THE CITY UNIVERSITY OF NEW YORK
THE GRADUATE SCHOOL AND UNIVERSITY CENTER

November 2009

The following pages contain the procedures and requirements for the specialty in Forensic Science of the Ph.D. Program in Criminal Justice at The City University of New York as approved by The Executive Committee of the Criminal Justice Doctoral Program September 30, 2009. While we have tried to be as accurate as possible, undoubtedly errors of omission or fact have crept into the preparation in spite of our efforts. Should you notice any, please call them to our attention.

The information contained in this Handbook is current as of November 2009 and is supplementary to the information and regulations contained in the Graduate Center Bulletin, Student Handbook, and Bylaws and Governance document of The Graduate School and University Center.
ACKNOWLEDGMENTS:

The preparation of this document would have been almost an insurmountable task without the assistance and contributions of the following individuals, officers and offices. Dr. Gerald Koeppl of the Doctoral Program in Chemistry graciously supplied an electronic template of a “Handbook” employed by that program, which was utilized by the author in his preparation of this document. The Chemistry Program’s format was used extensively.

The contributions of Drs. Peter DeForest and Margaret Wallace of the doctoral faculty in Forensic Science to the content were invaluable. Editorial comments and proof reading services were gallantly performed by current Doctoral Students, Kelly (Corcoran) Walsh, Peter Diaczuk, Rebecca Bucht, Brooke Weinger, Dale Purcell, and Michelle Miranda, all of whom made valid suggestions as to its content. Lastly this document and any of its predecessors would not have been possible without the unceasing encouragement of Dr. Todd Clear, then Executive Officer of the Doctoral Program in Criminal Justice of which the Forensic Science Program is but a part. Additionally, Dr. Clear and Dr. Karen Terry were critical to the review of the content of this document to ensure that it was consistent with the overall policies of the Criminal Justice Doctoral Program and the requirements of the Graduate Center. I and many of the graduates of the original Forensic Science Program, as well as a number of the current Forensic Science Doctoral students owe a debt of gratitude to Ms. Christina Czechowicz who contributed greatly to the Program’s early development and successes. Mr. Paul Giovine, Assistant Program Officer and College Assistant was instrumental in incorporating this Handbook into the Program’s records and in making arrangements for its publication and dissemination.

Rev:3 November 2009
By Prof. T. A. Kubic
I

HANDBOOK FOR DOCTORAL STUDENTS IN FORENSIC SCIENCE

Contents

ACKNOWLEDGMENTS ................................................................. 1

I. Introduction ................................................................. 6

II. Structure of Forensic Science Specialty in the Criminal Justice Doctoral Program ........................................... 6

1. Specialties ................................................................. 7

2. Executive Committee .................................................... 8

3. Standing Committees ...................................................... 9

III. Student Advisement ........................................................... 10

IV. Forensic Science Program and Administration ............................... 11

V. Course and Examination Requirements ........................................ 12

1. Official Course Listing ....................................................... 12

2. Courses and Examinations ................................................ 12

3. Course Listings ............................................................ 16

4. Seminars ................................................................. 14

5. Sample Program Schedules and Second Examination ....................... 15

6. Requirements for specialties in Forensic Science

   A. Criminalistics ............................................................ 16 -18
B Molecular Biology .................................................. 16 -18

7. Other Forensic Science Doctoral Requirements .................... 20

7. Advancement to Candidacy ........................................... 21

VI. Dissertation Research ................................................ 21

1. Choosing a Research Mentor .......................................... 21

2. The Dissertation Committee ........................................ 23

3. Submission of Dissertation and the Final Examination ............ 24

VII. Registration, Tuition, and Fees. .................................... 28

1. Registration .......................................................... 28

   A. Auditing of Courses ................................................. 29

   B. Adding and Dropping Courses ................................. 29

   C. Leave of Absence ............................................... 29

   D. Withdrawal and Readmission ................................. 30

2. Tuition Level Status. ................................................. 30

VIII. Financial Assistance ................................................. 32

IX. Master of Philosophy and the En-route Master's Degree .......... 33

X. Summary of Requirements for the Degree of Doctor of Philosophy .... 34

NOTICE OF NONDISCRIMINATION ................................. 35

CONTACTS .......................................................... 36

Appendices*

A. Course Listing and Course Descriptions
B. Form: “Advancement to Candidacy for the Doctoral Degree”

C. 1. Form: “Choice of Research Mentor”
   2. Form: “Thesis Committee Recommendation Form”

D. Instructions for Preparing the Ph.D. Dissertation

E. 1. Form: “Certification of Dissertation by Thesis Committee Members”
   2. Form: “Report of Final Examination”
   3. Form: “Approval of Revised Dissertation”

F. Form: “Request for Leave of Absence”

G. Form: “Certification of the Completion of Required Course Work”

H. Form: “Advanced Standing Transfer Credit Recommendation”

I. Form: “Certification of Defense of Research Proposal”

* All the Appendices may not be printed here. The forms and documents listed are available in the Criminal Justice Doctoral Program office Room 636T John Jay College. Students are urged to use the website to print forms when they are needed, obtain the required signatures, and return them to the Criminal Justice office. Some newer forms and some mentioned in this Handbook are also available from the Forensic Science Director.
I. INTRODUCTION

The degree of Doctor of Philosophy (Ph.D.) is awarded for mastery of the subject matter in a particular discipline and demonstration of the ability to do independent research. The production of an acceptable doctoral dissertation based upon original research carried out by the student is the distinguishing characteristic of the Ph.D. degree.

Mastery of subject matter is demonstrated by the satisfactory performance of the student in courses and on examinations. The specific course and examination requirements of the CUNY Ph.D. Program in Criminal Justice with a specialty in Forensic Science are described in this Handbook.

Research culminating in the doctoral dissertation is carried out under the direction of a research mentor. It is strongly suggested that the selection of a research mentor be investigated before the end of a student's second semester in the program. A topic should be chosen and mentor confirmed by the end of the fourth semester for full-time students and the sixth semester for part-time students. The general course of study in the Ph.D. program involves a transition by the student from coursework and examinations early in the program to a full-time commitment to the research project as study continues.

This Handbook contains detailed information about the CUNY Ph.D. Program in Criminal Justice with a specialty in Forensic Science. Students should also become familiar with the Bulletin of The Graduate Center and the Student Handbook, which is issued by the Vice President for Student Affairs. The document “Doctoral Study in Forensic Science” contains descriptions of the research interests of the faculty and is useful in the selection of a research mentor. The Bulletin in effect at the time of a student’s matriculation is often considered a contract between the student and the University.

II. STRUCTURE OF THE PH. D. PROGRAM IN FORENSIC SCIENCE:

The specialty in Forensic Science within the CUNY Ph.D. Program in Criminal Justice was established in 1985. The faculty members of the Ph.D. program are drawn primarily from faculty in the Science Department at John Jay College of Criminal Justice. Co-operative arrangements may be able to be made with faculty at a number of the Senior Colleges and the Graduate Center of CUNY. Applicants should expect to perform their research at the John Jay
campus although other arrangements may be made, in certain circumstances, to carry out their
doctoral research at another campus or off site at a crime laboratory facility.

