

OLD DOMINION UNIVERSITY

PHD CRIMINOLOGY & CRIMINAL JUSTICE

PROGRAM HANDBOOK

Revised August 24, 2009

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URLs are correct as of November 30, 2007.

STATEMENT OF PURPOSE

The PhD in Criminology and Criminal Justice is a sociological criminology program that highlights social inequality and public policy in the study of crime and justice issues. The program produces scholars with strong backgrounds in the substantive areas of criminology, criminal justice, theory, inequality and policy as well as in research methods and statistics. Designed primarily for students who are interested in pursuing careers in higher education, the course offerings also provide students the education and skills needed to be employed as researchers in public and private agencies. Graduates are prepared as scholars able to conduct research, teach college and university courses in their areas of specialization, and to provide service to the discipline and community.

This *handbook* specifies the requirements and procedures to be followed by faculty and students in the graduate program. All students are responsible for knowing and following the regulations set forth in the *Old Dominion University Graduate Catalog* <http://www.collegesource.org/displayinfo/catalink.asp> as well as in this handbook. Any matters not covered in the handbook should be discussed with the PhD Director. Information about the program is also posted on the program's website: <http://al.odu.edu/sociology/phdprogram>

PhD DIRECTOR AND THE PhD COMMITTEE

The PhD Director is responsible for overseeing the administration of the program. Students are free to consult with a PhD Director on any matter concerning the graduate program. The PhD Director consults regularly with the PhD Committee. The PhD Committee is responsible for all decisions related to the program including admissions, student progress reviews, course development, qualifying and comprehensive examinations, policy development and implementation. The PhD Committee meets as needed during the academic year.

STUDENTS IN GOOD STANDING, TIME LIMITS, ENROLLMENT

Students must maintain a cumulative GPA of at least 3.25. Each of the core courses must also be completed with a grade of B or better. The core courses can be taken a maximum of two times. Students who receive two grades of B- or below, or whose grade point average falls below 3.25 will be dismissed from the program.

Students may take courses on a part-time or a full-time basis. Full-time status is 9 credit hours per fall or spring semester; part-time status is 6 credit hours per fall or spring semester. **All requirements for a doctoral degree must be completed within eight calendar years** from the date of beginning the initial course following admission to the doctoral program. Exceptions to these time limits must be approved by the graduate program director and the college dean. Academic credits older than eight years at the time of graduation must be validated by an examination before the work can be applied to a doctoral degree (see the "Policy on Validation of Out-of-Date Graduate Credit" in the ODU Catalog). Students whose graduate study is interrupted for military service will be granted an extension of time for the period of their military service, not to exceed five years.

ODU's Continuance Enrollment Policy requires that once students are admitted to candidacy (coursework completed and qualifying and comprehensive exams passed), students must be enrolled every semester (fall, spring, summer) until they graduate. Students who have completed their course work and dissertation hours but not their dissertation must register and pay tuition for one hour of CRIM 999 each semester (fall, spring, summer) until the dissertation is completed. Failure to comply with this requirement will result in charges to the student's

account for one graduate credit hour plus required fees for each semester after passing the comprehensive examination. Students are not eligible for graduation until all charges are paid.

Student appeals of any program policy or procedure must be made to the PhD Criminology & Criminal Justice Committee. The PhD Committee will be the final deciding authority.

REQUIREMENTS FOR THE DOCTORAL DEGREE

The requirements for a PhD in Criminology & Criminal Justice are outlined below. All requirements must be completed before a degree can be granted.

Core Courses (12 credit hours). The core courses are designed to provide students with a broad conceptual, theoretical and empirical appreciation for various facets of the criminal justice system with particular attention given to ensuring that they are competitively prepared for the job market upon graduation. The core includes a pro-seminar (overview) course as well as focused study of other relevant subjects such as criminology & public policy, social stratification and justice, and advanced criminological theory.

- CRIM 800 - Proseminar in Criminology & Criminal Justice
- CRIM 801 - Criminology & Public Policy
- CRIM 802 - Advanced Criminological Theory
- CRIM 803 - Inequality, Crime and Justice

Research Skills (12 credit hours). The research skills requirement reflects the University's expectation that students develop one or more significant skill sets distinct from the dissertation but fundamental to doctoral and postdoctoral research. The Ph.D. in Criminology & Criminal Justice requires competence in the areas of:

- 1) advanced social science research methods, and;
- 2) advanced multivariate data analysis / statistics.

