PhD in Technology Management

Department of
Engineering and Technology Management
MCECS - PSU
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GENERAL INFORMATION

FACULTY ADVISOR
A Faculty Advisor is assigned to each student upon his/her admission to the PhD program, and the student’s preliminary academic plan is developed with the Faculty Advisor and recorded on the Curriculum Plan form. Students may change Faculty Advisor at any time, by submitting to the ETM Office a completed Request to Change Faculty Advisor form (available online at http://www.etm.pdx.edu/New/Forms.aspx and in the ETM Office).

COURSES/INDEPENDENT STUDIES
Typically, students begin their PhD programs by taking courses during their first two years. The required 12 credits of Independent Study may be taken concurrently with other courses, or may be taken after other course requirements are completed. Each Independent Study is expected to be completed no later than the end of the third quarter after the end of the quarter for which it is registered.

CONTINUOUS ENROLLMENT/LEAVES OF ABSENCE
Doctoral students should enroll in at least one credit per term throughout their PhD programs, except during Summer terms. However, students may petition the department for a leave of absence for up to one calendar year, by submitting to the ETM Office a completed Request for a Leave of Absence from Doctoral Study form (available online at http://www.etm.pdx.edu/New/Forms.aspx and in the ETM Office) no later than one week before the last day to register for classes in the term in which the leave is desired. A leave of absence is granted only to doctoral students in good standing and does not constitute a waiver of the time limit for completion of the doctoral degree at Portland State University. If the student has reached PhD candidacy, the Program Administrator will send a copy of the Leave of Absence from Doctoral Study form to the Office of Graduate Studies.

COMPREHENSIVE EXAMINATION

COMPREHENSIVE EXAM PROPOSAL
The Comprehensive Exam Proposal consists of a listing of courses taken to fulfill Core, Specialization and Methodology requirements, plus the research papers from the Independent Studies. At least one of these research papers must be accepted for presentation in a peer-reviewed (or equivalent) conference related to Engineering and Technology Management.

Courses to be included in the Comprehensive Exam Proposal should be no older than 7 years minus 1 term

For courses older than 7 years minus 1 term, it may be possible to use a course towards the Comprehensive Exam Proposal by demonstrating proficiency. The Faculty Advisor and instructor currently teaching the course will determine how proficiency can be demonstrated

TIMELINE FOR SUBMISSION OF THE COMPREHENSIVE EXAM PROPOSAL
Students should submit the Comprehensive Exam Proposal to the Faculty Advisor no later than the end of one term after the completion of courses and the Independent Studies. Exceptions to this timeline can be made by the student’s Faculty Advisor.

THE COMPREHENSIVE EXAM COMMITTEE
The composition of the Comprehensive Exam Committee is determined by the student and Advisor. The
Committee consists of at least four faculty members from the ETM department, three of whom must be full-time. The Selection of the Comprehensive Exam Committee form, available online at http://www.etm.pdx.edu/New/Forms.aspx and in the ETM Office, is submitted to the ETM Office.

ENROLLMENT WHILE PREPARING THE COMPREHENSIVE EXAM PROPOSAL
While preparing the Comprehensive Exam Proposal, if a student is not enrolled in any courses or Independent Studies, s/he must enroll in at least one credit of EMGT 606 per term. In this situation, an international student must submit to his/her International Student Services Advisor a Reduced Course Load form, available online at http://oia.pdx.edu/isson/forms/rcl.pdf, to maintain proper immigration status. A copy must be given to the Program Administrator for the student’s file.

THE PRE-COMPS MEETING
The purpose of the Pre-Comps meeting is to determine whether the student is ready for the Comprehensive Exam. When the student and Advisor determine that the Comprehensive Exam Proposal is ready for formal review, the student schedules a Pre-Comps meeting with the Advisor and the Comprehensive Exam Committee. If a student wishes to take the Comprehensive Exam over the Summer term, the Pre-Comps meeting must be held no later than May 15.

