proceed with the defense. The Outside Chair is not considered as part of the Committee.
3. The presentation should be considered an important function in the department and graduate students and faculty are encouraged to attend.
4. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The voting is not public.
5. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
6. The Outside Chair should open the proceedings by introducing the candidate and the Dissertation Committee.
7. The examination should begin with a presentation by the candidate designed to summarize the dissertation. The length of this presentation shall be approximately 20 minutes and no more than 30 minutes.
8. The remainder of the examination may take place in a different setting and will consist of questions about the research by the Outside Chair and the Dissertation Committee and by other interested persons. It is suggested that questioning should be limited to about 15 minutes for each person with subsequent rounds of questioning as necessary.
9. Questions from the faculty-at-large and/or the public may be allowed at the end of the committee’s questioning.
10. The length of the examination period will generally not exceed three hours. Throughout this time the Outside Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention. The Outside Chair, at any time during the course of the examination, may request all visitors to leave.
11. Following the completion of these proceedings, the Outside Chair will ask all visitors and the candidate to leave and will re-convene the Dissertation Committee only. The Outside Chair may share his/her impressions and opinions of the candidate and the dissertation. The Outside Chair will preside over the deliberations and voting of the committee, but is not to participate in the voting. The voting is to be limited to “pass” and “fail” votes. The Outside Chair has the responsibility of tallying the votes and of informing the candidate of the final
decision. The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense Form. The College Graduate Dean will resolve substitutions and disagreements within the committee. [It is often the case that the committee wants some changes made before the document is deemed final. If all are in agreement, the Outside Chair can collect the signatures of the committee members to the Successful Defense Form and agree not to submit the form to the college until such time s/he is notified by the chair(s) that all committee members have approved the final product.]

12. The Outside chair will convey the decision of the Dissertation Committee to the Department/College Graduate office by submitting the fully signed Successful Defense Form.

**Timeline for Dissertation Completion:** It is expected that students will complete their dissertation and graduate in the Spring semester of their fourth year. This means that their dissertation must be defended and finalized at the beginning of April (exact dates varies year to year, for the current year’s deadline see: [http://www.grad.usf.edu/ETD_Deadlines.php](http://www.grad.usf.edu/ETD_Deadlines.php)).

Students are encouraged to create a timeline with their Major Professor that outlines the steps toward successful completion of the degree. An example of the final stages of a timeline is outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4th</td>
<td>Final draft of dissertation due to Major Professor for approval to send to committee</td>
</tr>
<tr>
<td>February 11th</td>
<td>Dissertation for defense due to full committee</td>
</tr>
<tr>
<td>March 11th</td>
<td>Dissertation defense</td>
</tr>
<tr>
<td>March 12th – March 29th</td>
<td>Student revises dissertation (if applicable)</td>
</tr>
<tr>
<td>March 29th</td>
<td>Final changes (if applicable) due to Major Professor and/or committee</td>
</tr>
<tr>
<td>March 29th – April 5th</td>
<td>Major Professor and/or committee reviews final changes before ETD submission</td>
</tr>
<tr>
<td>April 5th</td>
<td>Submit final dissertation to ETD for review</td>
</tr>
</tbody>
</table>

**Dissertation Final Submission Guidelines:** Students will follow ETD Guidelines for purposes of submitting the final dissertation document. Students who fail to submit the final copy of a dissertation by the posted submission deadline will be considered for graduation in the following semester and therefore must apply for graduation by the posted deadline and enroll in a minimum of 2 dissertation hours for that subsequent semester. An electronic copy of the dissertation must be provided to the Graduate Director.

**Summary of Forms Necessary for Dissertation (to be submitted to the Graduate Director and College):**
### Form/Document

<table>
<thead>
<tr>
<th>Form/Document</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CBCS Thesis/Dissertation Committee Appointment Form</td>
<td>When preparing for comprehensive exams or at candidacy</td>
</tr>
<tr>
<td>1) CBCS Request for Dissertation Defense Form</td>
<td>At least 2 weeks prior to defense</td>
</tr>
<tr>
<td>2) CBCS Dissertation Defense Announcement</td>
<td></td>
</tr>
<tr>
<td>3) CBCS Successful Defense Form (unsigned)</td>
<td></td>
</tr>
<tr>
<td>1) CBCS Successful Defense Form (signed)</td>
<td>After committee approves final version of dissertation</td>
</tr>
</tbody>
</table>

Note: No forms are necessary at the prospectus/proposal stage.

