

Student Handbook

College of Urban and Public Affairs

Nohad A. Toulan School of Urban Studies and Planning

Doctor of Philosophy: Urban Studies (Ph.D.)

**Doctor of Philosophy: Urban Studies:
Regional Science (Ph.D.)**

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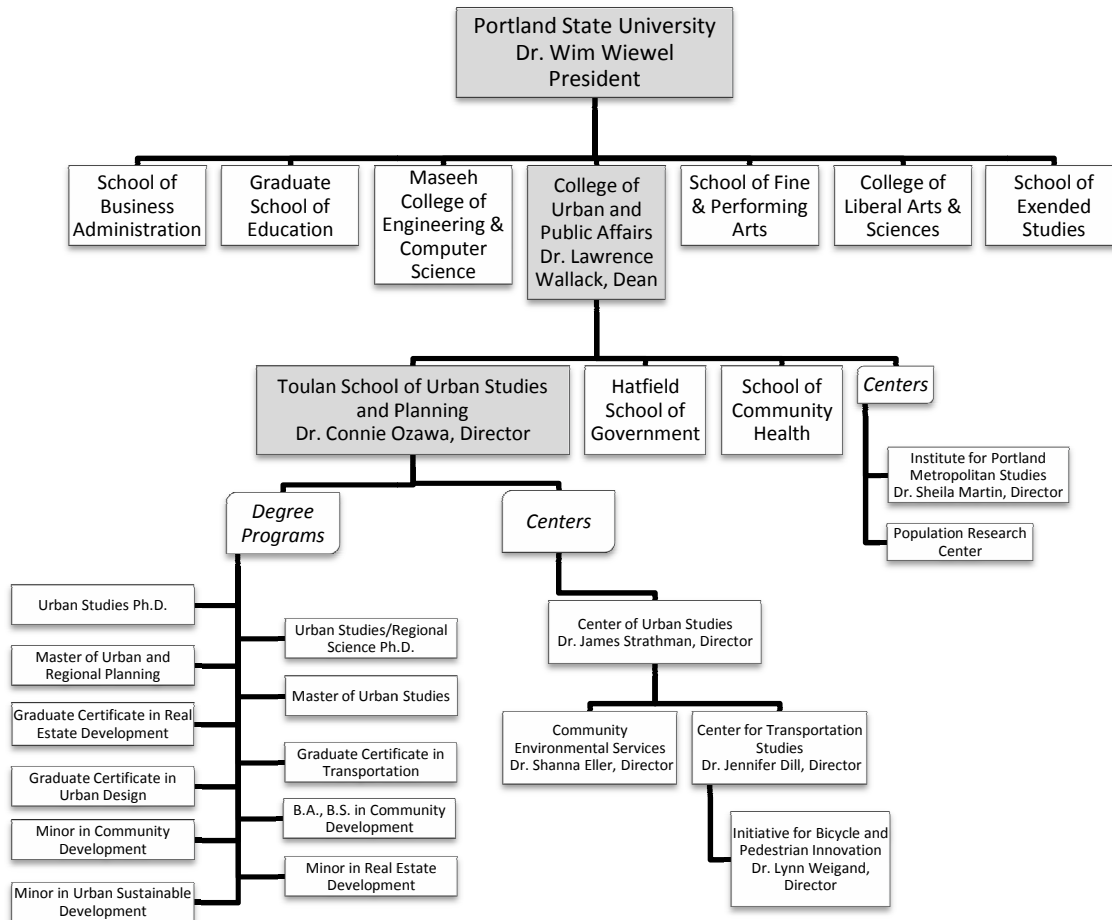
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I. COLLEGE AND SCHOOL OVERVIEW

The College of Urban and Public Affairs contains three schools: Nohad A. Toulan School of Urban Studies and Planning, Mark O. Hatfield School of Government, and School of Community Health. The structure of the College and School, along with related centers is shown in the figure below.



The mission of the Nohad A. Toulan School of Urban Studies and Planning is to assist in the development of healthy communities through an interdisciplinary program of teaching, research and public service. Faculty and students engage the intellectual, policy and practice aspects of urban studies and planning from the local to the international levels and actively participate in the analysis, development and dissemination of the innovations for which Portland and the Northwest are known.

The Toulan School of Urban Studies and Planning administers the Ph.D. in Urban Studies, the Master of Urban and Regional Planning and the Master of Urban Studies

degrees, and the B.A./B.S. in Community Development. The School includes faculty whose appointments are solely within the School as well as faculty who have appointments within other schools and research units in the College of Urban and Public Affairs and elsewhere in the University.

The Urban Studies Ph.D. program is governed by the Urban Studies Executive Committee, which is made up of School faculty and students (see section VI.A on page 25). Major program decisions are also reviewed by the full faculty of the School. The Doctoral Program Coordinator manages the administrative aspects of the program. The Student Services Coordinator assists students with program advising and progression towards degree completion.

II. PH.D. FACULTY

The curriculum, requirements, and examinations are overseen by the school faculty as a whole, but subgroups of the faculty have specific responsibilities. Faculty members are organized into field area groups to offer specializations within the Urban Studies doctoral program. Field area groups play central roles in the doctoral program. Faculty members within these groups are conducting research, often collaboratively, which will suggest to students ideas for class papers and dissertation topics.

	Planning	Community Development	Policy Analysis	Gerontology	Social Demography	Economic Development	Transportation	Regional Science
Abbott	X	X						
Adler	X	X	X				X	
Bates								
Bassett	X							
Bertini (on leave)							X	
Dill	X						X	
Fogarty			X			X		X
Gibson	X	X						
Gliebe	X						X	
Heying		X	X			X		
Jurjevich					X			
Lutzenhiser			X			X		X
Martin		X	X			X		
Messer		X	X					
Neal				X				
Ozawa	X	X						
Rufolo			X			X	X	X
Schrock		X						X
Seltzer	X	X				X		
Shandas	X		X					X
Strathman							X	X
Sussman		X	X					
White		X						

III. PROGRAM STRUCTURES

A. Doctor of Philosophy: Urban Studies

This handbook provides Ph.D. students with important information about general University doctoral degree requirements and the regulations specific to the Ph.D. in Urban Studies. Students should also read the relevant sections of the University Bulletin, particularly the section on graduate studies, which discusses regulations not contained in this handbook.