Lecture courses and seminars are generally given at John Jay College but a number of
required classes and elective courses are held at The Graduate Center. In addition some elective
classes are held on other CUNY campuses. Almost all Laboratory courses are given at John Jay
College but a very limited number are offered at the various consortium colleges. Doctoral
research is also carried out primarily at John Jay College but other arrangements may be
possible.

The Doctorate in Forensic Science is one of three major but distinct degree programs
(specialties), all of which are housed at John Jay College under the umbrella of the Ph.D. Degree
in Criminal Justice. These are Criminal Justice, Forensic Psychology, and Forensic Science.
There is some overlapping in courses and faculty although the emphasis of each Program is quite
distinct.

Forensic Science may be defined as the application of science to aid in the resolution of
legal issues. These issues may be civil or criminal in nature or a combination of both. The
Forensic Sciences are an eclectic body of applied sciences and encompass the physical,
chemical, biological, medical, engineering, and social sciences. The specific program at John
Jay concentrates on the first three listed, which are considered to be in the field as the natural
sciences. The medical, engineering and social science aspects of the forensic sciences are not
neglected in the doctoral student’s studies. One might consider the range of topics covered
within the course of study to be what Dr. Paul Kirk of the University of California at Berkeley,
named “Criminalistics” in the 1940's. This term has become generally accepted by the
profession to principally include those areas of scientific study and research of interest to, and
carried on by “crime laboratories” whether private or publicly funded on physical evidence. The
American Academy of Forensic Sciences (AAFS) has at least ten (10) separate sections of which
Criminalistics is the largest accounting for approximately 40% of the Academy’s total
membership.
1. **Concentrations within the Forensic Science Program:**

   A. The program currently has two (2) established concentrations of study: Criminalistics, and Molecular Biology with a number of classes in Forensic Toxicology available. The public would be more familiar with the term DNA analysis to describe the Molecular Biology concentration. Additional concentrations of study could be added in the future if a demand is recognized and faculties as well as other resources are made available.

   The administration and management of the Forensic Science Program is the responsibility of the Program Director whose overall actions are supervised by the Criminal Justice (CRJ) Executive Officer and the various committees of the Criminal Justice Doctoral Program. The Forensic Science Program Director (FSD) is appointed for a term of three (3) years by the CRJ Executive Officer (EO) and is eligible for reappointment by the EO.

   B. The Doctoral faculty whose expertise are within the two concentrations above offer advice and make recommendations to the EO and FSD concerning the content of the various courses of study, requirements for the degree, and additional administrative matters. It is understood that the Forensic Science Doctoral Faculty are also members of the overall CRJ faculty and may serve on various committees within that program as appropriate, and therefore have input into the overall CRJ Degree. The FSD and the specialty faculty are expected to advise and supply information to current and potential students of the Forensic Science Program. The forensic faculty should make themselves available to students to offer advice concerning specific concentration requirements.

2. **Executive Committee of the CRJ Program:**

   A. The Executive Committee is comprised of:
(1) the Executive Officer;
(2) and four (4) faculty who teach required core courses; two (2) at large faculty and two (2) students

B. The Executive Officer is appointed by the President of The Graduate Center for a term not exceeding three years, and may be reappointed.

C. The Executive Officer presides at meetings of the CRJ program’s faculty and Executive Committee, and serves as chair of the program’s standing committees on Faculty Membership, Curriculum Admissions and Awards.

D. In general, student participation in matters before the Executive Committee and the standing committees is deemed inappropriate when the matters involve judgment of:

(1) the academic performance of students, or
(2) the professional competence of doctoral faculty.

In cases where there is no agreement on the propriety of student participation in an Executive Committee or standing committee deliberations, the Executive Committee or standing committee, respectively, votes as a whole to decide the question.

E. The Executive Officer calls at least one meeting per year of the faculty, at which the Executive Committee presents a report; a quorum at this meeting consists is 50 percent of the faculty plus one.

F. The Executive Committee calls a meeting at least once a semester with the students in the program.

G. The procedures of the Executive Committee and its standing committees are governed by Robert’s Rules of Order, Newly Revised, in all cases in which they are applicable.

3. **Standing Committees**

   A. The Faculty Membership Committee is comprised of the members of the Executive Committee. The Faculty Membership Committee is responsible for review of continued membership of each faculty member on the doctoral faculty, based on the criteria below and for
nomination to the Provost of the Graduate Center members of the Doctoral Faculty in Criminal Justice with the specialty of Forensic Science. The criteria for nomination include a determination that the prospective faculty member will make a significant contribution to the needs of the program, and evidence of:

1. significant research relevant to the Ph.D. Program in CRJ and for the FS faculty research in Forensic Science;
2. qualification to teach a doctoral course in CRJ and for the FS faculty, Forensic Science or provide other related doctoral-level training; and/or
3. qualification to supervise doctoral dissertations or other graduate-level research. For the Forensic Science faculty the research area is within Forensic Science.

B. The Curriculum and Examinations Committee is composed of the members of the Executive Committee which reviews curriculum, and recommends procedures and standards for the conduct of examinations.

C. The Admissions and Awards Committee is comprised of the members of the Executive Committee. The Admissions and Awards Committee recommends admissions and awards procedures and standards for the program. For the Forensic Science Specialty the EO will appoint an Admissions Committee composed of members of the Doctoral Program who are forensic science doctoral faculty.

III. STUDENT ADVISEMENT

The Executive Officer is responsible for the overall administration of the Ph.D. Program in CRJ but the FSD administrates the Forensic Science Program under the EO’s supervision. (See A above). The Executive Officer can be contacted at the office of the Ph.D. Program in CRJ at John Jay College room 636T. Entering students should meet with the FSD to select courses for their first semester and obtain the approval of the Executive Officer of this selection. Thereafter, students will generally meet with the FSD at least once each semester for advisement and the EO for registration approval, which may be a formality. Students are encouraged to consult the EO and the FSD for advice or information about any aspect of the Ph.D. Program in CRJ as the need arises, but should note that Forensic Science students should contact the FSD about specifics of that program.
Financial support for an entering full time graduate student often includes a teaching or research assistantship. A student's teaching assignment each semester is generally at John Jay College. Before the beginning of each semester, students must meet or contact the Chair of the Science Department and/or the FSD to discuss their teaching assignment.

Forensic Science faculty are available for student advisement concerning examinations and other requirements of their course of study.