After the Pre-Comps meeting is held:

- If student is not deemed ready for the Comprehensive Exam, the Comprehensive Exam Committee recommends to the department Chair one of the following:
  - A course of action that might include, but is not limited to, additional courses and/or Independent Studies, and a timeline for taking the exam (up to one year)
  - Termination of the student’s enrollment in the doctoral program

- If the student is deemed ready for the Comprehensive Exam, the Written Exam is prepared by the faculty and typically made available to the student within 4 weeks

THE COMPREHENSIVE EXAM
The purpose of the Comprehensive Exam is to determine depth and breadth of the knowledge that the student has acquired in the PhD program and the likelihood that he/she will be successful in conducting doctoral research. All students take a Written Exam that has been developed specifically for them, and followed by an Oral Exam. After the Written and Oral Exams are evaluated by the Comprehensive Exam Committee, the student may be required to take an additional 2-4 hour written exam. These would be scheduled at the student’s and Committee’s earliest convenience.

The student is allowed up to 3 months to take the Written Exam. After the Written Exam is turned in, typically the student will have the results within one month. An exception to this is if the Written Exam is turned in between May 15 and September 15. Because many ETM faculty are engaged in research projects away from the university over Summer term, they may not be available to evaluate the Exam until they return. Another exception is if the Exam is turned in from late November through December. Because of the winter holidays, faculty may not be available to evaluate the Exam as quickly as at other times of the year.
EVALUATION OF THE COMPREHENSIVE EXAM
The Comprehensive Exam is evaluated on a Pass, Low Pass, or Fail basis, and recorded on the Comprehensive Exam Evaluation form (available in the ETM office).

- If the majority of the members give Pass or Low Pass grades, the student passes.

- However, if there are more Low Pass grades than Pass grades, the Comprehensive Exam Committee may decide on a Conditional Pass, and may require that the student retake a portion or all of the Comprehensive Exam.

- If the student does not pass, the Comprehensive Exam Committee recommends to the department Chair one of the following:
  
  o A course of action that might include, but is not limited to, additional courses and/or Independent Studies, and a timeline for re-taking the exam (up to one year)
  
  o Termination of the student’s enrollment in the doctoral program

If the student passes the Comprehensive Exam, the student is allowed one year to develop and submit a dissertation proposal

Documentation of passing the Comprehensive Exam is sent to the Office of Graduate Studies by the Program Administrator

DISSERTATION PROPOSAL

SELECTION OF THE PHD ADVISOR
Before the submission of the Dissertation Proposal, the student must select a PhD Advisor, who will work with the student to select members of his/her Dissertation Committee and head that Committee. Students may select or change their PhD Advisor at any time, by submitting to the ETM Office a completed Request to Select/Change PhD Advisor form (available online at http://www.etm.pdx.edu/New/Forms.aspx and in the ETM Office).

FORMATION OF THE DISSERTATION COMMITTEE
The Dissertation Committee consists of the PhD Advisor and a minimum of four and a maximum of six additional members, including one appointed by the Office of Graduate Studies. Three of the Committee members must be full-time ETM faculty, and all members must hold earned PhDs. The GO-16D, Appointment of the Doctoral Dissertation Committee form, dissertation topic, and preliminary HSRRC draft are submitted to the Office of Graduate Studies for approval, with copies to the Program Administrator for the student file. The GO-16D form is available at http://www.gsr.pdx.edu/forms/go-16d.pdf and in the ETM office.

THE DISSERTATION PROPOSAL
The dissertation proposal includes an executive summary, a comprehensive literature search, a description of the proposed research and methodology, a justification that if the proposed work is completed it will contribute to the state of knowledge, a preliminary plan for data gathering and analysis, an approximate schedule of research, a list
of expected outputs and contributions. The literature search section is expected to show the gaps in the existing literature, and explain how the proposed research will fill some or all of those gaps.

**TIMELINE FOR SUBMISSION OF THE DISSERTATION PROPOSAL**
The Dissertation Proposal should be submitted to the Dissertation Committee no later than one year after the passing of the Comprehensive Examination. The student, with the Advisor’s approval, may petition the department for an extension of up to one year in which to submit the Dissertation Proposal. This petition should be made via email to the Program Administrator.

**ENROLLMENT WHILE PREPARING THE DISSERTATION PROPOSAL**
The student must register for at least one credit of EMGT 601 each term s/he is preparing the Dissertation Proposal.