The Ph.D. program is a total of 99 credits.

****Please note we are moving to a new course numbering system. See the Course Planning Guide at <http://cpg.sa.pdx.edu/> and consult your adviser if you have questions*

1. Core Requirements (25 credits)

Entering students in the Ph.D. in Urban Studies take the following required courses:

- USP 613 Urban Economic and Spatial Structure
- USP 614 History and Theory of Urban Studies
- USP 617 The Sociology and Politics of Urban Life
- USP 630 Research Design
- USP 634 Data Analysis I
- USP 683 Qualitative Analysis
- USP 697 Urban Studies Seminar

The first six courses listed above should be taken in the first year, and are prerequisites for USP 697, which should be taken at the beginning of the second year. Students in USP 697 produce a seminar paper. A grade of “B” or better in USP 697 is required *in order to continue in the doctoral program*.

2. Field Area Requirements (at least 39 credits)

Each student completes two fields of specialization:

- First Field - 21 credits (minimum)
- Second Field - 18 credits (minimum)

The first field must be chosen from among the following interdisciplinary fields defined by the School: Planning, Community Development, Policy Analysis, Gerontology, Social Demography, Economic Development, and Transportation. The second field may be student-nominated. Students should select field areas that support their research interests and prepare them for their dissertation work. Each defined field has certain

required courses, but most allow for some flexibility in completing the field. The student's examination committee must approve the choice of field areas and the courses included.

Within the first field, every student must include *at least* six credits of appropriate advanced methodology courses. These should be chosen in consultation with the student's adviser. Students should first meet with their adviser during spring term of their first year to discuss a plan for methods courses (see section III.A.7 on page 8).

Each student takes comprehensive exams in the two field areas, which include written and oral components (see section IV.C on page 11).

a) *Community Development*

Required Courses

USP 528 Concepts of Community Development
USP 607 Community Development Seminar
USP 616 Cities in the Global Political Economy
USP 689 Advanced Urban Politics and Sociology

Appropriate methods courses

b) *Gerontology*

Required Courses

PHE 558/658 Perspectives on Aging

Aging-specific electives (five required if Gerontology is 1st field; four if 2nd field):

USP 564 Political and Administrative Issues in Aging
USP 585 Housing and Environments for the Elderly
NURS 672 Introduction to Family Caregiving for Older People (at OHSU)
PHE 556 Health Aspects of Aging
PHE 557 Death Education
PHE 657 National Long Term Care Policy
PHE 659 Economics of Aging
PSY 562 Psychology of Adult Development and Aging
SOC 569 Sociology of Aging
SP 547 Communication and Aging

Appropriate methods courses

c) Planning

Required courses

USP 540 History and Theory of Planning

USP 541 Dynamics of Planning Practice

USP 607 Planning Theory Seminar

USP 616 Cities in the Global Political Economy

USP 689 Advanced Urban Politics and Sociology

Appropriate methods courses

d) Policy Analysis

Required Courses

USP 536 Policy Evaluation Methods

USP 615 Economic Analysis of Public Policy

USP 660 Policy Process

USP 661 Policy Analysis: Theoretical Foundations

PA 555 Program Evaluation and Management

Appropriate additional methods courses

Suggested Courses

USP 567 Urban Housing Policy

USP 571 Environmental Policy

PA 567 Energy Resource Policy and Administration

e) Social Demography

Students interested in the Social Demography field area should contact Professor Connie Ozawa, Director, Toulon School of Urban Studies and Planning, at ozawac@pdx.edu

f) Economic Development

Required Courses

USP 510 Economic Development Policies

USP 515 Economics: Applications in Urban Studies

USP 572 Regional Economic Development

Choose One

USP 591 Geographic Information Systems I

USP 610 Econometrics for Public Policy

Choose Two

USP 510 Tourism and the City
USP 546 Real Estate Development II
USP 551 Community Economic Development
USP 569 Sustainable Cities and Regions
USP 578 Impact Assessment
USP 579 State and Local Public Finance
USP 588 Sustainable Development Practices
USP 590 Green Economics and Sustainable Development
USP 616 Cities in the Global Political Economy

Appropriate additional methods courses

g) Transportation

Required Courses

USP 537 Economics of Urban Transportation
USP 544 Urban Transportation Planning
USP 556 Urban Transportation: Problems and Policies
USP 570 Transportation and Land Use
USP 654 Data Analysis II

Choose One (Methods)

USP 510 Discrete Choice Modeling
USP 610 Econometrics for Public Policy
USP 655 Advanced Data Analysis: Structural Equation Modeling
USP 656 Advanced Data Analysis: Multilevel Regression

Choose One

USP 510 Sustainable Transportation
USP 543 Geographic Applications to Planning
USP 565 Pedestrian and Bicycle Planning
USP 578 Impact Assessment
USP 579 State and Local Public Finance
USP 587 Travel Demand Modeling
CE 550 Transportation Safety Analysis
CE 553 Freight Transportation and Logistics
CE 555 Intelligent Transportation Systems
CE 558 Public Transportation Systems
CE 559 Transportation Operations

Appropriate additional methods courses

3. Dissertation (27 credits)

Students take a minimum of 27 credits of USP 603 Dissertation while working on their dissertation (see section IV.F on page 16 for more information).

4. Additional Coursework (8 credits)

If a student takes the minimum number of credits for each of the two fields (39 credits total) and the dissertation (27), he/she will need to take an additional eight credits of coursework. We expect that most students will take more than the minimum number of credits in one or more of their fields or while working on their dissertation. This would include reading and conference credits in preparation for the Field Area Examinations (see section IV.C on page 11). However, if this is not the case, the student should choose additional courses that will prepare them for their dissertation research.

5. Examinations

Students take three major examinations during their program: (1) the Comprehensive Field Area Examinations (see section IV.C on page 11); the Dissertation Colloquium (see section IV.E on page 15); and Final Oral Examination (see section IV.G on page 17).

6. Residency

A minimum of three academic years of satisfactory graduate study beyond the baccalaureate is required. A minimum of three consecutive terms must be spent in full-time residence in the doctoral program at Portland State University.