### Graduation Requirements for the Ph.D. Degree

During the semester in which graduation is anticipated, students must:

1. Have an approved and accurate CBCS Thesis/Dissertation Committee Appointment Form on file in the Graduate School.
2. Be enrolled in at least 2 dissertation hours (no other type of credit hour will substitute).
3. Complete all requirements set forth by the ETD system.
4. Apply for graduation by the posted deadline (see below).
5. Have a CBCS Successful Dissertation Defense Form submitted to the Department and the College (by the Defense Chair).
6. Complete all of the ETD requirements associated with the dissertation.

**Application for Ph.D. Degree:** In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student’s academic record, the student must file the aforementioned application whether or not s/he plans to participate in the commencement ceremony.


It is the student’s responsibility to clear all “I” grades (Incompletes) in courses required for graduation and to provide official transcripts of all transferred coursework needed for graduation at least 3 weeks prior to the end of the term in which s/he expects to graduate.
**Final Grade Modifications Post-Dissertation**: The Graduate School will notify the registrar of the change in dissertation grade from “Z” to “S” once the final manuscript has been received, reviewed and certified for permanent filing in the University Library. Copies of the Final Approval Form will be distributed to the student and college. Copies of the change of grade memo will be sent to the College.

**Academic Residency**: Students must be enrolled in a doctoral program for a minimum of 3 years beyond the baccalaureate degree. A student must achieve at least one academic year of residency, defined as a minimum of 9 hours per semester for 2 consecutive semesters completed on a USF campus. Additionally, the University requires a minimum of 24 hours to be completed on a USF campus. Deviations from these rules must be recommended by the student’s doctoral committee and approved by the Dean of the Graduate School.

**Ph.D. Time Limitations**

The Department requires that students advance to candidacy within five years of admission. Doctoral candidacy is defined as completion of all coursework and successful completion of the qualifying examination.

Per University policy, all requirements for doctoral degrees must be completed within seven (7) calendar years from the student’s date of admission for doctoral study. All courses applied to the doctoral degree must be completed within seven (7) years, including courses taken prior to admission to the USF doctoral program, taken as a non-degree seeking student or transferred in from another institution. (Exception: There is no time limit for courses from a completed master’s degree applied toward a doctoral program.)

In the event that a student nears the end of the time limitation, but needs more time to complete the degree, s/he may submit a request for an extension. The request must be approved by the (Co-) Major Professor(s), Graduate Director, College Associate Dean, and Dean of the Graduate School or designee. The request must include the reasons for needing an extension and clearly state the amount of time requested, up to one year. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved.

Students who are unable to continue in the program for more than 12 months must submit a Leave of Absence Request, which extends the time limit for the duration of the approved leave.

Both the Time Limit Extension and Leave of Absence Request Forms may be obtained at “Forms” on the Grad School web site at: http://www.grad.usf.edu under “Students.”

**Assistantship and Funding Information**
Fellowships and Scholarships

There are many opportunities for graduate students (MA and Ph.D.) to obtain funding for graduate education. These include national scholarships, fellowships, and grants; college, department scholarships and fellowships; and USF Office of Graduate Studies scholarships and fellowships. Students are encouraged to apply for these funding opportunities. Information regarding these awards can be found at: http://www.grad.usf.edu/scholarships.php.

**Presidential Doctoral Fellowships:** The Presidential Doctoral Fellowship is reserved for recruiting outstanding doctoral students who have demonstrated potential for excellence in research and scholarly/creative activity. Competition for these fellowships is university-wide, and recipients exemplify the University of South Florida’s mission, goals, values, and vision in the areas of teaching, research, service, and community engagement. The fellowship provides a stipend of $25,000 per year plus full tuition, fees, and health insurance, and is renewable up to five years. For information on the nomination process, please go to: http://www.grad.usf.edu/grants.asp.