Useful contact information follows:

IV. FORENSIC SCIENCE PROGRAM ADMINISTRATION:

EXECUTIVE OFFICER
Dr. Joshua D. Freilich
John Jay College Room 636T
jfreilich@jjay.cuny.edu

DEPUTY EXECUTIVE OFFICER
Dr. Jeff Mellow
John Jay College - Room 636T
jmellow@jjay.cuny.edu

ASSISTANT PROGRAM OFFICER AND COLLEGE ASSISTANT
Mrs. Shari Rodriguez, B.A., M.P.A.
John Jay College - Room 636T
212 237 8988 shrodriguez@jjay.cuny.edu

Ms. Kathy Mora, B.A.
College Assistant
kmora@jjay.cuny.edu

FORENSIC SCIENCE DIRECTOR
Dr. Thomas A. Kubic
John Jay Room – Room 4503N
212 237 8891 tkubic@jjay.cuny.edu or better thom.kubic@verizon.net
Concentration FACULTY

Criminalistics
Dr. Thomas A. Kubic
John Jay Room – Room 4503N
212 237 8891  tkubic@jjay.cuny.edu
or
Dr. John A. Reffner
John Jay Room - Room 4203N
646 587 4894  jreffner@jjay.cuny.edu

Molecular Biology
Dr. Margaret Wallace
John Jay Room - Room 4411N
212 237 8492   mwallace@jjay.cuny.edu

Toxicology
Dr. Richard Stripp
John Jay Room – Room 4208-3N
212-484-1362  rstripp@jjay.cuny.edu

V. COURSE AND EXAMINATION REQUIREMENTS

1. Official Course Listing

The complete list of courses (page 16) and course descriptions is given in Appendix A. Students in the Forensic Science specialty are expected to complete 12 credits in criminal justice classes. At least six of these credits must be earned by taking CRJ-70600 or CRJ-70500 and either CRJ 87900 dealing with science and the law or CRJ 84900 on scientific testimony and
research ethics. The additional six credits may be earned through completion of two additional courses from the four mentioned above or from the suggested criminal justice electives or other criminal justice classes with the permission of the FSD and the EO.

These courses are required to assist the student in becoming familiar with the criminal justice system within which he or she desires to practice his or her physical science endeavors.

2. **First-Level Courses and Examinations**

   The student will be expected to have completed his or her first examination by the time he or she has completed 45 credits of course work. For full time students this would be by the end of their fourth semester of study. Part time students will be expected to have completed the First Examination by the time they complete six semesters of study. The First Examination for students in the Forensic Science specialty has three parts. The first part is a section dealing with criminal justice, law, and forensic science as integrated and interrelated fields. *(It covers scientific issues and testimony, general criminal law, criminal procedure law, ethical issues in science and law, and criminal justice)* and two other parts deal with the knowledge of the physical sciences contained in the forensic science curriculum. The first part of this forensic science examination covers general forensic science concepts, theory, and practice in which all upper level forensic scientists must be well versed. The second part consists of specific questions targeted to the concentration in general and that the student has chosen as his or her concentration.

   First Examinations are graded on the basis of pass or fail. The graders for the First Examination are divided into three groups which may change from time to time and are selected based on their knowledge and particular area(s) of expertise in addition to their willingness to serve.


   The general forensic science concepts portion of the exam is graded by a selection of Professors: Wallace, Kobilinsky, Kubic, and Petraco Sr.

   The specialty portion is graded by a selection of professors who teach and research in that area for example for Criminalistics: Wallace, Kubic, Reffner, Petraco Sr.; for Molecular Biology: Wallace, Kobilinsky.
The Executive Committee makes the final determination of a student's grade on each part of the First Examination. If any one of the three parts of the First Examination is failed, that particular section must be retaken and passed. Students will generally not be allowed to repeat any section more than two times for a total of three attempts. It is usually recommended that the student repeat the appropriate course or take additional course work as soon as possible to prepare for retaking of the examination. The Executive Committee shall have the final word as to whether a student may repeat any portion of the First Examination more than three times.

The Executive Committee will evaluate the progress of each student yearly and base part of its decision concerning “satisfactory progress” on a report from the FSD about the student. Satisfactory progress generally means passing all required examinations in the time allotted and taking an active part in the program as described in this document.

A student must continue satisfactory progress in order to remain in the Ph.D. program. Students must complete all of the required courses and must maintain an overall average grade of B or better, that is, a cumulative grade point average (GPA) of 3.0 or higher. When the Executive Committee reviews a student's performance, the student's GPA is considered in addition to timely progress in course work and First and Second Examination results.

The First Examination was restructured for students beginning their studies in Fall 2006 and subsequent semesters. In order to remain in the program students must take and pass the First Examination in the allotted time, and receive no more than one grade lower than B in any of the first four classes that the student takes. These first four MUST include Advanced Criminalistics I and II (CRJ 84000 and 84100), unless specifically waived by the FSD and the course instructor.

3. Seminars

Students must take the Seminar Program in Forensic Science (CRJ 84700) each of three semesters and will receive a total of three credits, one for each successfully completed semester. After the course is completed, it is recommended that this course be taken on an audit basis. The seminars include presentations by students, invited faculty as well as outside speakers. Most of
the presentations by students are made during the Forensic Science Program’s “Seminar Days” which are scheduled in conjunction with seminars at John Jay College. A forensic science student’s presentation may be given at the Chemistry Doctoral Program’s analytical seminar which meets almost monthly with the New York Section of the ACS Analytical Topical Group. Each student is required to present at least two seminars while enrolled in the forensic science Ph.D. program. The student’s first seminar is on a topic determined by the faculty members who direct the seminar program after consultation with the student and the student’s mentor. The topic should not be closely related to the student’s dissertation research project. The last seminar may be on the student's thesis research and is generally given when the research project is substantially underway or nearing completion. The student seminars may be graded by the faculty members present and at least one of the two seminars must be of sufficient quality to be generally approved by the faculty present in order for a student to successfully complete the seminar program.

One purpose of the seminar program is to provide an opportunity for students to gain experience in making professional presentations. Another is to encourage students to interact with their peers and foster collegiality. Students should consult with both their research mentor and the faculty member(s) directing the seminar program for advice on seminar preparation and presentation. Students should practice their presentation with their mentor. After the seminar, the student may receive a written evaluation of the presentation by the faculty member(s) in charge of the seminar. The faculty member(s) directing the seminar may ask students in attendance to prepare brief written evaluations of the seminar as well. Students registered for the class must hand in a two to three page review. Copies of these evaluations will be available, upon request, to the student presenting the seminar.

4. **Second Examination Requirements and Sample Schedules**

Second Examination

The Second Examination is required to be taken by each student prior to or upon completion of sixty (60) credits. It is composed of a two to three hour oral examination divided into two (2) parts. Part I deals with the subject matter of material assigned by the student’s committee and materials dealing with the student’s specialized area of research, and Part II
covers the preparation of an acceptable dissertation research proposal and its oral defense. The student will be examined by a committee of at least four (4) members, three (3) of which are the faculty members who will later serve on the dissertation examination committee, and one examiner at large appointed by the Executive Officer. Before scheduling the Second Examination the student’s dissertation must be approved by the Institutional Review Board (IRB). See Contacts at the end of this document.

Sample Class Schedules:

The following sections include sample schedules of course work and examinations for students in each of the concentrations of study in the CRJ Ph.D. Program in Forensic Science. These schedules are examples; the actual schedule of any individual student may vary depending on the student's background upon entering the program, the student's performance in the program, as well as the schedule of course offerings. Following these schedules ensures the timely completion of the course of study and examination requirements.

The schedule samples are presented for students who enter in the Fall semester. Schedules for the first year usually involve taking two of the required CRJ lecture courses (CRJ 70500 or 70600) and one of the Law and Science Courses (CRJ 87900 or 84900) and the two Criminalistics classes (CRJ 84000 - 84100) and two additional classes the first year, followed by taking at least the third required CRJ lecture course, two required classes in their concentration and one additional elective (or required) class in the second year. The specific order in which the required courses are taken often depends on the student's intended choice of concentration and the student's previous academic background.