7. Methods Courses

As explained above, students must take methods courses within the core and six additional methods courses within their fields. The Urban Studies Executive Committee has developed a list of possible methods courses students could consider for those additional six credits. The most relevant of those courses are listed below. Students should meet with their adviser to decide which courses are most appropriate.

USP Courses

USP 510	Discrete Choice Modeling (Gleibe)
USP 520/521	Applied Demographics Methods I and II (not offered regularly)
USP 532	Data Collection
USP 534	Geographic Applications to Planning
USP 536	Policy Evaluation Methods (not offered regularly)
USP 554	Data Analysis II
USP 586	Urban Social Networks
USP 591/592	GIS I/II

USP 655	Advanced Data Analysis: Structural Equation Modeling
USP 656	Advanced Data Analysis: Multilevel Regression

Other Courses identified by USP faculty and students

COMM 532	Critical Methods of Media Inquiry (Sussman)
EC 595	Applied Advanced Econometrics
EC 570	Econometrics
EC 571	Advanced Econometrics
GEOG 4/597	Spatial Quantitative Analysis
PSY 521/621	Univariate Quantitative Methods
PSY 522/622	Multiple Regression and Multivariate Quantitative Methods
PSY 523/623	Factor analysis and Covariance Structure Modeling
SOC 510	Mixed Methods Research, Integrating Qualitative and Quantitative Methods (Morgan)
STAT 561	Intro. to Mathematical Statistics Part One
STAT 567	Applied Probability Part One (Markov Chain and Poisson Process)
STAT 573	Computer Intensive Methods in Statistics
STAT 577	Categorical Data Analysis
STAT 578	Survival Analysis
SYSC 525	Agent based simulation (Wakeland)

B. Doctor of Philosophy: Urban Studies: Regional Science

Regional Science brings a variety of social science perspectives to bear in analyzing the growth and development of metropolitan areas, states and regions. The regional science program shares the same core requirements as the Urban Studies Ph.D. Beyond these, students in regional science design a program around two field areas.

The first field should be Transportation or Economic Development unless an alternate field is approved by the student's committee. The second field should emphasize methodology and coursework specific to Regional Science. This field will be developed by the student and advisory committee.

Students in the regional science program must pass a comprehensive examination in their two field areas. This examination is developed in consultation with members of the regional science faculty group.

All other requirements are the same as described above, including residency and the minimum number of credits for the fields and dissertation.

IV. PROGRAM DYNAMICS

A. Advising

Students are initially assigned an adviser based upon their interests expressed in their application to the program. Students can change advisers based upon their interests. During their first year in the program, students should talk with their assigned adviser and other faculty and settle on an adviser in their primary field area. If you change your adviser, you must notify the Student Service Coordinator immediately. The change will be noted in your file and our database. Students should work as closely as possible with their adviser, and then with other faculty members in that field area group, to set out a tentative course of study. The student should meet with the adviser at least once a term to discuss progress and to update/revise the student's course of study. The student's adviser will likely, but not always, become the chair of their Field Examination and/or Dissertation Committees. If, *after* the first year of working with various members of the faculty, you believe that a different adviser would be more appropriate, you may change adviser with the approval of the doctoral program coordinator.

Field area faculty and fellow students will be sources of information about grants, jobs, seminars, conferences, and other opportunities that are critical to success during and after a doctoral career at Portland State. Students are strongly encouraged to cultivate ties to faculty and student members of these groups.

B. Program Proposal

Individual programs of study are prepared by the student in consultation with the Field Area Comprehensive Examination Committee as soon the committee has been formed (see below). A total of at least 99 graduate credits (72 course credits and 27 dissertation credits) is required of all Ph.D. students. Those entering the doctoral program with a bachelor's degree will usually complete all credits at PSU.

The *Program Proposal Form* is available in the Toulon School of Urban Studies and Planning office (Urban Center, Suite 350). It is also available online as an Adobe Acrobat form on the School's website, <http://www.pdx.edu/usp/forms>. Students are responsible for typing the forms, obtaining required signatures, and submitting the completed forms to the School's office. Approval of the Program Proposal by the Doctoral Program Coordinator is required. All required courses must be taken or waived. The program proposal form has a listing of courses waived, and this form with the original signatures of faculty granting waivers must be part of the submitted form. It is recommended that students who get waivers print this page and keep it with the original signatures until ready to file the final program proposal. Also, note that a waiver eliminates a requirement but does not offer credit.

C. Comprehensive Field Area Examinations

1. Purpose and Goals of the Ph.D. Examination

The Ph.D. exam experience is intended to help students synthesize and develop a competent, confident, and broad knowledge of the scholarship within their respective field areas, as derived from readings, research, lectures, and class discussions.

Field area exams require high standards of achievement, including evidence of clear understandings of the literature, theories, concepts, issues, and current debates relevant to each of the fields, as reflected, for example, in the relevant scholarly journals.

Doctoral students must pass examinations in their selected field areas after completing: (1) all core requirements; (2) all of the course work in their approved programs; and (3) an essay (qualifying paper) that critically reviews the literature in the two respective fields; and (4) with at least one academic year remaining before all degree requirements are expected to be completed.

2. Comprehensive Field Examination Committee

Three faculty members, drawn from the student's two field areas, constitute the comprehensive examination committee. This committee may be formed after the completion of nine credits within the fields, but no later than six months prior to the date of the comprehensive field area examination. The student and committee develop a complete program proposal, listing all the courses that have been and will be taken as part of the student's doctoral curriculum. The committee determines acceptability of transfer credit as part of a student's program, subject to University and School limitations.

Two committee members are usually identified with the first, or major, field area, and the third member with the second field area. The chair of the committee must be a regular or affiliated member of the TSUSP faculty. The other two may be from any academic unit within the University; one member may be from outside the University. The chair is usually a first field area examiner. If the chair is responsible for the second field area, one of the other two members must also be a regular or affiliated member of the TSUSP faculty.

Students must complete and submit a Request for Field Area Examination Committee form to the Doctoral Program Coordinator naming the persons who have agreed to serve on the committee and identifying their respective fields. Approval of the examination committee by the Doctoral Program Coordinator is required. Students should choose faculty members for the field area committee with whom they have previously taken course work and/or other faculty who have specialized knowledge in the fields.