**HUMAN SUBJECTS RESEARCH REVIEW**
Concurrent with the development of the Dissertation Proposal and Dissertation Committee is the completion of a preliminary draft for approval from the Human Subjects Research Review Committee (HSRRC). The preliminary draft must be submitted to the Office of Graduate Studies with the request for approval of the Dissertation Committee. The final proposal is submitted after the dissertation proposal is accepted. Information on the review process and application forms are available online at [http://www.rsp.pdx.edu/compliance_human_process.php](http://www.rsp.pdx.edu/compliance_human_process.php).

**THE DISSERTATION PROPOSAL PRE-REVIEW MEETING**
The purpose of the Dissertation Proposal Pre-Review meeting is to determine whether the Dissertation Proposal is ready for formal review. When the student and the PhD Advisor believe that the Dissertation Proposal is ready for review (but not before receiving written approval of the Dissertation Committee by the Office of Graduate Studies), the student contacts the Program Administrator for scheduling the Dissertation Proposal Pre-Review meeting. All members of the Dissertation Committee should participate in the Dissertation Proposal Pre-Review meeting.

If the Proposal is deemed not ready for formal review, the Committee decides when to meet again to review it. If the Dissertation Proposal is deemed ready for formal review, the student contacts the Program Administrator for scheduling the Dissertation Proposal Review meeting.

**SCHEDULING THE DISSERTATION PROPOSAL REVIEW MEETING**
When the Dissertation Committee determines that the Dissertation Proposal is ready for review, the student contacts the Program Administrator for scheduling the Dissertation Proposal Review meeting. Typically, the Dissertation Proposal Review meeting is held within 3-4 weeks after the Pre-Review meeting. All members of the Dissertation Committee must participate in the Dissertation Proposal Review meeting, whether in-person or via telephone or video-conferencing.

**EVALUATION OF THE DISSERTATION PROPOSAL**
The Dissertation Proposal is evaluated on a Pass or Fail basis, and recorded on the [Dissertation Proposal Review form](http://www.rsp.pdx.edu/compliance_human_process.php) (available in the ETM office). If the majority of the members give Pass grades, the student passes.

- If the Dissertation Proposal is not approved, the Dissertation Committee recommends to the department Chair one of the following:
- A course of action which might include, but is not limited to, requiring additional courses and/or changing the research focus, and a timeline for re-submitting the proposal (up to one year)
- Termination of the student’s enrollment in the doctoral program

- If the Dissertation Proposal is approved:
  - The Program Administrator, on behalf of the department Chair, notifies the Office of Graduate Studies of the Proposal’s approval and requests candidacy
  - The student revises the Human Subjects Research Review Committee draft proposal and submits a final version to the HSSRC for approval
  - A plan for meeting the university’s residency requirement (3 consecutive terms of full-time enrollment after admission to the doctoral program) must be submitted to the Program Administrator, if the requirement has not yet been met.

THE DISSERTATION

DOCTORAL CANDIDACY
After HSSRC approval is given the student is granted PhD candidacy by the Office of Graduate Studies. The university requires that the Dissertation be completed not before 4 months or after 5 years of reaching candidacy status.

ENROLLMENT DURING CANDIDACY
After candidacy is granted, the student must register for at least one credit of Dissertation Research, EMGT 603, for each quarter through the term of graduation, and for not less than 27 credits of EMGT 603 before the Dissertation Defense.

PUBLISHABLE PAPER
Before the Dissertation Defense, the Dissertation Committee documents that the student has produced at least one paper, based upon the dissertation research, suitable for inclusion in a refereed research journal. This documentation is made via an email from the PhD Advisor to the Program Administrator.

DISSERTATION PRE-DEFENSE MEETING
When the student and the PhD Advisor determine that the Dissertation is ready for formal review, the student contacts the Program Administrator for scheduling the Dissertation Pre-Defense meeting. All members of the Dissertation Committee should participate in the Dissertation Pre-Defense meeting.

At the Dissertation Pre-Defense meeting, the Committee determines whether the Dissertation is ready for formal defense. If the Dissertation is not ready for formal defense, the Committee decides when to meet again to review it. If the Dissertation is ready for formal defense, the student contacts the Program Administrator for scheduling the Dissertation Defense.

SCHEDULING THE DISSERTATION DEFENSE
When the Dissertation Committee determines that the Dissertation is ready for defense, the student contacts the Program Administrator for scheduling the Dissertation Defense. Typically, the Dissertation Defense is held within
3-4 weeks after the Pre-Defense meeting. All members of the Dissertation Committee must participate in the Dissertation Defense. In unusual circumstances, a member may participate via telephone or video-conferencing.

