

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.)**

September 2011

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II. 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 VII.A on page 29). Major program decisions are also reviewed by the full faculty of the School.

III. 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	Gerontology	Social Demography	Economic Development	Transportation	Regional Science
Abbott	X	X					
Adler	X	X				X	
Bassett	X	X			X		
Bates	X	X					
Dill	X					X	
Fang	X			X			
Gebhardt	X	X			X		
Gibson	X	X					
Heying		X			X		
Jurjevich				X	X		
Lutzenhiser					X		X
Martin		X			X		
McIntock	X	X					
Miller	X	X					
Neal			X				
Newsom			X				
Ozawa	X	X					
Schrock	X				X		X
Seltzer	X	X			X		
Shandas	X	X					X
Strathman						X	X
Sussman		X					
White		X					

AFFILIATED FACULTY

Jennifer H. Allen	jhallen@pdx.edu	503-725-8546	School of Government
L. Rudolph Barton, M. Arch.	bartonl@pdx.edu	503-725-3339	Dept. of Architecture
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IV. 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.

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, 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 V.C on page 14).

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

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

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

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

Economic Development

Required Courses

USP 517 Urban Economic Development Policy

USP 615 Economic Analysis of Public Policy

USP 572 Regional Economic Development

Choose One

USP 591 Geographic Information Systems I

USP654 Data Analysis II

Choose Two

USP 510 Urban Labor Markets

USP 546 Real Estate Development II

USP 551 Community Economic Development

USP 569 Sustainable Cities and Regions

USP 570 Urban Labor Markets

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

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 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.

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. However, if this is not the case, the student should choose additional courses that will prepare them for their dissertation research.

5. **Residency**

A minimum of three consecutive terms of graduate study must be spent in full-time residence in the doctoral program at Portland State University, defined as a minimum of 9 graduate credits per term.

6. **Methods Courses**

As explained above, students must take methods courses within the core and at least six additional methods credits 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 520/521 Applied Demographics Methods I and II (not offered regularly)

USP 532 Data Collection

USP 543 Geographic Applications to Planning

USP 536 Policy Evaluation Methods (not offered regularly)

USP 586 Urban Social Networks

USP 591/592 GIS I/II

USP 654 Data Analysis 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

EC 595 Applied Advanced Econometrics

EC 570 Econometrics

EC 571 Advanced Econometrics

GEOG 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 Qual and Quant Methods

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

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.

V. 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 Toulan 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 signed print this page and keep it 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 Area 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. Students should register for reading and conference courses with committee members at least one term (ideally two terms) prior to the field area exams. 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.

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 and the doctoral program coordinator 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 copies 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 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.

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 permitted.

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 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 6 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.

Students should submit the Human Subjects application after successful completion of the colloquium.

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 and the Doctoral Program Coordinator, 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 Doctoral Program Coordinator 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 18 months from the date of passing 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 Doctoral Program Coordinator will request that the Office of Graduate Studies advance the student 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 Doctoral Program Coordinator will be so notified, and the student, the chair, and the Doctoral Coordinator will work to develop either a new proposal, form a new committee, and/or select a new chair for the committee.

4. Dissertation

The University deadline for completion is five years from the date of advancement to candidacy which is determined by the Office of Graduate Studies. 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 statement of any changes approved 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 Doctoral Program Coordinator 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 one credit during all terms in which they are conducting research, however they must register for 3 credits during the terms in which they present their colloquium and defend their dissertation. At least 27 credits of USP 603 Dissertation must be accumulated.

5. 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 Doctoral Program Coordinator 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 chair and Doctoral Program approve, a candidate may petition the Graduate Council for a time extension.

A student 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 their dissertation Office of Graduate Studies.

Students now have the option to submit the dissertation electronically. For electronic submissions, PSU uses the UMI/ETD Administrator provided by ProQuest; you will need to create an account through this system to submit your dissertation. The Office of Graduate Studies has created supplemental submission instructions for using the UMI/ETD Administrator that walk you through the steps of creating an account and submitting your ETD. Please see their website for more information:
<http://www.pdx.edu/ogs/etd-overview>

Note that ETDs must be submitted to OGS no later than three weeks prior to the close of the term of application for graduation. For summer term graduation, deadlines apply to the regular eight-week Summer Session dates. Submission deadlines for the current academic year are available **here**; all ETDs are due by 5:00 p.m. Pacific Time on the applicable due date. A submission after these deadlines will result in graduation in a subsequent term. If you have questions about ETD requirements, visit our ETD FAQs page **here** or contact OGS at **grad@pdx.edu** or 503-725-8410.

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.

F. 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.

G. 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 ensure 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 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, and count toward the minimum 27 dissertation credits required, up to 9 credits of USP 603 Dissertation before being advanced to candidacy

H. 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.

2. *Continuous Enrollment*

Unless on an approved leave of absence, students must be enrolled for at least one credit per term throughout their doctoral program at Portland State, excluding terms during which comprehensive field areas examinations are taken or a colloquium or dissertation defense is held. During those terms student must register for at least 3 credits.

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, and the Doctoral Program Coordinator, 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.

I. 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.

J. 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.

VI. 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 Toulon 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 Toulon 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 principal investigator (PI) on the project, decides whom 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.