3. Examination Preparation: Qualifying Paper

It is expected that students will be conversant with the conceptual and methodological tools that are currently in use by scholars working in the fields. A helpful way of preparing for field area exams is to imagine the topics and materials that would be included if the doctoral student were to subsequently teach a year-long sequence of upper division undergraduate courses in the fields.

In preparation for the field area exams, students are required to complete a critical literature review essay (the qualifying paper) covering both of the fields. It is suggested that as part of the literature review and field area exam preparation, students should:

- assemble annotated bibliographies for both fields (which may originate with and go beyond core field area courses); and
- critically discuss and assess the theoretical, methodological, and case literature in the two fields through research and conference courses with committee members at least one term (ideally two terms) prior to the field area exams.

The precise parameters of the literature review essay will be determined by the field area committee in consultation with the student. Upon successful completion of the literature review, students may schedule field area exams.

The field area exams will draw from the core courses and other relevant course work, together with the literature review essay, and should critically discuss issues, address the theoretical and methodological debates, and provide reflective interpretations of specific problems in the urban environment.

Preparation in the forms suggested above is seen as helping students synthesize and develop a better understanding of the literature in their respective fields, while guiding them toward the experience of exam and dissertation writing.

4. Examination Procedure

Each of the two field area exams will be two days (from 8 a.m. the first day to 4:45 p.m. the second day) and can be taken in any location preferred by the student.

Written field area exam questions are developed by the exam committee chair and the two other committee members based upon the content of the qualifying paper, discussions with the student, and the core curriculum. The committee and student should arrive at a clear understanding of the range of topics that each exam will cover. The number of exam questions and expected length of responses for each exam is at the discretion of the chair of the exam committee in consultation with the other members of the committee.

Students arrange the dates for the exams with the consent of the faculty committee. The two written field area examinations are normally scheduled a week apart but no more than two weeks apart. The oral examination must be scheduled within two weeks of the last written examination. Students must have agreement on the dates of the exams and on the day and time of the oral examination from all committee members before they can be scheduled. Exams cannot take place between academic terms or during final exam weeks. Students should not expect to schedule exams during the summer, unless pre-arranged with the faculty committee.

The committee chair will notify the office staff of exam dates and forward the questions electronically to that staff person the day before the exam is to start. Staff will e-mail exam questions to the student on the morning of day one of the examination procedure. At the end of the exam period, the student will submit the answers to their committee and staff office staff via e-mail. Staff will make copy for the student file.

5. *The Oral Exam*

The oral exam is intended to give students the opportunity to expand upon aspects of their written exams and to allow committee members to seek clarifications of the written responses. The oral exam is normally scheduled for up to two hours.

6. *Evaluation of the Exam Results*

Students are notified of the results of exams at the conclusion of the orals. The following classifications are used:

- *Pass with Distinction* - The faculty committee may pass a student “with distinction” if the exam results are deemed to be of exceptionally high quality.
- *Pass* - A grade of “pass” permits the student to move on to the dissertation colloquium stage. Selection of a dissertation committee and the dissertation colloquium must be completed within 18 months and 24 months, respectively, of the date of the successful completion of the oral examination.
- *Conditional Pass* - Students passing their examination with one or more conditions must satisfy the terms of the condition(s) within six months following the oral part. An additional six-month extension may be granted by the Doctoral Program Coordinator for extenuating circumstances. If the terms of the condition(s) are not satisfied within the prescribed time limit, the result of the examination is changed to failure.
- *Fail and Reexamination* - In the case of failure on either the written or oral parts of the comprehensive examination, students are entitled to one re-examination. Re-examinations may take place at least three months, but not more than one year, after the date of the oral examination. Failing a reexamination will result in the student being dropped from the program.

- *Substituting the MUS Field Exam* - Students in the Urban Studies Ph.D. program may substitute a successfully completed doctoral field area examination for an MUS field area examination. However, students in the MUS program may not use their field examination as a substitute for a Ph.D. exam.

7. ***Ethics***

Students are expected to demonstrate independence, hard work, and responsibility as well as adhere to the highest ethical standards in preparing for and taking the field area examinations. Among other things, this means that students are expected to know the meaning and consequences of *plagiarism*, which includes any use of the words, expressions, ideas, and products of others from any source (including websites and wikis) without appropriate and clear citation. Evidence of plagiarism will automatically result in a grade of failure. The committee will determine if a retake of the examination is warranted.

Students should read the *University Bulletin* for more information about academic honesty. In addition, the PSU Library has a tutorial on plagiarism, citations, and other topics that are useful: <http://library.pdx.edu/tutorials.html>

D. Dissertation Committee

Following the successful completion of comprehensive field area exams, and in consultation with the chair of their exam committee and the Doctoral Program Coordinator, students define a dissertation topic and propose members of their dissertation committee, which consists of at least four faculty members and a Graduate Office representative.

The topic must be appropriate given the student's tested field areas. If the proposed topic doesn't meet this criterion, then an additional written and oral field area examination, appropriate given the proposed dissertation topic, must be passed.

The chair and at least two other members of the proposed dissertation committee must be regular or affiliated members of the TSUSP faculty, tenured or tenure-track, and hold the rank of assistant professor or higher. The remaining member(s) may be from another PSU department or from off campus, if such a person brings expertise not found among PSU faculty. All members must hold a Ph.D. degree at the time of the dissertation defense, although the Dean and the Vice Provost of Graduate Studies may waive this requirement for one member of the dissertation committee.

Students must submit a *Request for Appointment of Dissertation Committee Form* (GO-16D) to the School's Office. This form must be filed within 18 months of the date of the oral part of the comprehensive field area examination. Students include on this form the names of four faculty selected by the student who have agreed to serve, and the

names of two additional Portland State University faculty who are external to the Nohad A. Toulan School of Urban Studies and Planning. One of these is usually selected by the Office of Graduate Studies to serve as the fifth member of and Graduate Office Representative on the dissertation committee. The Office of Graduate Studies may name someone other than the two suggested.