**University Graduate Fellowships:** The goal of the University Graduate Fellowship (UGF) is to recruit outstanding doctoral level graduate students to the University of South Florida. To be nominated by the Department of Criminology, applicants must have achieved a high GRE score and a high GPA and demonstrate a strong commitment to research. This fellowship provides a stipend of $15,000 plus a tuition waiver. (Note that, unlike a Graduate Assistantship, a UGF does not come with a subsidy towards healthcare insurance.) University Graduate Fellowships are for the first year of graduate study only. Students on this fellowship do not have a first year work requirement.

**USF Graduate School Scholarships and Fellowships:** The University of South Florida provides numerous funding opportunities to enhance student diversity and access for all citizens. The USF Graduate School is committed to excellence in graduate education and is proud to offer fellowship opportunities for new and continuing students. Some of these fellowships are only available to students through nominations by their program/department, while others are available by direct submission from students who meet the eligibility requirements. It is important to note that funding for the fellowships is limited and the competition for the awards is stiff. In addition, many of the fellowships require that a FAFSA (Free Application for Federal Student Aid) be completed and filed with USF. To be considered for specific awards, it is critical to submit a complete application prior to the stated deadline. Applications received after the deadline will not be reviewed. For information on these fellowships, go to http://www.grad.usf.edu/grants.asp.

Department of Criminology Graduate Assistantships

**Selection:** Every person who is newly admitted to the program or is a continuing student is eligible to be considered for a Graduate Assistantship. The criteria used to select GAs from
among incoming students are the same criteria used to evaluate their application materials (e.g., GRE scores, letters of recommendation, scholarly/academic achievements). There may be additional situation-specific considerations, such as the hiring of an eligible student on a grant-funded project. Generally, Ph.D. GAs receive 3 years of funding and Master’s GAs receive 2 years. When the budget permits, GAs will be considered for funding beyond the standard 2 or 3 years. The criteria used to fund a continuing student (e.g., a second year student who did not receive a GA upon entry) or provide supplemental funding to a GA who has already received 2 (Master’s) or 3 (Ph.D.) years of funding are: course performance, timely progress on degree components (e.g., taking courses/comps, passing comps, defending a prospectus), scholarly accomplishments (e.g., publications/submissions, conference presentations), and participation in department activities (e.g., attending special events, assisting with recruitment/hiring). To be eligible for funding in a doctoral student’s 4th year, the student must pass at least one comprehensive exam (Theory or Research Methods) during their 3rd year. Students who are on Criminology Graduate Assistantships need to be living in the Tampa area so that they can be involved in department activities and be available for on-campus assignments. A Graduate Assistant must be a full-time student during the funded semesters (9 hours in fall and spring; 6 hours in summer) and maintain a 3.00 GPA.

**Period of Service:** Although generally Ph.D. and Master’s GA’s receive funding for 4 and 2 years, respectively, there is no guarantee of funding for that period. Students who are not performing satisfactorily in their studies and/or in their GA assignments may lose their Graduate Assistantships. A student whose GPA falls below 3.0 will lose his/her Graduate Assistantship.

As above, it is the general practice of the department to fund Ph.D. students for four years. If during the 3-year period, a Ph.D. student is hired by an alternative funder (e.g., researcher at FMHI), s/he may be returned to Criminology Graduate Assistant funding following that employment, as needed and as budgets permit, if the three year period associated with the original commitment has not expired.

**GA Job Assignments, Requirements and Accountability:** The assignment of graduate students to positions within the department is the responsibility of the Department Chair in consultation with the Graduate Director, matching student and faculty preferences wherever possible. The assignment of graduate students to faculty members should be in keeping with the professional objectives of the student and the department. Students eligible for more than one type of support will be awarded the type for which they ranked the highest. The Graduate Director may change assignments and make additional assignments as necessary and as new sources of funding become available. Assistantships typically carry the expectation of twenty hours of effort per week, as well as attendance at department-sponsored functions.