- CRIM 805 - Multivariate Statistics and Data Analysis
- CRIM 810 - Qualitative Research Methods
- CRIM 815 - Advanced Multivariate Data Analysis
- CRIM 820 - Advanced Research Methods

Electives (12 credit hours). Students complete 12 hours of electives selected from 700 or 800-level courses within the Department or across the University. The selection of electives will be guided by input from the program director depending upon course availability, program resources and student goals. Students are encouraged to select courses that contribute to specialized knowledge of one or more subject areas previously identified through core coursework as well as their understanding of quantitative and qualitative research methods and statistics.

Dissertation Seminar (3 credit hours). This course supports students in preparing chapters one through three of the dissertation proposal (statement of the problem, review of the literature, research methodology) and an annotated bibliography. It sets up writing groups for cohorts of students entering the dissertation stage of their graduate studies.

- CRIM 898 - Dissertation Seminar

Dissertation Credits (minimum of 9 credit hours). In addition to core classes and electives, students are required to sign up for a minimum of 9 credit hours of dissertation work with their committee. The dissertation will be a scholarly work of high quality investigating a problem of significance that constitutes a meaningful contribution to the body of existing knowledge regarding matters of criminology & criminal justice policy or practice. It is the culmination of a program of advanced study leading to a doctoral degree and, as such, is expected to demonstrate a high degree of scholarly competence. CRIM 999 is a one-hour pass/fail course required of all graduate students to maintain active status each fall/spring until the degree is completed.

- CRIM 899 - Dissertation Credit
- CRIM 999 - continued active status enrollment

Program of Study by Semester

The following plan of study outlines the order in which full-time students will complete the degree requirements over years one through three.

Fall, Year 1	Spring, Year 1
CRIM 800 Proseminar in Criminology & Criminal Justice	CRIM 801 Criminology & Public Policy
CRIM 802 Advanced Criminological Theory	CRIM 803 Inequality; Crime & Justice
CRIM 820 Advanced Research Methods OR CRIM 810 Qualitative Research Methods	CRIM 805 Multivariate Data Analysis
Fall, Year 2	Spring, Year 2
CRIM 820 Advanced Research Methods OR CRIM 810 Qualitative Research Methods	CRIM 815 Advanced Multivariate Data Analysis
Elective Course #1	Elective Course #3
Elective Course #2	Elective Course #4
Fall, Year 3	Spring, Year 3
CRIM 898 Dissertation Seminar	CRIM 899 Dissertation Credits
CRIM 899 Dissertation Credits	CRIM 899 or 999 enrollment every semester (fall, spring, summer) until dissertation completed

The following plan of study outlines the order in which part-time students will complete the degree requirements over years one through four.

Fall, Year 1	Spring, Year 1
CRIM 800 Proseminar in Criminology & Criminal Justice	CRIM 801 Criminology & Public Policy OR CRIM 803 Inequality, Crime & Justice
CRIM 820 Advanced Research Methods OR CRIM 810 Qualitative Research Methods	CRIM 805 Multivariate Data Analysis
Fall, Year 2	Spring, Year 2
CRIM 802 Advanced Criminological Theory	CRIM 801 Criminology & Public Policy OR CRIM 803 Inequality, Crime & Justice
CRIM 820 Advanced Research Methods OR CRIM 810 Qualitative Research Methods	CRIM 815 Advanced Multivariate Data Analysis
Fall, Year 3	Spring, Year 3
Elective Course #1	Elective Course #3
Elective Course #2	Elective Course #4
Fall, Year 4	Spring, Year 4
CRIM 898 Dissertation Seminar	CRIM 899 Dissertation Credits
CRIM 899 Dissertation Credits	CRIM 899 or 999 enrollment every semester (fall, spring, summer) until dissertation completed

Qualifying and Comprehensive Exams – see details below

Dissertation – see details below

QUALIFYING AND COMPREHENSIVE EXAM POLICY AND PROCEDURES

The Ph.D. program in Criminology & Criminal Justice is designed to help students become successful scholars in their chosen field. The degree is awarded upon demonstrating the mastery of the subject area and appropriate research skills. The attainment of this degree is not simply a matter of accumulating course credits and satisfying residency and research skill requirements. The final basis for granting the degree shall be the candidate's knowledge of the field of study and her/his demonstrated ability to do independent, original, scholarly research. The qualifying and comprehensive exams are designed to assess the candidate's knowledge of the field of criminology and criminal justice, her/his ability to form opinions backed by sound theory and research, and to articulate and defend these positions.