In the event the Doctoral Program Coordinator does not approve the composition of the proposed committee and cannot resolve the matter after consulting with the student, the proposed committee is submitted to the TSUSP faculty for its consideration. If the proposed committee is not approved, the TSUSP faculty must provide the student, the Doctoral Program Coordinator, and the chair of the student's comprehensive examination committee with enough information to enable the formation of a new dissertation committee.

Following the Doctoral Program Coordinator's approval, the student's request is forwarded to the Vice Provost of Graduate Studies, who appoints the dissertation committee.

A chair or a member of the dissertation committee who is unable to continue serving must be replaced by another faculty member who meets the same criteria governing the selection and appointment of the original member. The new member must approve the dissertation proposal. The Doctoral Coordinator and the Office of Graduate Studies must approve the replacement.

The dissertation committee plays an extremely important role in the life of a doctoral student, including after graduation, and the relationship between student and committee chair is especially important. Given the critical nature of the committee, and the length of time usually involved in preparing the dissertation, great care should be taken to select members who will be in the best position to supervise the proposed research project. The dissertation committee works with the student to prepare a proposal.

E. Dissertation Colloquium and Advancement to Candidacy

1. Dissertation Proposal

The proposal is expected to include the following:

- the general nature and present status of knowledge of the research problem
- the theoretical and empirical frameworks within which the research problem will be addressed
- the research methodology that will be used, including a discussion of data sources
- the significance of the proposed research and its likely contributions.

2. Human Subjects Review

Dissertation research involving human subjects must have the approval of the Human Subjects Research Review Committee (HSRRC) in advance of any data collection. A student will not be advanced to candidacy until this review process is complete. A preliminary draft dissertation proposal, and a draft Human Subjects Application, must be completed by the student and submitted by the proposed chair of the dissertation committee to the Office of Graduate Studies along with the GO-16D form, which asks the Office of Graduate Studies to appoint the dissertation committee.

3. Colloquium

When a proposal is generally acceptable to the committee, the student must present a *Request for a Colloquium Date Form*, signed by the dissertation committee chair, to the School's Office. This form must be presented at least three weeks prior to the requested colloquium date. Colloquiums may not be scheduled between terms or during final exam weeks. One copy of the proposal and of the proposal abstract (no more than 250 words) must also be provided in electronic form. The student must also provide each member of the dissertation committee and the School Director with copies of the final proposal at least two weeks prior to the colloquium.

Students are responsible for finding a day and time when all five committee members can be present, and contacting the School's office to schedule a room. The committee and other interested students and faculty are invited to the colloquium. The colloquium must be held no later than two years from the date of the oral part of the comprehensive field area examinations. Failure to do so, or to substantiate a case of severe hardship, could result in the student being dropped from the program or required to take another comprehensive examination in the first field.

If the proposal is approved by the committee, the chair will write a memo to the Doctoral Program Coordinator stating the outcome of the colloquium, and outlining in detail changes in the research plan, if any, that the committee wants the student to implement. The chair will also recommend to the Office of Graduate Studies, through the Doctoral Program Coordinator, that the student be advanced to candidacy. This recommendation must be made at least four months prior to the conferring of the degree.

If the proposal is rejected by the committee, the student and the chair work to develop a new proposal, form a new committee, and/or select a new chair for the committee.

F. Dissertation

Candidates must be aware of two important deadlines for completing the dissertation. The University deadline for completion is five years from the date of advancement to candidacy. For the College of Urban and Public Affairs, the deadline for completion is

five years from the date of the colloquium. Under no circumstances will a student be allowed to continue in the program beyond 14 years from the date of admission.

A student who wishes to substantially modify a dissertation proposal after it has been approved at a colloquium must file with the Doctoral Program Coordinator a written approval of any changes signed by all members of the dissertation committee. A candidate wishing to change the topic of the dissertation must secure the Doctoral Program Coordinator's approval to do so. The candidate submits a written explanation for the topic change to the Director, who will consult with the committee chair regarding the request. If the Doctoral Program Coordinator approves, the candidate will be required to develop a new proposal, and, if necessary, to select a new committee and/or a new chair.

Candidates are required to register for at least three credits during all terms in which they are conducting research or taking a final oral examination. At least 27 credits of USP 603 Dissertation must be accumulated.

When a draft dissertation has been tentatively approved by the dissertation committee, the candidate should obtain from the Degree Requirements Section of the Registrar's Office an *Application for the Degree Form* and file it with the Registrar's Office. This form must be submitted at least one term prior to the expected awarding of the degree. Candidates should obtain information regarding formatting of the signature page and the abstract from the School's office.

G. Final Oral Examination

The final oral examination cannot be scheduled until the residence requirement has been satisfied. It must be held during regular academic terms or during the eight-week summer session. The exam must take place at least five weeks prior to the conferral of the degree.

At least two weeks prior to the final oral examination, candidates must submit a *Request for Defense Date Form*, signed by the dissertation committee chair. Candidates are responsible for confirming the proposed day and time with all committee members. Candidates must submit a final draft copy of the dissertation to the Doctoral Program Coordinator along with the form, as well as a one-page abstract (no more than 350 words).

The oral examination conducted by the dissertation committee is open to the public. Candidates are expected to present a statement of the research problem they addressed, the methods they used, and the results of their investigation. Candidates are questioned by their committee following the presentation. The committee seeks to determine whether or not the candidate has mastered the field in which the dissertation is situated, and whether or not the dissertation is a worthy contribution to the literature in its field.

At least four of the five members of the committee must approve in order that the candidate pass the final oral examination. If a candidate fails, the dissertation committee may recommend to the Office of Graduate Studies that the candidate be permitted to take another oral examination after a period of further work; otherwise, the candidate will be dropped from the program.

The final oral examination must be passed no later than five calendar years after advancement to candidacy. Failure to do so will invalidate a candidate's previous passing grades on the comprehensive field area examinations. If the Director and the Office of Graduate Studies approve, a candidate who has been dropped may take another comprehensive field area examination, and, if successful on the exam, may attempt to advance to candidacy a second time.

After the final oral examination has been passed, and the final form of the dissertation has been approved by the committee and the Doctoral Program Coordinator, candidates must submit four copies of the dissertation and five copies of a no more than 350-word abstract to the Office of Graduate Studies. These must be submitted at least three weeks before graduation. In addition, the candidate should submit one copy of the dissertation and the abstract to the School's Office for each sponsor of any fellowships the candidate has received.