Departmental assistantships are competitive and may be revoked if students do not perform their job duties satisfactorily. Please note that assistantships are for the entire length of the appointment dates (see appointment papers for dates). Assistants may be required, therefore, to work through the Christmas, Spring Break, and Thanksgiving holidays and are responsible for getting permission for early leave. Under the Collective Bargaining Agreement, graduate
assistants are able to request 40 hours of leave per semester for any reason, with permission from their supervisor. For example, a student wishing to attend a conference could ask for that week off.

At the close of each semester, the assigned supervisors will be given the opportunity to evaluate graduate assistants. Students will be provided this feedback by the Graduate Director and/or Graduate Coordinator. If a student is found to be deficient and/or negligent in his/her duties and funding is recommended to be dropped, the Graduate Director will meet with the student to discuss the reasons for revocation of funding. All graduate assistant appointments are one-year renewable appointments (9- or 12-month).

Graduate students funded with graduate assistantships are strongly discouraged from obtaining and/or maintaining employment outside of the department. If a student intends on seeking outside employment, they must obtain university approval before the activity can be engaged in. He/she must inform the Graduate Director and disclose the employment to the university. Instructions for disclosing outside activity through the eDisclose system and other GA policies can be found at http://www.grad.usf.edu/assistantships.php.

**Preparing to Teach:** Ph.D. students who want to be considered for teaching an undergraduate class as part of their Graduate Assistantship or as an adjunct should be able to document steps they have taken to prepare themselves for such a position. First, the Office of Graduate Studies (OGS) requires TA Training (for job codes 9184, 9183, 9550) for all TAs before they can teach, involving both a face-to-face one-day event and an online training. The in-person component is offered prior to the beginning of the fall semester. TAs will register for either course as a 0 credit source (IDS 5921) in OASIS. This course is intended for new TAs. If the TA has taken this course in a previous semester or they have completed the Preparing for College Teaching (PCT) course, then they do not have to take it again. More details can be found at: http://www.usf.edu/atle/events/ta-training.aspx.

Second, the Department expects students to participate in a teaching practicum under the guidance of a faculty member. For students who enter under the 2014-2015 curriculum, this takes the form of a formal course (CCJ 7940-Teaching Practicum in Criminology).

**Copying/Supplies:** All funded graduate assistants working with assigned faculty members will be provided a confidential code for the copy machine. The departmental copy machine and supplies are not for students’ personal/educational use; they are to be used for departmental business, including work associated with GA and adjunct assignments. Under no circumstances are students to share this code with or receive this code from any other graduate students. Doing either will be construed as academic dishonesty and a serious violation of the department’s code of conduct.

**Communications:** All graduate assistants, teaching associates, and adjunct instructors will be assigned a mailbox in the department copy room. Please check your mailboxes regularly for departmental and university information.
Due to the large number of students sharing the graduate offices, there is not a voicemail box available for messages. If you are assisting a faculty member with teaching, or teaching your own course, please notify your students that they will need to communicate with you via the USF email system provided by the University either through Canvas or through another email of your choosing. Please note your office hours and email contact information on your syllabus to avoid miscommunication and phone calls to the general department line. Students who are funded in the department are expected to provide a personal contact number to the Graduate Director and/or faculty assigned to work with these students.

**GA Benefits:**

**Student Health Insurance for Graduate Assistants:** A benefit of being a graduate assistant (Class Code 9191, 9182, 9183, 9184, 9185 or 9550) is eligibility to participate in the Student Insurance Program. The University currently pays 100% of the premiums for individual coverage of those employees on a .25 or .50 FTE appointment who elect coverage under the USF Student Health Insurance Plan. If you have enrollment or general questions, [http://www.usf.edu/student-affairs/student-health-services/insurance/needcoverage.aspx](http://www.usf.edu/student-affairs/student-health-services/insurance/needcoverage.aspx)

**Tuition Payment (Waiver) Procedures:** Students eligible for tuition payments (waivers) through assistantships, employee benefits, etc. in the Department of Criminology will each receive a copy of their appointment papers from the Administrative Specialist. It is the student’s responsibility to make copies of this paperwork for his/her own records.