A. Criminalistics

First Semester - CRJ 84000 (Criminalistics), CRJ 70500 (Policy), CHEM 84903 (Spectroscopy) (11 credits)

Second Semester - CRJ 84100 (Criminalistics), CRJ 87900 (Science, Experts and the Law), CRJ 86400 (Survey of Molecular Biology) (11 credits)

Third Semester - CRJ 84300 (Adv. For. Instrumentation), CRJ 84900 (Science and Research Ethics or CRJ Elective, CHEM 84905 (Chemical Separations) (11 credits)
Fourth Semester – CRJ 84400 (Adv. For. Instrumentation), CRJ86600 (Forensic Statistics), Electives (11 credits)

Fifth Semester - CRJ84700 (Seminar), CRJ86500 (Research Methods), Electives (7 plus)

Sixth Semester - CRJ84700 (Seminar), CRJ Elective, Electives (6 plus)

B. Molecular Biology

First Semester - CRJ 84000 (Criminalistics), CRJ 70500 (Policy), CRJ 83600 & 700 (Molecular Biology) (11 credits)

Second Semester - CRJ84100 (Criminalistics), CRJ 70600 (Legal and Philosophical Issues in Crim. Justice), CRJ 83800 & 900 (Molecular Biology), (14 credits)

Third Semester -, CRJ 87900 (Science, Experts and the Law), CRJ 84500 & 600 (Genetics), Electives(13 credits)

Fourth Semester - CRJ86600 (Forensic Statistics), CRJ 84900 (Expert Testimony and Research Ethics) , Electives (9 credits)

Fifth Semester - CRJ84700 (Seminar), CRJ86500, Electives (8 plus)

Sixth Semester - CRJ84700 (Seminar), CRJ Elective, Electives ( 7 plus)

Course Offerings:
Required CRJ Courses:
CRJ 70500 Policy or CRJ 70600 Legal and Philosophical Issues in Crim. Justice
87900 Science, Experts, and Evidence in the Criminal Justice System with Schwartz
or
84900 Expert Testimony, and Ethical Issues for Scientific Research and Forensic Scientists

Elective CRJ Courses* that Satisfy the 12 credit requirement (*No more than 6 elective credits can be applied to the degree requirements in the Forensic Science specialty)

71500 Forensic Science in the Criminal Justice System
73410 Terrorism
79602 Drugs, Crime and the Politics of Law
81100 Courts and the Criminal Justice System
87900 Science, Experts, and Evidence in the Criminal Justice System (Schwartz)

or

84900 Expert Testimony, and Ethical Issues for Scientific Research and Forensic Scientists
Forensic Science Courses:
‡ These are required for ALL Forensic Science Program students.

‡CRJ 84000 Advanced Criminalistics I
‡CRJ 84100 Advanced Criminalistics II
‡CRJ 86500 Basic Research Methods for Forensic Science Projects (Research Laboratory Training)
‡CRJ 86600 Statistics for Forensic Scientists
‡CRJ 84700 Seminar Program in Forensic Science (Three Semesters), one credit each semester.
‡CRJ 90000 Dissertation Supervision no credit*

*Required of all Level III students who are completing dissertation and other degree requirements.

Required Forensic Courses in Criminalistics Concentration:
CRJ 86200 Advanced Forensic Instrumentation I
CRJ 86300 Advanced Forensic Instrumentation II
CRJ 86400 Survey of Molecular Biology (waived for Molecular Biology Specialty Students)

Required Chemistry† Courses:
CHEM 84903 Chemical Separations
CHEM 84905 Analytical Spectroscopy
† Not required for Molecular Biology Concentration but encouraged for those that will employ spectroscopy and / or separations in their research.

Required Forensic Courses in Molecular Biology Concentration:
CRJ 83600 Molecular Biology I lecture CRJ
83700 Molecular Biology I laboratory CRJ
83800 Molecular Biology II lecture CRJ
83900 Molecular Biology II laboratory
CRJ 84500 Genetics for Forensic Scientists lecture
CRJ 84600 Genetics for Forensic Scientists laboratory

**Additional Appropriate Forensic Science and Science Courses Offered through the Graduate Center or at Other CUNY Campuses:**

BICM 71010 Advanced Biochemistry I  
BICM 71020 Advanced Biochemistry II  
BICM 75000 Bio-organic Chemistry  
BICM 87000 Bioinformatics  
BIOL 70901 Population Genetics  
CHEM 84908 Light Microscopy and Micro-chemical Analysis for Analytical Chemists with Lab  
CHEM 84909 Microscopy and Micro-analysis for Chemists  
CRJ 84800 Advanced Topics in Trace Evidence Analysis  
CRJ 85400 Electron Microscopy, X-Ray Microanalysis, and Diffraction in Forensic Sciences  
CRJ 85500 Advanced Analysis Methods and Topics for Physical Evidence  
CRJ 86700 Impression and Pattern Evidence  
EES 72000 Mineralogy  
EES 79903 Forensic Geology  
FOS 844 Advanced Forensic Instrumentation III (Special Topics in Chemical Instrumentation)  
  [X-ray Methods, Thermal Methods, Micro-spectrometry, Electron Microscopy]  
FOS 817 Organic Compound Structure Determination:

**Research Proposal for the Dissertation:**

An original research proposal for the student’s dissertation research must be formulated and defended no later than the seventh semester for full time students and the ninth semester for part time students. The research proposal must have substantial analytical, data analysis and forensic interpretation components. The procedure is as follows:
a. The student will submit a project title and a brief description of the project to the faculty member who has agreed to be the student’s mentor. Upon approval the mentor will sign and date the document and the student will file copies in the CRJ office and with the FSD.

b. After receiving this approval the student must obtain from the EO approval of the selection of at least two other readers, at least one of which must be from the Forensic Science faculty, while the other may be any CUNY Ph.D. program faculty member. This shall constitute the student’s dissertation committee. The student may select additional readers from within or outside the C.U.N.Y. system. The student should file the signed form with both the Program Office and the FSD and keep a copy for himself or herself.

Forms are available from the FSD.

c. The student must then prepare at least a 20 page typed proposal stating concisely:

   i) the problem;
   ii) the significance of the problem;
   iii) past work related to the problem (literature review);
   iv) the approach to be taken (Experimental Design);
   v) expected results;
   vi) expected contribution to the field of Forensic Science and Criminal Justice, Policy and Implications;
   vii) expected time line.

d. This proposal is then supplied to the student’s Dissertation Committee by the student for their review and approval.

e. If the Dissertation Committee approves the proposal, the student should prepare to defend it in an oral examination as the second half of the Second Examination. Proposal defenses are generally held at the end of each semester but special arrangements may be made. It is the responsibility of the student to be sure all arrangements and filings are done in a timely manner so that the defense can take place as scheduled.

f. The defense will be open to all faculty members and may be open to students if the students obtain the permission of the committee and the student defending. The Criminal Justice
faculty members and particularly the Forensic Science faculty, who attend the defense will decide whether the student (i) has passed this part of the second examination, (ii) is required to submit specified written modifications of the proposal to the committee for approval, (iii) is required to prepare a second oral defense of the proposal after having addressed the major deficiencies noted by the committee, or (iv) has failed this part of the Second Examination.

g. The committee members, through the chair of this committee, will notify the Executive Committee of their recommendation.