Candidates should plan to attend Commencement, during which the dissertation committee chair will have the honor of "hooding" the new Ph.D.

H. Transfer Credits

Students with a graduate degree in a related discipline may request a maximum of 24 credits be transferred as part of their programs. If acceptable, those credits will usually be included as part of one or both field areas. Students are strongly advised to include in their field areas substantial course work with TSUSP faculty, since examiners and dissertation committee members will be drawn from among them.

Transferable credits are graduate credits with a grade of at least "B." They will be granted only for courses that fit readily into a student's program. They may have been taken at PSU and/or at other accredited institutions. Professional practice courses, e.g., workshops and internships taken as part of a graduate program in urban and regional planning, will not be acceptable.

I. Limitations on Certain Courses

Students may not utilize more than 12 credits of courses offered simultaneously at the 400 and 500 levels as part of a student's program. This rule is designed to insure that course work is largely at the graduate level and in classes that are composed primarily of graduate students.

No more than 12 credits of 501/601 (Research) and 505/605 (Reading & Conference) may be used as part of a program. In cases where more than 12 such credits are needed because relevant courses are unavailable, the program Doctoral Program Coordinator must approve a waiver.

Students are not allowed to take dissertation credits (USP 603) until after they have passed their comprehensive field area examinations. After passing the exams, students may register for up to 9 credits of USP 603 (Dissertation) before being advanced to candidacy.

J. Miscellaneous Rules and Procedures

1. "C" Grades

A student who receives more than nine credits of "C" grades in all course work attempted after admission to the Ph.D. program will be dropped from the program and have their degree status terminated by the University.

2. Continuous Enrollment

Unless on an approved leave of absence, students must be enrolled for at least three credits per term throughout their doctoral program at Portland State, including terms during which comprehensive field and final oral examinations are taken or a colloquium is held. Failure to enroll or secure an approved leave of absence will result in termination from the program.

3. Leave of Absence

An admitted student may petition for no more than a total of six terms of leave of absence by university regulation. Application for leave of absence, endorsed by the student's adviser or chair, must be filed in the School's Office no later than the last day to register for classes during the term for which leave is sought. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at Portland State.

4. Guidelines for Student Teaching

The School encourages Ph.D. students to acquire training in classroom teaching as part of their educational experience and in preparation for a career in academia. It is required that USP doctoral students will have successfully completed their field area exams before taking on teaching responsibilities within the School. The School expects that teaching assignments will be at the undergraduate level only. Knowledge of the subject matter, a record of excellence in the doctoral program, and the support of the adviser are the principal criteria on which the award of teaching opportunities will be based.

K. Waivers for Courses

Students may request to waive one or more required course(s) based on previous academic work. Waivers must be approved by the faculty member teaching the course for which the waiver is sought. The equivalent number of credits must be earned by taking other courses.

An Urban Studies student may petition the Urban Studies Executive Committee to waive an academic regulation or degree requirement. The student requesting a waiver must provide the committee a petition and supporting evidence. Petitions to waive or substitute field area requirements are sent to the School's appropriate field area group. Petitions to waive University regulations or requirements are sent to the Graduate Council. The petition is intended only for exceptional cases with extenuating circumstances.

L. Waivers of Other Rules

A graduate student may petition the Urban Studies Executive Committee to waive a graduate academic regulation or degree requirement. The student requesting a waiver must provide the committee a petition and supporting evidence. Petitions to waive or substitute field area requirements are sent to the School's appropriate field area group. Petitions to waive University regulations or requirements are sent to the Graduate Council. The petition process is intended only for exceptional cases with extenuating circumstances.

V. FINANCIAL ASSISTANCE

A. Introduction

Financial aid is available for full time graduate students (those taking nine credit hours per term). This aid is of four general types: (1) graduate assistantships available through the College of Urban and Public Affairs; (2) graduate assistantships through faculty-lead, externally-funded research; (3) loans and work study available through the University's Office of Financial Assistance, and (4) awards, grants, and scholarships available through PSU. Please note that the Toulan School also administers the Ernie Bonner Equity Planning Scholarship and several other awards. Information about these awards will be circulated to students annually. It is the student's responsibility to make sure that the Toulan School has accurate contact information at all times to which information about these opportunities, and others, can be sent.

B. Aid Available Through the College of Urban and Public Affairs

A limited number of graduate assistantships are available through the College of Urban and Public Affairs. These assistantships cover full-time tuition (less some student fees) and pay a monthly stipend for assisting in teaching and/or research.

Any student accepted to the program may apply for a graduate assistantship. However, funds available for assistantships vary considerably from year to year. Therefore, assistantships are awarded on the basis of availability of funds, the academic performance of the applicant and, for those who have held graduate assistantships in the past, their previous performance as graduate assistants.

Efforts are made to continue the funding of those who have received assistantships and performed effectively in this capacity. However, students should note that such continued aid is not always possible, due to funding limitations. No student whose performance as a graduate assistant is rated as unsatisfactory will be considered for subsequent assistantships. Normally, no student may receive more than *nine terms* of funding as a graduate assistant from regular College assistantship funds. (This limitation does not apply to assistantships funded by externally-funded research.)

Graduate assistants may be asked to perform a wide range of academic and administrative duties. However, it is the policy of the program to utilize graduate student assistants primarily for research and instructional duties which not only aid the faculty, but constitute developmental opportunities for the student. Application forms for Graduate Assistantships for returning students can be found on the School web site.

C. Assistantships Available Through Faculty-Lead, Externally-funded Research

Many of our faculty receive funding from other sources to conduct specific research projects. These projects often include funding for graduate research assistantships (GRAs) which cover tuition and a stipend, as described above. The individual faculty member, as the principle investigator (PI) on the project, decides who to hire for these GRA positions. Some faculty will advertise these positions through the School e-mail lists. Other times, faculty may offer positions to students they are advising or have had in courses. Positions may start anytime during the year and may last anywhere from one term to two or more years, depending upon the funding source. Students can let faculty within their areas of interest know that they are interested in a GRA position and what skills they might bring to a research project.