Each semester, students receiving financial assistance through assistantships in the department will be required to turn in a copy of their appointment papers, their registration schedule for the coming semester, and their waiver paperwork, and to meet all deadlines set within the College of Behavioral and Community Sciences.

If you are receiving a tuition waiver as part of your TA/GAship the monies will be posted to your Oasis account under View Account Summary and Pay My Bill typically during the first week of school. Please note that you must still pay student fees. It is important to keep in mind that these fees are often between $500 and $1000 depending on the number of credits being taken. Students have until the 9th week of the semester to pay fees as stipulated in the [Memorandum of Understanding](http://www.usf.edu/student-affairs/student-health-services/insurance/needcoverage.aspx) between the University of South Florida Board of Trustees and Graduate Assistants Union.

**Adjunct Teaching Positions**

Barring exceptional circumstances, adjunct positions will be offered only to those Ph.D. students who have passed their qualifying exams. The criteria for selecting adjuncts will be course performance, timely progress on degree components (e.g., taking courses/comps,
passing comps, defending a prospectus), scholarly accomplishments (e.g.,
publications/submissions, conference presentations), participation in department activities
(e.g., attending special events, assisting with recruitment/hiring), and the potential to produce
quality teaching. Selection of an adjunct might also be based on his/her expertise relative to
department teaching needs. The department will also consider the student’s need for and
interest in obtaining teaching experience (e.g., because s/he will be applying to academic
positions). Adjuncts must live in the Tampa Bay area so that they are available for in-class
teaching assignments and can be involved in department activities.

See “Preparing to Teach” in the section above entitled “Criminology Graduate Assistantships.”
Faculty and Staff

Tenure and Tenure-Track Faculty

Lyndsay Boggess  
**Associate Professor:** Community context of crime, race/ethnicity and crime.

George Burruss  
**Associate Professor:** Criminal justice organizations, offending in cyberspace, cybercrime.

John Cochran  
**Professor:** Capital punishment, micro-social theories of criminal behavior, macro-social theories of crime and crime control.

Richard Dembo  
**Professor:** Drugs, juvenile justice and delinquency, methodology, youth public health issues, interventions.

Bryanna Fox  
**Assistant Professor:** Offender profiling and psychological criminology, biosocial theory, experimental research.

Lorie Fridell  
**Professor:** Police use of force, violence against police, biased policing.

Kathleen Heide  
**Professor:** Juvenile homicide, parricide, family violence, child abuse, juvenile justice, psychological theories and issues.

Chae Jaynes  
**Assistant Professor:** Offender decision-making, rational choice theory, employment and crime

Michael Leiber  
**Professor and Department Chair:** Race, juvenile justice, delinquency.

Yunmei (Iris) Lu  
**Assistant Professor:** Age and crime, cross-cultural studies, social change and crime, sentencing

Michael Lynch  
**Professor:** Environmental and corporate crime and regulation, radical criminology, racial bias and criminal justice.

Ojmarrh Mitchell  
**Associate Professor:** Corrections and sentencing, race and crime, drugs and crime, meta-analysis.

Richard Moule  
**Assistant Professor:** Criminological theory, technology in crime and crime control, gangs and deviant networks.

Ráchael Powers  
**Associate Professor and Graduate Director:** Violent victimization, public perceptions of crime, domestic violence.

Dwayne Smith  
**Professor & Vice Provost for Faculty and Program Development:** Homicide, capital punishment, structural correlates of crime.
Graduate Coordinator

Elizabeth Cass

Instructors

Joni Bernbaum  Andrew Franz
Scot Boeringer  LeGrande Gardner
Elizabeth Cass  Nayab Hakim

Director of the MACJA Program

Dr. Max Bromley

Staff

Administrative Specialist: Amanda Rausch
Academic Program Specialist: Karine Rodrigues
Undergraduate Internship Coordinator: Joni Bernbaum

Tampa Community and Surrounding Area

With 2.5 million residents, the Tampa Bay area is one of the world's most desirable areas in which to live. Tampa Bay is home to year-round festivals and activities, and enjoys a climate that is consistently pleasant and sunny. In 2008, Yahoo Real Estate ranked Tampa as the 8th cleanest city in America, and Forbes lists it as the 5th best outdoor city. A 2004 survey by the NYU newspaper ranked Tampa as the top city for 20-somethings. It's no wonder that more than half of USF's 212,000 graduates have opted to stay right here after graduation.