Second Examination consists of two parts.

Part 1. The student taking the examination will receive a topic to prepare for the first part of the examination. After researching the topic the student will supply a list of references upon which he relied to all the members of the exam committee. This will be done at least 60 days prior to the exam. The student may be requested to supply full hard copies of any reference to any member of the committee so requesting at least 15 days prior to the exam. In addition to these materials, it is expected that the student will be familiar with the materials contained in CRJ required courses and also materials contained in the series of CRJ Forensic Science classes that the student has taken. In addition to the written proposal the student must supply to the committee references relied upon by the student in preparing the research proposal. These will be supplied to the examination committee at least 60 days prior to the date that the student would like to defend the proposal. Upon evaluation of this report, the chair of the examination committee will determine the exact date and place of the examination in consultation with the students taking the examination.

Students are strongly encouraged to contact the faculty chair for advice and/or clarification in preparing for this examination. Part 1 is graded on the basis of pass or fail. If the examination is graded fail, an additional topic may be assigned for preparation and reexamination or the student may be allowed to re-prepare and retest on the same materials.

Part 2: The second part of this examination is an oral defense of the proposal by the student to the Dissertation Committee and at least one additional member of the CRJ Doctoral faculty.

The pass or fail of the Second Examination will be based upon the faculty committee’s overall evaluation of both parts of this examination. The student must pass both parts of the examination to be judged to have passed the Second Examination.
Other Requirements for Doctoral Study in Forensic Science:

Students are expected to take an active part in minor research projects and attend professional meetings and programs so that they receive a well-rounded education in the natural and forensic sciences. A presentation of papers and posters at these meetings is strongly encouraged. The attendance at technical sessions will be invaluable in broadening the student’s knowledge and appreciation of forensic sciences. This will be of particular assistance to the students in preparing for their First and Second Examinations. The following are some organizations whose meetings may be of interest: American Academy of Forensic Sciences, North Eastern Association of Forensic Sciences, Eastern Analytical Symposium, American Chemical Society, Pittsburgh Conference, any Regional Forensic Science Meeting, Society of Forensic Toxicologists, The European Academy of Forensic Sciences (every three years), Promega and Applied Biosystems short courses; Conferences at the Cold Spring Harbor Laboratory on Molecular Genetics, Genomes, and Systems Biology; American Society for Cell Biology, ; American Society for Biochemistry and Molecular Biology; International Association for Forensic Genetics; American Association of Human Genetics.

Advancement to Candidacy

To be certified as a candidate for the Ph.D. degree, a student must have successfully completed:

1) All required course work with a minimum overall average of B (3.0 GPA).
2) Completed 60 credits of which at least 24 credits must be taken at The City University of New York. Six credits may be taken at Colleges or Universities, which are part of the Interuniversity Doctoral Consortium. The process for registering and obtaining credits is detailed in the Graduate Bulletin.
3) First and Second Examinations.

On completion of these requirements, the Executive Officer sends the form “Advancement to Candidacy for the Doctoral Degree” (Appendix B) to the Graduate Center Registrar for approval. Advancement to Candidacy means that all degree
requirements except submission of the Ph.D. dissertation and the Final Examination have been met.

VI. DISSECTATION RESEARCH

1. Choosing a Research Mentor

The two most important tasks for beginning students, usually defined as the first four semesters, is making satisfactory progress on the first examination and selecting a faculty member to supervise the student’s dissertation research. The choice of a dissertation research mentor is extremely important and requires careful consideration. If you have any specific questions about choosing a research mentor, you should contact the Forensic Science Director or the Executive Officer for advice and information. The following General suggestions are made to assist you in the selection of a research mentor. You should begin speaking with possible research mentors at the conclusion of your first year at the latest. The choice of a research mentor should be made no later than May 1 of the second year, and research preparation should begin the following month. Students are expected to devote full time to research in the summer months. One last point about the selection of a research mentor should be emphasized.

It is important that the student become familiar with the research interests of the faculty in the student’s selected concentration of study and select a mentor whose background corresponds to the student’s scientific research interests. Brief descriptions of the research interests of some faculty members may be found in the brochure “Doctoral Study in Forensic Science” and at the website of the Ph. D. Program in Criminal Justice (http://www.gc.cuny.edu/~crjphd/).

Many faculty maintain their own websites; links to these can be found at the John Jay website. The student should keep in mind that not all John Jay faculty are on the CUNY Doctoral faculty and are not eligible to mentor Doctoral students. It may be possible to perform the required doctoral research with dual mentors, one from the Forensic Science Program and another from another scientific discipline within the doctoral programs in CUNY or with a non-doctoral faculty member from John Jay College. After examining this material, make appointments with those members of the faculty with whom you are most interested in working and discuss possible dissertation research topics with them.
Some faculty members will give you reprints of their publications. Dissertations of former graduate students are available for your inspection from the Executive Officer and at the Graduate Center’s Library. Reviewing Master’s Theses on file in John Jay’s Library can be a useful source of research topics. You should evaluate all of this material prior to making your decision.

It is strongly recommended that you speak with at least three members of the Doctoral Faculty before you decide on a research mentor. When you select a research mentor, as a professional courtesy, please inform all of the faculty members you interviewed of your decision and submit the appropriate form (Appendix C.1) to the Forensic Science Director and Executive Officer. The choice of research mentor requires the approval of the Executive Officer.

Please note that your choice of a research mentor should be one with extensive expertise in the area of the student’s concentration of study. This choice determines to a great extent the content of the Second Examination you are required to take. If a student wishes to change from one concentration of student to another at any time, a written request to do so with an explanation of the reasons must be presented to the Executive Officer and FSD. Any such request must be approved by the Executive Committee. The Executive Officer will notify the student in writing of the decision of the Executive Committee.

2. **The Dissertation Committee**

Once a research mentor has been selected and approved, the mentor and student will recommend a Dissertation Committee to the Executive Officer for approval. A copy of the Dissertation Committee Recommendation Form is in Appendix C.2. The Dissertation Committee is chaired by the research mentor, who must be a Doctoral Faculty Member in CRJ, Forensic Science and must contain a minimum of two additional members of the CUNY doctoral faculty and the Executive Officer (ex officio). More than a total of three members from CUNY are permitted and additional members from outside CUNY are also allowed. Please note that at least one of the other members of the committee must be from the Doctoral Forensic Science Faculty in Criminal Justice. Meetings of the Dissertation Committee with the student are held annually to review the student's progress and to make specific recommendations about both the research project and the student's program of study. The student needs to remind the chair of this
requirement. The first Dissertation Committee meeting takes place within the three semesters of the student’s passing of the First Examination. A written report outlining the research problem, the course of action, and the work already carried out will be submitted by the student to each member of the Dissertation Committee and to the Executive Officer at least two weeks before the meeting. The student’s mentor shall file a written report of the meeting Dissertation Committee Report (Appendix C.3) to the Executive Officer within two weeks of the meeting. Copies of these reports will be sent to the student. Dissertation Committee meetings are then held at one-year intervals. The student will submit a written report to the members of the committee and to the Executive Officer at least two weeks before each year’s meeting. This report should include not only a detailed description of the project and the work completed, but also a clear statement of the work to be undertaken in the coming year. Students who fail to have an annual meeting of their Dissertation Committee may not be allowed to register.