**PROVIDING THE COMMITTEE WITH COPIES OF THE DISSERTATION**
The student provides the Dissertation Committee with copies of the full Dissertation no later than 2 weeks before the Defense.

**EVALUATION OF THE DISSERTATION**
The Dissertation Defense is evaluated on a Pass or No Pass basis. If the majority of the members give Pass grades, the student passes.

- If the Dissertation Defense is not successful, the Dissertation Committee recommends to the department Chair one of the following:
  - A course of action and a timeline for re-submitting the proposal (up to one year, but not to exceed the university’s deadline of no more than 5 years after candidacy is granted)
  - Termination of the student’s enrollment in the doctoral program

- If the Dissertation Defense is successful:
  - The student may need to make minor revisions and submit the revised Dissertation to the Committee for final approval
  - The student ensures that any outstanding Incomplete, In-Progress, or Missing grades are addressed

**FINAL STEPS AFTER DISSERTATION APPROVAL**

**SUBMISSION OF RECOMMENDATION FOR THE DEGREE FORM**
The student or PhD Advisor notifies the Program Administrator, who submits to the Office of Graduate Studies the GO-17D, Recommendation for the Degree form no later than the last week of the term of graduation. The GO-17D is available online at [http://www.gsr.pdx.edu/forms/go-17d.pdf](http://www.gsr.pdx.edu/forms/go-17d.pdf) and in the ETM office.

**SUBMISSION OF MATERIALS TO OFFICE OF GRADUATE STUDIES**
The student submits to the Office of Graduate Studies, no later than three weeks prior to graduation:

- 3 copies of the Dissertation printed on appropriate paper
- 3 approval pages each with original signatures printed on appropriate paper
- 4 copies of the abstract printed on appropriate paper
- The Survey of Earned Doctorates, available in the Office of Graduate Studies
- University Microfilming materials, available in the Office of Graduate Studies
Information on appropriate paper, margins, and other dissertation details is found at http://www.gsr.pdx.edu/ogs_dissertation.php.

COPYWRITING THE DISSERTATION
Copywriting the dissertation is optional, at additional charge. Forms are available in the Office of Graduate Studies.

FINAL COPIES OF THE DISSERTATION FOR THE COMMITTEE
A bound copy of the dissertation is given to each Committee member no later than three weeks prior to graduation.

PARTICIPATING IN COMMENCEMENT
If the student wishes to participate in the university commencement ceremony, s/he fills out and submits the Application for Awarding of Master’s or Doctoral Degree form to the Office of Graduate Studies no later than the end of the first week of the anticipated term of graduation. This form is available at http://www.gsr.pdx.edu/application.php.

MISSING THE DISSERTATION SUBMISSION DEADLINE
A student who misses the Dissertation Submission deadline may graduate in the following term without registering for that following term if she/he submits the completed, defended, approved, and properly formatted dissertation no later than 5:00 P.M. on the deadline posted on the website of the Office of Graduate Studies.
Portland State University

Department of Engineering & Technology Management

Ph.D. in Technology Management
Curriculum Plan

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Student Number</td>
<td></td>
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<tr>
<td>Initial Enrollment Date</td>
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<tr>
<td>Faculty Advisor:</td>
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<tr>
<td>Residency Status</td>
<td>Out of State  In-State</td>
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<td>Phone number</td>
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<tr>
<td>E-mail Address</td>
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**Curriculum Advising Meetings**

Date & Initials  

Date & Initials  

Date & Initials  

Date & Initials  

Date & Initials  

Date & Initials  

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### Ph.D. in Technology Management - Curriculum Plan

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<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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Ph.D. in Technology Management  
Curriculum Requirements  
(Total: 72 credits)

Core (Min. 20 credits)

<table>
<thead>
<tr>
<th>Group 1 One of:</th>
<th>Core Courses</th>
<th>Cr.</th>
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<tr>
<td></td>
<td>EMGT 520 – Engineering and Technology Management</td>
<td>4</td>
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<tr>
<td></td>
<td>EMGT 549/649 – Innovation Management</td>
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</tbody>
</table>

