

# Sam Houston State University

A Member of the Texas State University System  
COLLEGE OF  
CRIMINAL JUSTICE

## Doctoral Candidacy Portfolio Qualifying Examination POLICY

Adopted by the Faculty  
Spring 2008

Amended by the Faculty Autumn 2008

Amended by the Faculty Spring 2010

Amended by the Faculty Fall 2014

Amended by the Faculty Spring 2017

Candidates for the degree of Doctor of Philosophy in the College of Criminal Justice are required to demonstrate competence to proceed to ~~admission~~. Approval to proceed to completion of a dissertation is formally termed "Admission to Candidacy." Admission to Candidacy is granted upon successful completion of stipulated coursework, followed by defense of a Research Assessment Portfolio (~~Research~~ Portfolio). The Portfolio is governed by the Policy delineated below.

1. A Portfolio must include material developed by the student demonstrating their:

Sophisticated understanding of the research literature in an area of study (identified by the Portfolio Committee) including focus on the important theoretical and research questions about that topic that remain unanswered and need to be addressed;

Ability to critically evaluate and integrate knowledge across the significant domains of interest within their specified area of concentration; and

Proficiency as writers with expert working knowledge of the research and analytical tools necessary to ~~contribute~~ contribute to the scholarly literature in their research areas.

2. A Portfolio may include requirements that the student complete written examinations, directed literature reviews, annotated bibliographies, publishable length manuscripts, review essays, or other ~~products~~ products common to their field of scholarship.

- a. Prima facie evidence that a student should be admitted to candidacy shall exist if the Portfolio consists of at least two empirical (i.e., quantitative and/or qualitative) manuscripts submitted for publication in a peer reviewed academic journal. The manuscripts may be authored, but the student must be first author on at least one of the manuscripts and at least first or second author on the other manuscript. Students will submit their manuscripts to their Portfolio Committee who will be the sole evaluators of the student's proficiency on its substantive knowledge, application of relevant theory, use of appropriate research methods, and clarity of communication prior to submission to a journal

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are enrolled for completion of all their coursework (with the exception of dissertation hours).

4. The final step in the process involves a public review/defense of the Portfolio during which time all members of the faculty in attendance shall have an opportunity to question the student about the Portfolio and provide feedback to the three-member Portfolio Committee concerning their assessment of the project's strengths and weaknesses.
  - a. The Portfolio Committee shall determine when the student's Portfolio is ready for public review/defense and notify the Doctoral Program Director. The Doctoral Program Director will schedule and announce the time and location of the defense at least two weeks in advance.
  - b. All faculty members are encouraged to attend and provide feedback to the Portfolio Committee for all public reviews being presented by students concentrating in their area.
  - c. As part of a successful defense, students will be required to demonstrate how their Portfolio research fits into the broader literature.
  
5. Upon conclusion of the public review/defense, the Portfolio Committee shall formally certify that the student has either "High Passed," "Passed," "Needs to be Revised and Resubmitted" or "Failed" the Portfolio.
  - a. Portfolios that need to be "Revised and Resubmitted" must be subject to another public review/defense within a period of time specified by the Portfolio Committee at the time of the initial review.
  - b. Portfolios that are "Failed" will be discontinued, the Portfolio Committee disbanded, and the student will not be admitted to Candidacy.
  - c. Petitions for a second attempt to complete a Portfolio shall be directed to the Doctoral Program Director. Failure to successfully complete a second Portfolio shall result in termination from the doctoral program.
  - d. Successful completion of one's Portfolio shall result in the student's admission to the doctoral program.

- a. Portfolio Committees are formally approved by the Doctoral Program Director who also has authority to authorize subsequent modifications of the Committee's composition. From time to time it may become necessary to modify a student's Portfolio Committee due to a variety of reasons. Any request for modifications must be accompanied with a letter describing the nature and reasons for the modifications. All changes must be approved by the Doctoral Program Director.
- b. All members of the Portfolio Committee carry equal weight in the assessment process and are required to participate fully in the assessment review. The Committee is collectively responsible for determining what documents and other materials will be accepted for inclusion in the student's Portfolio.
- c. The Chair of the respective student's Portfolio Committee is responsible for assuring that the review moves along in a timely manner and that each member of the Committee is given full and equal opportunity for input and oversight of the student's Portfolio.
- d. Portfolios are expected to require no longer than two semesters (or one semester and two summer semesters) to complete. While there are no time constraints placed on the completion of these projects, students should be mindful of the University's requirement that they complete graduate work within an eight-year period, starting from the date of initial enrollment for graduate credit in their particular degree program. This requires leaving adequate time between successful completion of the Portfolio to complete the doctoral dissertation within this eight-year period.