Although meetings of the Dissertation Committee are required annually, the research mentor will convene a meeting at any time at the request of either the student or any member of the Dissertation Committee. Furthermore, additional members may be appointed to the Dissertation Committee by the Executive Officer at the request of any member of the Dissertation Committee. The duties of the Dissertation Committee also include an annual review and evaluation of the student's academic record and of the progress he or she has made on the research project. The progress of the research project is evaluated from the student's written reports and from discussions with the student at the meetings of the Dissertation Committee. A review of the student's overall record should also be carried out at each Dissertation Committee meeting. This includes review of the student's progress in courses and the student’s performance in the First and/or Second Examinations. Upon request, the Executive Officer will furnish details of the student's record. Any specific recommendations that the Dissertation Committee might make about the program of study or the research progress of a student should be made in writing to the Executive Officer.

In addition to reviewing and evaluating a student's progress in the Ph.D. program, the Dissertation Committee also must approve the student's dissertation and conduct the Final Examination. These topics are discussed in the next section.
3. **Submission of Dissertation and the Final Examination**

   After a student has been advanced to candidacy and when the research mentor and the Dissertation Committee approves, the student begins the process of writing the doctoral dissertation. A detailed document “Instructions for Preparing the Ph.D. Dissertation” are available from the Registrar (see Appendix D). Samples of all necessary forms are also included for your information (Appendix E). What follows is a brief description of the procedures of the Criminal Justice Ph.D. program. Check also to make sure that you are not in arrears with the Bursar and that you do not owe any books to any CUNY library.

   When you write your dissertation, it may be helpful to examine previously accepted dissertations to get some idea of acceptable format and style. Dissertations are available in the Mina Rees Library at The Graduate Center and in the Executive Officer’s office for your inspection. The organization of any dissertation depends to some extent on the nature of the work. Discuss the organization of your dissertation with your research mentor before you begin writing. A useful guide for writing professional papers in chemistry or forensic science are the American Chemical Society’s *Handbook for Authors* and the *Journal of Forensic Sciences*. Copies are available in the library or can be purchased from the American Chemical Society. The ACS *Handbook* should be consulted for style, for the format of references, tables, and figures, and for many other questions about acceptable manuscript preparation, but be sure to see Appendix D for style that supersedes ACS style. Be sure to determine if the CRJ Program’s requirements that the dissertation follow the format of the American Physiological Association will be required for your work especially for reference citation styles. Any waiving of the APA reference format must be by the EO and be documented in writing. Questions about acceptable style and format should be addressed to the Dissertation Assistant in the Mina Rees Library and the Executive Officer **before** the dissertation is written. If the dissertation is not prepared according to the established guidelines, the Dissertation Assistant may refuse to accept it.

   The ACS *Handbook* is written mainly for authors of journal articles. One major difference is footnotes, which are not generally used in chemistry or criminal justice dissertations. Instead, references are numbered consecutively in the text and cited at the end of the dissertation.
When you complete the first draft of your dissertation, it should be read and corrected by your research mentor. After making all necessary corrections and with the approval of the research mentor, the dissertation is then presented to all of the members of the Dissertation Committee, along with a copy of the form “Certification of Dissertation by Dissertation Committee Members” (Appendix E.1). The Final Examination can be scheduled only after each member of the Dissertation Committee returns the form to the Executive Officer. The student should generally allow at least three weeks for the reading of the dissertation by the members of the Dissertation Committee. It is the student's responsibility to notify each member of the Dissertation Committee that the dissertation is forthcoming and to arrange with them a specific date for the return of the “Certification of Dissertation” form to the Executive Officer. If the members of the Dissertation Committee either accept the dissertation as presented or accept the dissertation with minor revisions, the Final Examination can be scheduled as soon as all of the “Certification of Dissertation” forms have been received by the Executive Officer. One copy of the dissertation must also be sent to the Executive Officer before the defense is scheduled. The student arranges with the assistance of the CRJ office a day and time for the Final Examination with the members of the Dissertation Committee and then contacts the Executive Officer who will request that the Provost formally schedule the defense. Please note that the Office of the Provost needs two weeks’ notice to schedule a defense.

If one or more members of the Dissertation Committee require that major revisions be made before the Final Examination is scheduled, the dissertation is returned to the student for revision. The revised dissertation is submitted to the Dissertation Committee, and it must be accepted by the research mentor and two other members of the Dissertation Committee before the Final Examination can be scheduled. The process of scheduling the Final Examination was outlined in the previous paragraph.
Important: **Approximate deadline dates** for committee certification and deposit of dissertation are:

<table>
<thead>
<tr>
<th>Graduation in:</th>
<th>Committee Certification</th>
<th>Successful Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>August 15</td>
<td>September 14</td>
</tr>
<tr>
<td>February</td>
<td>January 15</td>
<td>January 31</td>
</tr>
<tr>
<td>June</td>
<td>April 15</td>
<td>April 30</td>
</tr>
</tbody>
</table>

The **actual dates** for a given semester are given in the GC website; see also Appendix D. Please note that you must be registered during the semester when you deposit your dissertation. Registration for the Fall semester will be required if you miss the September deadline, and for the Spring semester if you miss the January deadline. The Final Examination is a public oral defense of your dissertation. The examining committee is your Dissertation Committee, and your research mentor acts as the chair of the examining committee. A typical Final Examination consists of an oral presentation of the dissertation by the candidate and questions about the work from the members of the examining committee. Often questions from other faculty members at the defense are allowed and encouraged as are questions from fellow students. Before your Final Examination, request a copy of the form “Report of Final Examination” (Appendix E.2). This will be typed for you and ready for signatures. After the examination, the committee decides which box to check and each member signs the form. The form is brought to the Executive Officer for signature and forwarded to the Provost. If the dissertation requires only minor revisions, the research mentor must approve them and forward the form “Approval of Revised Dissertation” (Appendix E.3) to the Executive Officer. This generally will not delay a student's graduation. In the rare circumstance that major revisions are required at this point, the entire Dissertation Committee must approve the revised dissertation. You must also bring to the Final Examination an original copy on dissertation-quality paper, the Approval Page (see “Instructions for Preparing the Ph.D. Dissertation,” Appendix D) which is signed by each member of your Dissertation Committee and the Executive Officer. This goes into your bound dissertation. The next step is the deposit of your dissertation with the Dissertation Assistant in
the Mina Rees Library. Call to make an appointment. You must submit: (1) two copies of your dissertation on dissertation-quality paper and one electronic copy in PDF format; (2) two extra copies of the dissertation abstract; (3) one extra title page; (4) the original approval sheet. Also bring a check for required fees. The Dissertation Assistant will give you instructions about your clearance with the Bursar, Financial Aid Office, Librarian, and Registrar. These requirements change from time to time and it is **Recommended strongly** that the student telephone the Dissertation Assistant prior to assembling these materials for submission. Copies of the dissertation prepared for your mentor, college department, and others may be printed on regular copy-quality paper. The Dissertation Assistant will send a bound copy to the college via intercampus mail if requested to do so at the time you deposit your dissertation. It is possible for you to obtain commercial reprints of your dissertation, for a fee, from the commercial printing and binding company and the student should discuss this with the Dissertation Assistant. Any research, whether or not it involves human subjects, must be approved by the Human Subjects Committee prior to starting the research. The approval form, signed on behalf of the Human Subjects Committee, must be included with the dissertation when it is deposited. No dissertation will be accepted without one of these forms. Please contact Ms. Hilary Fisher, Director of Sponsored Research, 212-817-7523, for information.