The Tampa Bay area is situated off the Gulf of Mexico and features outstanding local beaches. Two nearby beaches have earned the title “Best Beach in the U.S.” as rated by Dr. Beach — Caladesi Island near Dunedin and Fort DeSoto Park North Beach in St. Petersburg. Other vacationing draws include Busch Gardens/Adventure Island, the Lowry Park Zoo, The Florida Aquarium and historic Ybor City area. Orlando, with all of its theme parks, is about one hour away.

In addition, we host several national professional sports teams, such as the NFL's 2002 Super Bowl Champion Tampa Bay Buccaneers, the MLB’s 2008 American League Champions Tampa Bay Rays and the NHL's 2004 Stanley Cup Champion Tampa Bay Lightning. And, for
the culturally inclined, there is the Salvador Dali Museum in St. Petersburg, Ringling
Brothers Museum in Sarasota, the Museum of Science and Industry (right across the street
from our Tampa campus), the Straz Center for the Performing Arts and the Tampa Museum
of Art, not to mention USF’s own Contemporary Art Museum and Graphic Studio. The
Gasparilla Pirate Festival, often referred to as Tampa’s Mardi Gras, draws over 400,000
visitors annually to witness the pirate “invasion” of the pirate ship Jose Gaspar and the
parade that follows, after the Mayor of Tampa turns the keys to the city over to the
“pirates”.

Concerts and performances are regularly staged at USF's Yuengling Center, the College of
Visual and Performing Arts and Special Events Center, as well as Tampa's Amalie Arena,
Clearwater's Ruth Eckerd Hall, and numerous small venues located through the Bay area.

**Tampa Bay Attractions:**

- Adventure Island – Water park adjacent to Busch Gardens
- Busch Gardens – Theme park with roller coasters, shows, and a zoo specializing in the
  African continent (located within walking distance to campus)
- The Salvador Dali Museum – Located near the USF St. Petersburg campus
- The Florida Aquarium – Large-scale aquarium located near Water Street of Tampa
- Florida Holocaust Museum – Located in St. Petersburg, it is one of the largest in the U.S.
- ZooTampa – Home to over 2,000 animals including the largest collection of Florida
  wildlife, several hands-on exhibits, and an African safari
- Museum of Fine Arts – St. Petersburg, the only comprehensive art museum, from
  antiquity to the present, on Florida’s West Coast
- Museum of Science and Industry (MOSI) – Largest science center in the Southeastern
  U.S., includes an IMAX theater
- Tampa Museum of Art – Near Curtis Hixon park downtown
  Ringling Museum of Art – Sarasota, collection includes more than 10,000 objects from
  ancient to contemporary periods from around the world
- Ybor City – Florida’s Latin Quarter, a popular nightclub and entertainment district

**Venues:**

- Ruth Eckerd Hall – One of the finest acoustic performance halls in Florida
- Amalie Arena – Home to the NHL Tampa Bay Lightning and host to concerts,
  professional wrestling, ice-skating, etc.
- Raymond James Stadium – Home of the NFL Tampa Bay Buccaneers (and their 103-ft
  pirate ship) and USF Bulls football and host to the Outback Bowl, big ticket concerts and
  events including Super Bowls XXXV and XLIII
• George M. Steinbrenner Field – Spring training home to the New York Yankees and home of the Tampa Yankees Class A affiliate
• Straz Center for the Performing Arts – Boasts one of the nation’s leading Broadway series
• Tampa Theater – Historic theater featuring a wide range of independent, foreign, and documentary films
• Tropicana Field - Home to the MLB Tampa Bay Rays
• Yuengling Center – Located on the USF campus, a venue for year-round concerts and events

For information on all of these places and other things to do in Tampa, please visit: https://www.visittampabay.com for links to these sites.