7. ***Maurie Clark Endowed Fellowship***

Awarded annually to an outstanding Ph.D. candidate in the College of Urban and Public Affairs. The recipient must have an approved dissertation outline and intend to use the fellowship to support research activities.

8. ***Ernie Bonner Equity Planning Endowed Scholarship***

This scholarship is awarded to a student with a clear commitment to equity planning as the focus for professional and/or scholarly work. Available to incoming and returning students in the MURP and US Ph.D. program

9. ***UPA General Endowed Scholarship***

This award is given annually to outstanding students in the College of Urban and Public Affairs.

10. ***University Studies Mentor Program***

Many Ph.D student are able to participate in the University Studies Mentor program. This program allows you to assist a professor teaching an undergraduate course and to lead mentor sections of the class. You must apply by the deadline to be accepted. These positions provide tuition remission and a small stipend. Please see the University Studies website for more information:

<http://www.mentors.unst.pdx.edu/content/application-peer-mentor-positions>11. There may be other scholarships available through the Portland State University Foundation, please contact them at 503-725-5079

VII. 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 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

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

VIII. 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.

IX. 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.

SUMMARY OF PROCEDURES FOR DOCTORAL DEGREES

The following outline summarizes the Portland State University procedural requirements for doctoral degrees. Additional information is in the Office of Graduate Studies (OGS) section and on the applicable forms; additional requirements may be imposed by specific programs.

1. Pre-Candidacy For Degree

1. After admission to a specific program, each student is assigned to a faculty adviser by the program director. A preliminary course of study is developed in consultation with the adviser.
2. In some programs the student may be required to pass preliminary examinations.
3. Upon satisfactory completion of 9 credits of coursework and not later than six months prior to the completion of the comprehensive examinations, an advisory committee consisting of at least three members is appointed by the program director.
4. Second language examinations, if required, must be passed before the comprehensive examination. Notice of passing of the examination is sent to the Dean of Graduate Studies.
5. For the residency requirement, each doctoral student must register for and successfully complete three consecutive terms of 9 or more graduate credits applicable to the degree after admission to the doctoral program at PSU. Summer term may be included (i.e., spring, summer, fall 2010) or excluded (i.e., spring 2010, fall 2010, winter 2011) in calculating consecutive terms.
6. A program of study is prepared by the advisory committee in consultation with the student. The student's program is recommended to the program director; after approval, copies are distributed to the student, adviser, program director, and Dean of Graduate Studies. All coursework on the program of study, with the possible exception of seminar and internships, must be completed before a student can be advanced to candidacy. For students entering a doctoral program with a master's degree, a maximum of five years will be allowed from admission to completion of all required comprehensive examinations. For students entering with a bachelor's degree, a maximum of two additional years will be added to this limit, for a maximum of seven years from admission to completion of all comprehensive examinations.
7. The comprehensive examinations are scheduled and administered in accordance with established rules of the program. The results of the examination are sent to the Dean of Graduate Studies. Students have a maximum of three years from the completion of comprehensive examinations to advancement to candidacy.
8. After passing the comprehensive examination and identifying a dissertation topic, a dissertation committee is appointed and the student must pass a proposal defense. The dissertation committee must be approved by OGS using the

Appointment of Doctoral Dissertation Committee form (GO-16D). The dissertation committee must consist of five to seven PSU faculty members: the dissertation adviser, a minimum of three and a maximum of five regular members, and the Graduate Office Representative. The chair of the dissertation committee and the Graduate Office Representative must be regular, full-time PSU instructional faculty, tenured or tenure-track, assistant professor or higher in rank; the other three to five committee members may include adjunct or fixed-term faculty and/or one member of the OHSU faculty. If it is necessary to go off-campus for one committee member with specific expertise not available among PSU faculty, a curriculum vitae (CV) for that proposed member must be presented with the GO-16D form. This off-campus member may substitute for one of the three to five regular committee members. All committee members must have doctoral degrees. No proposal defense shall be valid without a dissertation committee approved by OGS.

9. The proposal meeting must take place in a formal meeting of the entire approved dissertation committee; the student will make an oral presentation of the written proposal. The doctoral program recommends the student for advancement to candidacy once the dissertation proposal has been approved. If the student has not satisfied the residency requirement, a plan for doctoral residency compliance must also accompany the request for candidacy.
10. After proposal approval, the student submits a Human Subjects Research Review Committee (HSRRC) application to the Office of Research and Sponsored Projects if human subjects are involved in the research in any way. A student cannot be advanced to candidacy until HSRRC approval is granted.
11. The student is informed by the Dean of Graduate Studies of advancement to candidacy for the doctoral degree. The candidate has a minimum of four months and a maximum of five years from the effective date of advancement to candidacy to complete all requirements for graduation, including defense of the dissertation and its final acceptance by OGS. Candidates must be continuously enrolled during that period.

2. *Candidacy For The Degree*

1. Ph.D. students must register for a minimum of 27 hours of dissertation (603) credits before graduation; Ed.D. students must register for a minimum of 18 hours of dissertation (603) credits before graduation. A minimum continuing enrollment of one graduate credit is required through the term a student graduates. Doctoral programs may set higher minimums.
2. Under direction of the chair of the dissertation committee, and in consultation with the members of the dissertation committee, the candidate prepares a preliminary draft of the dissertation. The draft is revised and corrected as directed by the dissertation committee until it meets the approval of the committee.