**VII. Registration, Tuition, and Fees**

1. **Registration**

   Information about registration procedures, deadlines and a schedule of tuition and fees is published at the beginning of each semester on the GC website. Students who have not yet passed all parts of the First Examination must make an appointment with the Forensic Science Director for advisement and the Executive Officer for registration each semester.

   Students who have completed the First Examination must make an appointment with the FSD for advisement and the EO for registration or submit a completed “Status & Registration Form” to the Executive Officer for approval. If a student wishes to register for a course given at one of the colleges of CUNY, either for credit or on an audit basis, registration for that course is included as part of the student's registration at The Graduate Center. No additional tuition is required for courses taken at other CUNY campuses.
The Graduate Center is a member of the Inter-University Doctoral Consortium, which provides for cross registration among member institutions. Matriculated CUNY doctoral students may cross register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, New School University, Rutgers University, Princeton University, Stony Brook University, and New York University. The general terms for participating in the inter-university cross-registration project are described in the *Student Handbook*. A registration form available in the Office of the Registrar must be completed. Approval of the Executive Officer is required. Any registration questions regarding the consortium should be addressed to the Office of the Registrar. Academic or policy questions should be directed to the Office of the Vice President for Student Affairs.

A. Auditing of Courses

A full-time graduate student may audit undergraduate CUNY courses without charge with the approval of the appropriate undergraduate authority. Approval of the Executive Officer is also required. Auditing undergraduate courses is sometimes recommended when a student's undergraduate training in a particular topic is not sufficient for the student to pursue successfully the first-level Ph.D. course in that topic. Full-time doctoral students who have completed 60 credits and all course requirements are permitted to audit additional Ph.D. courses if they choose, at no cost.

B. Adding and Dropping Courses

During the first three weeks of each semester students have the option of adding and/or dropping courses from their initial program. During this period, courses can be dropped without penalty. If a student elects to withdraw from a course after the first three weeks of the semester, a grade of W will appear on the transcript for this course. Approval of the Executive Officer is required to add or drop courses. See the *Student Handbook* for information on fee consequences of withdrawing of courses. Forensic Science students, prior to requesting the EO for permission to drop a course should receive the approval of the FSD.

C. Leave of Absence
A leave of absence will be granted to a student wishing to interrupt doctoral study for up to one year. The leave request should be made in writing prior to the semester during which the leave will be taken (Appendix F). Each request for leave, preferably on a semester basis, must be approved by the Executive Officer and be cleared by the Offices of Financial Aid, Chief Librarian, Business, and International Students. Requests for an extension of a leave of absence, for no more than one additional year, must follow the same procedure. A student cannot be granted a total of more than two years (four semesters) of leave of absence during his/her entire period of matriculation. Official leave of absence time is not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' adviser (the Registrar) before applying for an official leave.

D. Withdrawal and Readmission

Written notice of voluntary withdrawal from the program must be obtained from and approved by the Executive Officer and forwarded to the Registrar. All applications for readmission are handled by the Registrar. Written approval of the Executive Officer is required. Forensic Science students should discuss this action with the FSD prior to making this request of the EO.

2. Tuition Level Status

The tuition paid by students is dependent on the number of credits of graduate work completed. This includes credit for courses taken as a student in the Ph.D. Program in CRJ, Forensic Science, as well as any credit for graduate courses taken elsewhere for which transfer credit is granted. If you have taken graduate courses elsewhere and wish to receive transfer credit for those courses, you must consult with the Executive Officer, who will complete the form “Advanced Standing Transfer Credit Recommendation” (Appendix H) and submit it to the Registrar for approval. Credits transferred in this way do not affect the course requirements you must complete as a student in the Ph.D. program, but they do affect your tuition level as explained below. Evaluation of transfer credits normally occurs after successful completion of the First Examination requirement. The EO’s approval of transfer credits for Forensic Science students is done after Consultation with the FSD. Graduate transfer credits may be accepted from other graduate programs if a grade of B or better was obtained. These transfers will not be
tabulated in the student’s GPA. If the graduate courses were taken at a CUNY institution then the grades obtained will be included in the tabulation of the student’s GPA.

The most important category of advanced standing transfer credit concerns those students who enter a Ph.D. program with an earned master’s degree. With an official transcript and diploma, such a student may receive a maximum of 15 advanced standing transfer credits towards the Doctorate in Criminal Justice. In the Forensic Science specialty up to 27 transfer credits may be awarded for students with a Master’s Degree in Forensic Science or other appropriate natural science.

Please be advised, however, that transfer credits cannot be used toward the credit requirement of the en-route master’s degree (see below). If a student took some graduate courses elsewhere but did not complete a degree, advanced standing transfer credit may be approved for some of the courses taken.

These may be employed to satisfy the requirement of taking additional credits in course work and research to bring the total credits earned at that point to 45. A student is a Level I student for tuition purposes until a minimum of 45 credits of graduate work have been fully earned and evaluated and the First Examination requirement has been met. Incomplete grades do not count toward the total 45 credits earned.

Even if a student enters with no transfer credit, Level II can often be attained before the sixth semester of study. This is accomplished by successfully completing the First Examination, which includes all three parts, and all required core courses. A student remains at Level II until the requirements for advancement to candidacy have been met.

These requirements are: (1) the completion of a minimum of 60 credits; (2) the completion of the Second Examination. After 60 credits are completed and the Second Examination is passed the student is advanced to Level III for tuition purposes. Once Level III has been attained, a student registers each semester for Dissertation Supervision (90000). Additional lecture courses may also be taken on an audit basis. If a Level III student wishes to take a lecture course for a letter grade, additional tuition must be paid for the course as described in the “Announcement of
Courses.” Your bill each semester should reflect your correct tuition level. If it does not or if you think an error has been made, contact the Executive Officer or the Registrar to petition for a change of level. This must be done by the end of the third week of classes (see the calendar in the “Announcement of Courses” for the exact date each semester). No changes in level status will be allowed in that semester after that date.

VIII. Financial Assistance

Many of the various forms of financial assistance for doctoral students are described in the Bulletin of The Graduate Center and the Office of Financial Aid’s website. Students are strongly advised to review these areas regularly as the types and availability of assistance is in a constant state of improvement. Financial assistance is most commonly available in the form of Graduate Assistantships, which involve an undergraduate teaching obligation on the part of the graduate student. One of the requirements of the Ph.D. Program in CRJ and the Forensic Science specialty is that each Ph.D. student acquires experience in college teaching by serving as a teaching assistant in the undergraduate classroom and/or laboratory. Teaching assignments are made by the chair of the Science Department at John Jay College. Different forms of teaching appointment are available for doctoral students through the University, CRJ Program, and the Science Department at John Jay College. The salaries for these positions are determined by union contract and are subject to change as new contracts are periodically negotiated.