Each student is required to pass written qualifying exams and written and oral comprehensive exams to advance to candidacy for the degree of Doctor of Philosophy. A student is eligible to defend a dissertation proposal upon completion of both exams. Admission to candidacy is a formal step that occurs after the student has (1) completed all required course

work, (2) passed the Ph.D. qualifying and comprehensive examinations, and (3) successfully defended a dissertation proposal.

A student must pass both the qualifying and comprehensive examinations. For either of the exams, two negative votes from the examining committee of three will result in a failure. Failed exams must be retaken successfully within the time periods explained below. A student who passes the qualifying examination need not repeat it in the event of failing the comprehensive exam. The ODU Grade Appeal policy does not apply to graduate qualifying or comprehensive exams.

Neither of the exams can be passed conditionally. A pass cannot be made contingent upon doing extra courses, additional projects, etc.

Results of the examinations will be reported, in writing, to the graduate program director who will forward them to the dean.

Students must be registered for credit during semesters in which they take exams.

Qualifying Examination

Purpose: The qualifying exam evaluates a student's comprehension and ability to integrate and apply knowledge from first year courses and to demonstrate critical thinking skills in a written format. "First year coursework" refers to the six required core and research skills courses offered during every cohort's first year. The exam will use course materials as a foundation but is not limited to them. The qualifying exam will cover historical and contemporary issues and problems in the field, query students about theory, inequality and policy, and assess their understanding of research methodology and statistics.

Procedure: Written qualifying exams will be taken at the end of the first year of coursework by students enrolled full-time. The written exam will be in a take-home format distributed during August. Details about the structure of the exam will be announced to students by the end of the spring semester before the exam. Student names will be removed from the exams for grading. No more than three faculty members will grade each part of the exam as "pass" or "fail" and more than one negative vote from the exam committee will result in a failure of exam. Students may pass or fail the exam in whole or in part and need retake only those parts that are failed. Students who fail any portion of the exam may register for fall classes but must retake the failed part(s) at the announced time which will normally be in the middle of October of that same year. The same format will apply. Students who do not successfully pass the qualifying exam following the retake will be dismissed from the program; these students may complete fall classes for credit if they wish.

Full-time students must take the qualifying exams at the end of first year coursework. Part-time students must take the qualifying exams at the end of their second year in the program. In exceptional cases, part-time students may petition the PhD Program Committee to take the exam before taking all first year coursework. In these cases, the students are subject to all rules and expectations and may not challenge the policy or committee decisions on the basis that they took the exam "early."

Comprehensive Examination

Purpose: The comprehensive exam assesses a student's mastery of the literature in criminology and criminal justice in theory, research methods and statistics, inequality and policy as applied to questions of criminological interest; and her/his ability to think broadly and critically and to present her/himself as a sophisticated intellectual thinker. Preparation for the comprehensive exam gives students the opportunity to organize their knowledge of the field as gained from coursework, their own independent readings, teaching and research.

Procedure: The written comprehensive exam is taken by students following completion of all coursework except the dissertation seminar; students may petition the PhD Committee to take the exam prior to the completion of all coursework. The written exam will be in a take-home format distributed during August. Details about the structure of the exam will be announced to students by the end of the spring semester before the exam. Student names will be removed from the exams for grading. No more than three faculty members will grade each part of the exam as “pass” or “fail” and more than one negative vote from the exam committee will result in a failure of exam. Students may pass or fail the exam in whole or in part and need retake only those parts that are failed; they must retake the failed part(s) in accordance with the directions stipulated by comprehensive exam committee. Students who do not successfully pass the written comprehensive exam following the retake will be dismissed from the program; they may complete the classes they are enrolled in that semester for credit if they wish.

Students may not defend a dissertation proposal until they have passed the written comprehensive exam.

DISSERTATION

The dissertation is a scholarly work investigating a problem of significance and should constitute a meaningful contribution to the body of existing knowledge regarding matters of criminology & criminal justice policy or practice. It is the culmination of a program of advanced study leading to a doctoral degree and, as such, is expected to demonstrate a high level of scholarly competence. It must show that the candidate is capable of conceptualizing and conducting sophisticated original research, analysis and reporting on an approved topic related to crime and justice by use of accepted scientific methods.

Minimum time to completion - Generally speaking, a quality dissertation will take a minimum of one to two years to complete. In most instances it would be unrealistic for a student to think that s/he could complete this stage of doctoral study in less time. Generally, the program requires a period of six months between admission to candidacy and granting of the degree.