<table>
<thead>
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<th>Group 2 One of:</th>
<th>Core Courses</th>
<th>Cr.</th>
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<tr>
<td></td>
<td>EMGT 545/645 – Project Management in Engineering</td>
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<tr>
<td></td>
<td>EMGT 555/655 – Technology Marketing</td>
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</tbody>
</table>

<table>
<thead>
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<th>Group 3 One of:</th>
<th>Core Courses</th>
<th>Cr.</th>
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<tbody>
<tr>
<td></td>
<td>EMGT 526/626 – Strategic Management of Technology</td>
<td>4</td>
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<tr>
<td></td>
<td>EMGT 527/627 – Competitive Strategies in Tech. Mgmt</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Group 4 One of:</th>
<th>Core Courses</th>
<th>Cr.</th>
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<tr>
<td></td>
<td>EMGT 531/631 – Technology Assessment and Acquisition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EMGT 533/633 – Technology Transfer</td>
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</table>

**Total Core Credits**

Additional courses taken from the core beyond the minimum required 20 credit hours can be counted toward the fulfillment of the specialization course requirements.

Independent Studies (Min. 12 Credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Topic</th>
<th>Cr.</th>
<th>Instructor</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMGT 5/606, 5/690, etc.</td>
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</table>

**Total Independent Study Credits**
### Specialization (Min. 20 credits)

<table>
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<th>Course Title</th>
<th>Cr.</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMGT 510/610</td>
<td>Management of Intellectual Capital</td>
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<tr>
<td>EMGT 510/610</td>
<td>Supply Chain Management</td>
<td>4</td>
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<tr>
<td>EMGT 510/610</td>
<td>Intrapreneurship</td>
<td>4</td>
<td></td>
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<tr>
<td>EMGT 510/610</td>
<td>Project Portfolio Management</td>
<td>4</td>
<td></td>
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<tr>
<td>EMGT 518/618</td>
<td>Ethical Issues in Technology Management</td>
<td>4</td>
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<tr>
<td>EMGT 519/619</td>
<td>Human Side of Technology Management</td>
<td>4</td>
<td></td>
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<tr>
<td>EMGT 522/622</td>
<td>Communications and Teambuilding</td>
<td>4</td>
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<tr>
<td>EMGT 525/625</td>
<td>Strategic Planning in Engineering Management</td>
<td>4</td>
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<tr>
<td>EMGT 536/636</td>
<td>R&amp;D Management</td>
<td>4</td>
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<tr>
<td>EMGT 543/643</td>
<td>Front End Mgmt for New Product Develop.</td>
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<tr>
<td>EMGT 544/644</td>
<td>Organizational Project Management</td>
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<td>EMGT 546/646</td>
<td>Project Management Tools</td>
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<tr>
<td>EMGT 547/647</td>
<td>New Product Development</td>
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<tr>
<td>EMGT 548/648</td>
<td>Managing New Technology Introduction</td>
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<tr>
<td>EMGT 550/650</td>
<td>Knowledge Management</td>
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<tr>
<td>EMGT 551/651</td>
<td>Manufacturing Systems Management</td>
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<td>User-Centered Innovation</td>
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<td>EMGT 559/659</td>
<td>Global Management of Technology</td>
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<td>Quality Management</td>
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<td>EMGT 562/662</td>
<td>New Venture Management</td>
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<tr>
<td>EMGT 570/670</td>
<td>Role of Government in Technology Mgmt</td>
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<td>EGMT 571/671</td>
<td>Emerging Technologies</td>
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<tr>
<td>CS 586/686</td>
<td>Introduction to Database Management</td>
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<td>EC 511</td>
<td>Cultural Economics</td>
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<td>EC 531</td>
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<td>EC 532</td>
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<tr>
<td>ISQA 551</td>
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<td>ISQA 552</td>
<td>Managing Operations and the Value Chain</td>
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<td>MKTG 511</td>
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<td>Organization Development</td>
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<td>Program Evaluation and Management</td>
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<td>Advanced Industrial/Organizational Psych.</td>
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<td>SOC 557</td>
<td>Complex Organizations</td>
<td>4</td>
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<td>Impact Assessment</td>
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**Total Specialization Credits**