Another form of financial support is the University Fellowship awarded by The Graduate Center. The amount of such an award is variable but is typically equivalent to a Graduate Assistant B. The award carries no teaching obligation, but University Fellows are required to render 4½ hours per month of research service for each $1000 of fellowship support. Research assignments are made by the Executive Officer.

It is possible in some cases for students to secure support through their research mentors. If a research mentor has a research grant, support for doctoral students working on projects related to that grant may be available. Such support is arranged directly between the student and the research mentor. Stipends are distributed by the Research Foundation of CUNY. Finally, other
forms of support are available through The Graduate Center and are described in the *Bulletin, Student Handbook,* and “Financial Assistance.” These include funds for travel and dissertation support. An application is required and must be endorsed by the Executive Officer.

Because graduate course work and dissertation research are the primary responsibilities of doctoral students, they are expected to devote most of their time to these activities. Most doctoral students are supported through teaching assistantships involving 7 or more contact hours, or research assistantships, or fellowships providing equivalent support as described above. The combination of all these responsibilities is considered to be a full-time occupation. It is therefore understood that anyone holding a teaching position with 7 or more contact hours, or an equivalent research assistantship or fellowship, shall not undertake any additional outside employment. This precludes, for example, teaching or other duties at other colleges within or outside of CUNY. Similarly, paid tutoring should be limited to a few hours per week at most. Beginning with the Spring 2007 semester, it appears that for Forensic Science students enrolled for seven or more doctoral credits and who teach at least one class within the Science Department will have their tuition waived for that semester. This benefit needs to be confirmed each semester.

It should also be noted that CUNY by-laws do not allow any graduate student to hold more than a Graduate Assistant A or to teach more than 9 contact hours as an Adjunct Lecturer within the University. A Graduate Assistant A cannot be supplemented by any form of additional research assistantship or adjunct teaching position during the academic year or the summer period.

**IX. Master of Philosophy and the En-route Master’s Degree**

A doctoral student who is making normal progress toward the Ph.D. degree is automatically eligible to receive a Master of Philosophy degree when advanced to candidacy. This occurs when all degree requirements except the dissertation and Final Examination have been met. When the student is advanced to candidacy, an application-for-degree form is sent to the student along with the notice of advancement to candidacy. The Master of Philosophy degree is awarded by The Graduate Center. An en-route master's degree may be awarded by the college at which
the student does research. It requires a minimum of 45 credits with an average grade of B, passing the First Examination, and satisfactory completion of a major research paper. The requirement of 45 credits cannot include courses for which SP grades are received or any advanced standing transfer credits. The student who wishes to receive an en-route master's degree should make an appointment with the Executive Officer who must initiate the appropriate application.

Students in the Forensic Science specialty who meet the requirements of the Graduate Center will be eligible for a Masters of Philosophy or any other Master’s degree the center deems appropriate. However, should a student desire an en-route Master of Science in Forensic Science to be granted through John Jay College’s Forensic Science Program, he or she must successfully complete 51 credits of study above the bachelor’s degree towards the Doctorate degree in Forensic Science, successfully complete the first examination and have conducted significant research that had been published in a peer-reviewed technical forensic science journal or made at least two presentations at technical meetings in place of publication. His or her inability to complete their dissertation must not be due to any problem or circumstances that he or she or the program could reasonably eliminate. Rather, it must be due to unusual circumstances that are impossible or very impracticable to solve. The student may apply for and receive a Master’s of Science in Forensic Science from John Jay College. A student wishing to avail him or herself of this specific option must apply, in writing, to the Executive Officer and Forensic Science Director and obtain both of their approvals of the publication, presentations and the awarding of this degree prior to the Executive Officer beginning the appropriate application process.

X. Summary of Requirements for the Degree of Doctor of Philosophy

A student who follows the course of study presented in Section V. 1-4, and completes an acceptable dissertation will have completed all of the requirements for the Ph.D. degree. The following are the general requirements of The Graduate Center. These requirements are also stated in the Bulletin.

1. At least 30 of the credits required for the degree must be taken in residence at the City University. Most Doctoral students are expected to spend one year in full-time residence at the City University. This consists of a schedule of no less than 12 credits or the equivalent for each of two consecutive semesters.
2. All work must be completed no later than eight years after matriculation. A student who matriculates after completion of 30 credits of acceptable work must complete all requirements within seven years.

3. At least 60 credits of approved graduate work, including the course requirements in the field of specialization, are required for the degree.

4. Each student must pass a First Examination in his or her field. The examination shall be oral and/or written and may be administered in parts over an extended time period. A student may continue in the doctoral program after completing 45 credits only if he or she has passed this examination.

5. The successful completion of the Second Examination is also required.

6. To be certified as a candidate for the Ph.D., the student must complete all required course work, with at least an overall B average, of which at least 30 credits must be taken at the City University; pass the Second Examination; and satisfy any special Program or departmental requirements for certification.

7. The student must complete a dissertation embodying original research that must be defended at an oral Final Examination and be deposited in the Mina Rees Library of The Graduate Center before the degree is granted. The dissertation must be microfilmed or published. The student must be registered during the semester the degree is granted.

**NOTICE OF NONDISCRIMINATION**

The Graduate School and University Center of The City University of New York is an equal opportunity and affirmative action institution. The GC does not discriminate on the basis of age, gender, sexual orientation, citizenship, race, color, national or ethnic origin, religion, marital status, veteran status, or disability in its student admissions, employment, access to programs, and administration of educational policies.

The GC is committed to promoting pluralism and diversity and combating racism and bigotry. Concerns, questions, complaints, and suggestions about affirmative action and equal employment may be addressed to any member of the GC Affirmative Action Committee through the Affirmative Action Officer.
The City University of New York prohibits sexual harassment and has instituted policies, procedures, and educational programs to prevent and address sexual harassment. For more information, please contact the coordinator of the Sexual Harassment Panel or see the Student Handbook.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation concerning discrimination or harassment.

CONTACTS

Affirmative Action Officer: Edith Rivera-Cancel, Room 7301; Tel. 212 817-7410

Title IX and 504/ADA Coordinator: Vice President for Student Affairs, Matthew Schoengood, Room 7301; Tel. 212 817-7400/7409.

Sexual Harassment Panel Coordinator: Professor Michelle Fine; Tel. 212 817-8710.

Ombuds Officer: Professor Rolf Meyersohn; call for appointments; Tel. 212 817-7190.

The Ombuds Officer offers complete confidence to any individual in the GSUC community in discussing informal as well as formal solutions to any problem.

Assistant Vice President for Human Resources: Yosette Jones Johnson, Room 8403; Tel. 212 817-7700.

Institutional Review Board (IRB)

Administrator: Kay Powell - The Graduate Center - C.U.N.Y. Tel. 212 817 7525
For information http://web.gc.edu/orup/
(All dissertations must be approved by the IRD before formal research begins).