Dissertation Committee – The committee is comprised of no fewer than three and no more than five voting members, the majority of whom must be full-time tenured or tenure-track faculty at ODU and one of whom must serve as chair. One ODU full-time faculty member serving on the committee must be recruited from outside of the student's department. Full-time ODU faculty appointed to non-tenurable positions (i.e. lecturers and instructors) and part-time (adjunct) faculty may serve on the committee as well, if their expertise is deemed to be appropriate. Full-time and part-time faculty committee members must be qualified to serve, as specified by the College's doctoral certification criteria. Committee membership may be extended to scholars outside of ODU, if they have specialized knowledge of the dissertation's subject matter and if they meet the criteria for the College's doctoral level certification. The dissertation committee must be approved by the PhD Committee.

Human Subjects Approval - If your research involves human subjects it must be approved in advance of any data collection using the [Application for Review of Potentially Exempted Research Involving Human Subjects](#). If your dissertation required human subjects approval, you must include a statement of approval in your Methodology Chapter (e.g., "This research was approved by the College of Arts and Letters Human Subjects Review Committee as exempt from full review in month year."). Complete information about research involving human subjects is available at <http://www.odu.edu/ao/research/policy-procedures/human-subjects.html>. A decision tree to determine whether or not research is classified as human subjects or not and whether it requires full IRB approval or is exempt from full review is at <http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm#c1>

Dissertation Proposal - The proposal is a formal presentation of the proposed dissertation topic. The proposal defense should be scheduled in coordination with the student's major professor and PhD program director. This request must be submitted in writing to both parties. Each faculty member who is asked to participate in the proposal defense must be provided with a copy of all relevant materials at least two weeks prior to the scheduled date. Once scheduled, the proposal defense will be announced to all department members through memorandum issued by the PhD Director and is open to all faculty, staff and students of the University. The chair of the committee directs all proceedings, retaining the authority to acknowledge members and participants in a fair and orderly fashion. The student will be allowed a reasonable and adequate amount of time to present and justify the proposed topic. A reasonable and adequate amount of time will also be allotted to discussion and questions regarding the proposed topic. Once the presentation has concluded, the chair will dismiss the student and audience so that committee members may discuss the proposal.

Final Defense - Students must arrange in writing a date and time for the final defense in coordination with the dissertation chair and PhD Director. The dissertation chair and PhD Director will notify the student in writing that the request for scheduling of a final defense has been accepted and approved. Once scheduled, the final defense will be announced to all department members through memorandum issued by the PhD Director and is open to all faculty, staff and students of the University. The chair of the committee directs all proceedings, retaining the authority to acknowledge members and participants in a fair and orderly fashion. The student will be allowed a reasonable and adequate amount of time to present relevant findings. A reasonable and adequate amount of time will also be allotted to discussion and questions regarding the student's work. Once the presentation has concluded, the chair will dismiss the student and audience so that committee members may discuss and vote upon the acceptability of the final product. There are three possible outcomes to this process:

Accept without revision - must receive unanimous endorsement

Accept with revision - required changes must be made and approved by the dissertation Chair within 14 calendar days.

Reject - final product is unacceptable and needs considerable work in order to be approved.

Dissertation Format - The dissertation format and the procedures for submitting the dissertation to the Dean's Office for format review are detailed in the department's [Manuscript Preparation Guide](#)

Forms - All forms are at: <http://www.odu.edu/ao/gradstudies/forms/index.shtml>

Form 16, PhD Dissertation Committee - Submit once dissertation committee is fully formed (Requires signature of all committee members)

Form 17, Request For Change In PhD Dissertation Committee - Submit if any changes to dissertation committee are made (Requires signatures of Current and Proposed committee Chair)

Form 15, Request For Permission To Take The Ph.D. Candidacy Examination /Dissertation Defense - Submit prior to dissertation defense (requires signatures of dissertation chair, GPD, dept chair)

Form 10, Result of PhD Examination or Requirement - Submit upon completion of (1) Dissertation Proposal Defense and (2) Final dissertation Defense (Requires signatures of All Committee Members - Take to both Defenses)

Form 6 , Thesis/Dissertation Acceptance And Processing - Submit with dissertation to Dean's Office following approval of dissertation formatting (Requires signatures of All Committee Members - Take to final Defense)

Form 11, Thesis/Dissertation Delivery - Submit to Registrar's Office when turning in Dissertation

If your research involves human subjects it must be approved in advance of any data collection using the [Application for Review of Potentially Exempted Research Involving Human Subjects](#). If your dissertation required human subjects approval, you must include a statement of approval in your Methodology Chapter (e.g., "This research was approved

by the College of Arts and Letters Human Subjects Review Committee as exempt from full review in month year.").