D. Financial Assistance Available Through the University: Loans and Work Study

Graduate students may receive consideration for financial assistance through the Federal Perkins Loan, Federal Work Study, and Federal Direct Stafford Loan programs.

1. *The Federal Perkins Loan*

This federally funded loan program is available to graduate students who demonstrate exceptional financial need. This is a long term, low interest rate loan for which repayment commences nine months after the student is no longer enrolled, on at least a *half-time basis*.

2. *Work Study*

Graduate students are eligible for Federal Work Study Funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90% of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Student Employment Office at 725-4958, University Services Building, Room 402F.

3. *Federal Direct Stafford Loans*

These loans are available to Portland State University graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. Repayment begins six months after the student drops *below half-time* status, or leaves the University. The federal government pays interest on the subsidized loans while the student is

in school. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Repayment begins while the student is still enrolled. The federal government *does not* make interest payments. Annual loan maximums for graduate students receiving either subsidized or unsubsidized Perkins Loans is \$10,000.

E. Awards Available Through the University

1. *Helen Oliver Memorial Fellowship Award*

An annual cash award given to a graduating student with an official degree (includes Ph.D.) who demonstrates the promise of being a responsible and mature civic leader. The award is not based on need or scholastic achievement (although good scholarship is assumed), but rather on good character and dedicated spirit. Students may apply through the Office of Academic Affairs, Cramer Hall, Room 349, 725-5251.

2. *Robert and Rosemary Low Memorial Award*

This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to Portland State University as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. The deadline for application is April 15 for the following academic year. Information is available after March 1, at the Office of Graduate Studies and Research, Cramer Hall, Room 111, 725-8410. One award, given if funds are available.

3. *Oregon Laurels Tuition Remission Program*

These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for *full and part-time* Portland State University graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 15 for the following academic year. For further information contact the Office of Graduate Studies after March 1st of the year in which you wish to apply (Office of Graduate Studies, Cramer Hall, Room 111, 725-8410, or contact the department coordinator).

4. *Oregon Sports Lottery Graduate Scholarship Program*

These are annual awards for *full-time* Portland State University graduate students. Preference is given to Portland State University students enrolled in PSU doctoral programs. All awards are merit based. However, half the awards are given to students who demonstrate financial need as well as academic excellence. Students should note that the number of scholarships available

depend upon funds available from the Oregon Sports Lottery in any given year. Nominations will be made through the Nohad A. Toulan School of Urban Studies and Planning. Information on the grants for any given year is available from the Office of Graduate Studies, Cramer Hall, Room 111, 725-8410. However, the student must apply for nomination for the Sports Lottery funds to the Director of the School.

5. *Frank Roberts Community Service Scholarship*

This is a one-year renewable grant of \$1,500, awarded to a Portland State University graduate student who exemplifies a spirit of public service and commitment to education. Applicants must be admitted to a Portland State University graduate program, in good academic standing, and enrolled for at least 6 credit hours per term. They must also have excellent undergraduate portfolios and demonstrate financial need. For information contact the Office of Graduate Studies and Research, Cramer Hall, Room 111, 725-8410.

6. *Underrepresented Minorities Achievement Scholarship Program - Graduate Level*

A limited number of UMAS awards are available to Portland State University graduate students who are Oregon residents and of African-American, American Indian/Alaska Native, or Hispanic-American heritage. Awards are made in the amount of instructional fees. For information contact Educational Equity Programs and Services, Smith Memorial Center, Room 120, 725-4457.

VI. GRADUATE GOVERNANCE AND STUDENT LIFE

A. Governance

There are positions for doctoral students on the following TSUSP governance bodies: Urban Studies Executive Committee and Faculty Meeting. The Ph.D. student member of the Urban Studies Executive Committee also serves as the member of the Ph.D. Admissions Committee. An election is conducted at the end of the spring term to fill these positions for the next academic year.

B. Student Life

1. “First Fridays”

The School organizes a monthly event for both faculty and Ph.D. students to present their research in a collegial atmosphere. The events are intended to be interactive, with lots of questions and discussion. Presenters are encouraged to use this as a forum to present early results and discuss and work through challenges in their research. All Ph.D. students are strongly encouraged to attend the discussions to both learn about faculty and student research and to engage in discussions about how to conduct research. The events have typically been held on the first Friday of each month, though the schedule may change in 2010-11. Students interested in presenting should contact the faculty member organizing the schedule (announced each fall) or the Chair of the Urban Studies Executive Committee (Professor Dill for 2010-11).

2. Readings seminar

Professor Shandas has organized a one-credit seminar each term, Readings in Urban Studies and Planning (USP 510). Each term focuses on a different topic. Students spend time reading and discussing scholarly literature. Ph.D. students are encouraged to participate.

3. Space

The School tries to provide a supportive atmosphere for doctoral students, including space for studying, meeting, and computing. However, given space constraints it is not possible at this time to provide dedicated study space for all Ph.D. students. Students working as graduate assistants are usually assigned a cubical or desk for their work and studies. If additional cubes or desks are available, they will be assigned by the School Director. Students may also reserve the conference rooms on the 3rd floor of the Urban Center for meetings through the staff at the front desk. The Student Lounge (Room 280) is also available for use by students. In addition, the PSU Library offers group study rooms (<http://library.pdx.edu/groupstudy.html>)

4. *Additional Campus Resources*

The Office of Graduate Studies website lists several resources available to graduate students: http://www.gsr.pdx.edu/ogs_services.php

VII. STUDENT RESPONSIBILITIES

The responsibility for planning and pursuing a Ph.D. degree lies heavily on the doctoral student. As already seen, students are expected to take the initiative in selecting fields, committee members, and scheduling committee meetings, oral field examinations, colloquia and dissertation defenses.

A good analogy to the students' role in pursuing a Ph.D. is that of project management. In a real sense, your Ph.D. studies, especially your dissertation, resembles a project of which you are the manager. Your job is to plan for, assemble, and deploy the resources necessary to complete your degree. Even more important, you need to persuade those whose intellectual abilities and skills you need most to aid you in your project without the usual leverage of hierarchical authority. Your success at managing this "project" is the basis for your success in producing a quality dissertation research. You can expect, and will receive, strong support both from the Doctoral Program Coordinator and faculty in your Ph.D. studies; but, ultimately, the success or failure of this phase of your education depends on you.

Students should also be aware of the College and University policy on student responsibilities. This policy is as follows:

Students are responsible for knowing all regulations and procedures required by the University and the appropriate Ph.D. program. In no case will a regulation be waived or an exception granted because of ignorance of the regulation, or the assertion that a student was not informed by the adviser or other authority. Students should be familiar with information published in the *PSU Bulletin*, including the sections listing the requirements for the degree. The student is responsible for selecting a faculty adviser to assist in developing a preliminary course of study, determine deficiencies, and clarify special program policies and procedures. Programs have additional degree requirements beyond those listed in the *PSU Bulletin*. The University reserves the right to require the withdrawal of students who fail to accept their responsibilities, as evidenced by conduct or scholastic achievement.

VIII. ACADEMIC HONESTY AND INTEGRITY

All students have the responsibility to themselves, their fellow students and the graduate faculty to adhere to the highest standards of academic honesty and integrity. This is particularly true of those who will one day serve the public and teach and act as role models for others who serve them.

The University assumes that students are honest, that all course work and examinations represent their own work, and that all documents supporting their admission and graduation are accurate and complete. Academic honesty is a requirement for all graduate activities, and any violation is grounds for disciplinary sanctions as provided by the University Student Conduct Code. Violations of this policy include, but are not limited to:

Cheating in examinations and course assignments: the willful use, or provision to others, of unauthorized material in written or oral examinations, or in course assignments.

Plagiarism: the appropriation of language, ideas, or products of another author or artist and representation of them as one's original work; failure to provide proper identification of source data; use of purchased or borrowed papers in graduate courses without complete identification of the source.

Selling or offering to sell course assignment materials: knowing, or under circumstances when a reasonable person has reason to know, that all or a substantial part of the material is intended to be submitted by another person in fulfillment of a course requirement.

Allegations of violating any part of this policy that cannot be resolved within the College shall be submitted to the Vice Provost for Graduate Studies. If the Vice Provost concludes there are grounds to believe the allegation are well founded, the matter shall be referred to the Graduate Council.

Following procedures established by the Graduate Council, the allegations and a student's response shall be considered. The decisions of the Graduate Council are final. If a violation is established, the following academic actions may be taken:

Denial or rescinding of credit for the course in which the violation occurred.

Academic probation for one calendar year, during which the student cannot apply for advancement to candidacy, receive or continue to hold a graduate assistantship, or register for more than nine graduate credits in graded courses.

Academic disqualification for one to three calendar years, during which the student cannot register for any graduate courses at PSU and cannot apply any PSU course work completed during the disqualification to any graduate degree or certificate program. The student's admission to any graduate degree or certificate program will be canceled. The student must petition for readmission after the completion of the period of disqualification.

Denial or rescinding of the award of the graduate degree.

After final action by the Graduate Council all materials related to the violation are forwarded to the Office of Student Affairs to determine if violations of the Code of Student Conduct have occurred.

IX. OFFICE OF GRADUATE STUDIES AND RESEARCH DOCTORAL STUDENT PAPERWORK & REQUIREMENT PROCESS

This is a list of the paperwork that is required for doctoral students that needs to be submitted to the Office of Graduate Studies (OGS). These steps should be followed in this order. Your department may have other internal forms that are sent to our office that are not reflected in this document.

- 1.** Second language exams, if required, must be passed before the comprehensive exam. Notice of passing the exam is submitted to OGS.
- 2. Comprehensive exams** are taken and a notice of the results is submitted to OGS.
- 3.** For **ESR** programs only: ESR form 002 must be submitted to OGS.
- 4.** The **GO-16D** (Appointment of Doctoral Dissertation Committee) is prepared and submitted to OGS at least 6 weeks prior to the estimated date of the proposal. OGS will notify the student, committee, and department by email once this form is approved. We will not approve a GO-16D until #1-3 are received (most programs will just need #2). Never allow a proposal defense to take place without the GO-16D being approved by our office!
- 5.** The doctoral program/plan of study is submitted to OGS. This form should be submitted to OGS after the student has taken all the required coursework for the degree (excluding 603 dissertation credits, and in some cases, 507 seminars). Students must complete all required coursework for the degree (excluding 603 dissertation credits and, in some cases, 507 seminars) before they will be advanced to candidacy by our office. Doctoral students must have a minimum of 81 credits beyond the bachelor's degree -including 603 dissertation credits - to graduate.
- 6.** Not a form. In most cases, the doctoral residency requirement (doctoral students must register for and successfully complete 9 graduate credits in each of 3 consecutive terms at PSU after their term of admission to the doctoral program) is met before the student is advanced to candidacy. If the residency requirement has not yet been met at this time, the student will need to meet this requirement by taking 3 consecutive terms of 9 credits of 603 dissertation.
- 7.** After the student successfully proposes the dissertation, the dissertation proposal approval/request for advancement to candidacy form is submitted to OGS. We will not advance a student until the above **#1- 6** are met/received by OGS (with the exception of doctoral residency which can be met after advancement).

- 8.** Only after the student has had a successful dissertation proposal should the student submit their human subjects application/waiver request, if required, to the Office of Research and Sponsored Projects. In certain unusual cases, an application can be reviewed before a dissertation proposal has been approved. Cathleen Gal (c.gal@pdx.edu) is the contact for such cases. If human subjects are involved, the student will not be advanced to candidacy until this step has been completed.
- 9.** Not a form. After the student is advanced to candidacy by our office, they must be continuously enrolled at PSU in every term (except summer) from the term of advancement to the term of graduation. Our office requires one graduate credit; departments may require more registration.
- 10.** After the student successfully defends (final defense) their dissertation and makes all necessary revisions, the department prepares and submits the **GO-17D** (Doctoral Recommendation for the Degree) to OGS. This is the final piece of paperwork OGS needs from the department.

If you have any questions about the forms, steps, requirements for doctoral students or would like to check on the status of any of your doctoral students, you are welcome (and encouraged!) to call or email Beth Holmes, Assistant Coordinator of Graduate Studies, as she is the one who **receives/processes/approves** all the paperwork for doctoral students and works with them on a day-to-day basis. You can reach her at 503-725-5259 or holmesb@pdx.edu.