Submission Procedures - Upon final approval, the student must arrange for reproduction of four additional copies of the thesis or dissertation, for a total of five for submission to the Office of the Registrar for binding. A final, approved, error-free original and four copies of the thesis or dissertation must be received by the Office of the Registrar no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be taken. The completed document, approved by the dean, and copies should be accompanied by the following forms: Binding Fee Receipt, Thesis/Dissertation Acceptance, Results of the Comprehensive Examination, and Thesis/Dissertation Delivery. The date on the title page of the thesis/dissertation should be within the same semester that the student intends to graduate. A microfilming fee is also required of dissertation writers; a copyrighting fee is optional.

GRADUATION

ODU's Continuance Enrollment Policy - After successfully passing the comprehensive examination, all doctoral students are required to be registered for at least one graduate credit hour each term (fall, spring, and summer) until the degree is completed, including the semester in which they graduate. Failure to comply with this requirement will result in charges to the student's account for one graduate credit hour plus required fees for each semester after passing the comprehensive examination. Students are not eligible for graduation until all charges are paid.

College of Arts and Letters Dissertation Commencement Ceremony Policy - Ph.D. students must adhere to the following deadlines in order to participate in commencement ceremonies. The completed dissertation should be defended 10 weeks before the last day of class in the semester in which the student expects to graduate. The dissertation must be submitted to the dean's office for review no later than six weeks before the last day of class, and the final signed dissertation and all required copies and forms must be submitted to the Registrar's Office by the last day of class. Ph.D. students may not participate in commencement ceremonies until all of the degree requirements are completed and the dissertation is delivered to the Registrar's Office.

ACADEMIC INTEGRITY

"Academic integrity" refers to honesty and respect in intellectual life. All students are expected to uphold the ODU Honor Code in every regard. According to the *ODU Catalog*, "Academic dishonesty, including but not limited to plagiarism and all forms of academic cheating...." constitutes violations of the Honor System. The PhD Committee values academic integrity and suspected violations of the Honor Code will be reported to the Honor Council

The following activities constitute lying and/or cheating: turning in material prepared by or purchased from another person or company, deliberately falsifying data, distorting supporting documentation, inappropriately collaborating with another person without acknowledging that person's help, copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance information about an examination.

Plagiarism is the failure to properly acknowledge the use of another's words or ideas and presenting these as your own. According to the *ODU Catalog*: "A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a source is cited which the student has not cited or used. Examples of plagiarism include:

submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group." Plagiarism includes copying phrases, sentences, or paragraphs from a source (including information found on the Internet) without placing quotation marks around the author's words and citing the source including the page number; simply rearranging the words in a sentence or paragraph also constitutes plagiarism. You must use quotation marks when using another's words in direct quotes. You must also document ideas which originate with another author.

Procedures for dealing with violations of the ODU Honor Code are outlined in brief in the *ODU Graduate Catalog* and in full in *Student Disciplinary Policies and Procedures*.

Penalties for violations of the Honor Code at ODU are severe. At a minimum..."the student will be placed on disciplinary probation for one calendar year.... All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student's official University transcript." **The PhD Committee may recommend permanent expulsion from the program and the university in cases of violation of academic integrity.**

ADDITIONAL POLICIES

Transferring Graduate Credits into PhD Program

After a student has completed two full semesters of study, s/he may petition the PhD Committee to transfer up to 6 credit hours of prior Ph.D. level coursework to be applied toward elective requirements where the assigned grade is no lower than a "B." It is generally anticipated that this provision will be used in limited instances as a mechanism for recruiting the very best students.

Non-Course Credits - Independent Study, Study Abroad, Internship

In rare cases under exceptional conditions, students may petition the PhD Committee to take up to 3 hours of independent study, study abroad or internship credit comprised of doctoral level work and expectations. Permission must be obtained from the PhD Committee before beginning such work.

Office Space

All students will have access to PhD student office space but no one is guaranteed space at any given time. Because space is limited, students are expected to share all space (including desks, desktops and drawers, computers, bookshelves, file cabinets) and not claim space. Preference to use office space at any given time goes to students teaching classes that semester as they will be meeting with undergraduate students in their classes. Computer labs are available for student use throughout campus.

Master's Students who Request Entrance to PhD Classes

In exceptional cases, Master's students from any ODU program may take doctoral classes within the Department of Sociology and Criminal Justice under the following conditions:

1. the student has an academic background in the discipline equivalent to incoming doctoral students,
2. the student is capable of completing the work in the class without a higher degree of assistance than normally expected of a doctoral student,

3. the course is closely connected to the student's research or interests,
4. the professor teaching the doctoral class approves, and
5. the PhD Director approves.

Because master's students may not take 800 level classes, when the above conditions are satisfied the PhD Director will open up the corresponding 700 level of the course and zero-cap it. The professor teaching the course will then give permission for the student to enroll.

GRADUATE ASSISTANTSHIPS

Details about graduate teaching and research assistantship assignments are available from the PhD Director. At the beginning of each semester, the PhD Director and the graduate assistant (GA) will complete a Graduate Assistant Responsibilities Agreement that will clearly outline the GA's responsibilities for that semester. At the end of each semester, the GA's immediate supervisor will evaluate the GA's performance; in addition, the GA will complete an evaluation of her/his assistantship experience.

Should a graduate assistant believe that his/her assigned duties and/or the workload required to fulfill these duties do not conform to university policies, s/he should first attempt to reconcile the grievance with his/her immediate supervisor. If the grievance is not resolved, the GA will ask the PhD Director to mediate the grievance between her/him and the immediate supervisor. Further details about the graduate assistantship grievance procedure are contained in the *Graduate Catalog*.

ODU CAMPUS SERVICES FOR STUDENTS

UIN - University ID Number – And ID Cards

University identification numbers are assigned upon admission to ODU and are used by the university in lieu of social security numbers. Student ID cards are required for the use of many University services and facilities. Obtain ID Cards at the Card Center, 1110 Webb Center; further information is available at <http://www.odu.edu/af/cardcenter/cardcentre2.htm>

Computing Services, ODU E-Mail And LAN Accounts

An active ODU E-mail account is required for all students; students may also wish to activate a LAN account in order to use on-campus computer labs. To activate your ODU E-mail and/or LAN account or to request a forgotten password, go to <http://season.odu.edu>. Students are responsible for maintaining their ODU E-mail account; if you use automatic forwarding to another account, you must still check your ODU account regularly to delete spam that may fill the account and interrupt forwarding. See OCCS for info about various accounts, computer software and hardware: <http://www.occs.odu.edu/>

Library Services

The Perry Library offers an array of excellent services to support the research and educational activities of ODU students including online library forms, reserve materials, and interlibrary loans as well as workshops throughout the year to explain library services. The library uses ODU e-mail to notify users of holds, recalls, renewals, fines, fees, and to deliver materials requested through Interlibrary Loan. For more information, see the webpage <http://www.lib.odu.edu> or visit the library.

The ODU ID card also serves as the library card. The Perry Library is one of 14 members of the **Virginia Tidewater Consortium for Higher Education (VTC)**. ODU students

may thus visit, use the library services and borrow books from VTC member libraries. Obtain a VTC card from the ODU Library circulation desk; VTC cards must be renewed each semester. For more information, <http://www.lib.odu.edu/vtc/tcllibs.html>

Parking and Transportation

All vehicles parked in University parking facilities must display a valid parking permit. Students, faculty and staff are required to purchase permits. Permits may be obtained at the Old Dominion University Parking Services located at 43rd St. and Elkhorn Avenue, 683-4004. For more information:

main page: <http://www.odu.edu/af/parking/>

students: <http://www.odu.edu/af/parking/registration/students.shtml>

parking decals and passes: <http://www.odu.edu/af/parking/registration/decals.shtml>

campus map: <http://www.odu.edu/oduhome/campusmap.shtml>

Security

The ODU Department of Public Safety offers a Patrol Escort Service between the hours of 5:30 p.m. to 12:30 a.m. seven days a week during fall and spring semesters when classes are in session. Their telephone number is 683-3477 or you can call from a campus emergency phone or campus call box; for more information: <http://www.odu.edu/af/police/faqs/escorts.shtml>

UNIVERSITY POLICY STATEMENT

Old Dominion University is committed to policies that assure that there is no discrimination on the basis of age, sex, race, color, religion, national origin, veteran status, political affiliation, handicap, or sexual orientation. Old Dominion University complies with the Family Rights and Privacy Act of 1974 (as amended).