**4**
# Methodology (Min. 20 credits)

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<th>Cr.</th>
<th>Term</th>
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<td>Strategic Intelligence</td>
<td>4</td>
<td></td>
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<tr>
<td>EMGT 530/630</td>
<td>Decision Making in Eng’g &amp; Technol. Mgmt</td>
<td>4</td>
<td></td>
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<tr>
<td>EMGT 532/632</td>
<td>Technology Forecasting</td>
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<tr>
<td>EMGT 534/634</td>
<td>Technology Roadmapping</td>
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<td></td>
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<tr>
<td>EMGT 535/635</td>
<td>Advanced Engineering Economics</td>
<td>4</td>
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<tr>
<td>EMGT 537/637</td>
<td>Benchmarking Using Data Envelopment Analysis</td>
<td>4</td>
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<tr>
<td>EMGT 538/638</td>
<td>Decision Support Systems: Data Warehousing</td>
<td>4</td>
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<td>EMGT 540/640</td>
<td>Operations Research</td>
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<td>EMGT 546/646</td>
<td>Project Management Tools</td>
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<td>EMGT 553/653</td>
<td>Manufacturing Systems Simulation</td>
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<td>Expert Systems in Engineering</td>
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<td>EMGT 565/665</td>
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<td>Stochastic Processes &amp; Probability Theory-I</td>
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<td>PSY 521/621</td>
<td>Univariate Quantitative Methods</td>
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<td>Multiple Regression/Multivar. Quant Methods</td>
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<td>Decision Making Laboratory</td>
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<td>SOC 597</td>
<td>Applied Survey Research</td>
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<td>STAT 451</td>
<td>Applied Statistics for Engineers &amp; Scientists-I</td>
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<td>STAT 452</td>
<td>Applied Stat. for Engineers &amp; Scientists-II</td>
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<td>STAT 564</td>
<td>Applied Regression Analysis</td>
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<td>SYSC 514</td>
<td>System Dynamics</td>
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<td>SYSC 525/625</td>
<td>Agent Based Simulation</td>
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<td>SYSC 527/627</td>
<td>Discrete System Simulation</td>
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<td>SYSC 529/629</td>
<td>Business Process Modeling and Simulation</td>
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<tr>
<td>USP 655</td>
<td>Structural Equation Modeling</td>
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<tr>
<td>USP 656</td>
<td>Multilevel Regression</td>
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</tbody>
</table>

| **Total Methodology Credits** |

The students may choose additional courses from academic units throughout the university, approved by their advisor, if such courses are supportive of their proposed research areas.
Admission requirements

1) Bachelors or higher degree in engineering, sciences, management with technology emphasis, or related disciplines

2) Minimum 3.0 undergraduate GPA or 3.50 GPA in at least 12 graduate credits

3) GRE scores obtained within five years of application to the program

4) A detailed statement of research interests acceptable to the ETM faculty

5) Minimum 575 TOEFL score for international applicants

6) Three letters of recommendation.

Major milestones

In addition to the University's general degree requirements, the Ph.D. program in Engineering and Technology Management consists of the following nine steps:

1) Admission to the program.

2) Successful completion of the equivalent of at least 60 credits of coursework beyond the Bachelors degree.

3) 12 credits of independent study supervised by ETM faculty resulting in research paper(s).

4) At least one paper for a peer-reviewed conference on Engineering and Technology Management.

5) Successful completion of a comprehensive examination to demonstrate mastery of the Engineering and Technology Management field, including the evaluation of up to three research papers, in which the student is the sole or leading author.

6) Selection of the dissertation advisor from the ETM faculty and formation of the Ph.D. committee including one member appointed by the Dean of Graduate Studies.

7) Development of the dissertation proposal and its approval by the Ph.D. committee resulting in the advancement to Ph.D. candidacy.

8) Registering for at least 27 dissertation credits while conducting the research after the advancement to candidacy.

9) Preparation of at least one paper, based upon the dissertation research, suitable for inclusion in a refereed research.

Comprehensive Exam

Chair of the Exam Committee: ________________________________

Examiners: ___________________________ ___________________________
                                                              ___________________________ ___________________________
                                                              ___________________________ ___________________________

Date: ___________________________ Result: ___________________________

Comments: ____________________________________________

Dissertation Committee

Chair of the Committee: ________________________________

Members:

(Name)    (Department)

(Name)    (Department)

(Name)    (Department)

Optional:

(Name)    (Department)

OGS Rep:

(Name)    (Department)

Proposal defense Date: ___________________________ Result: ___________________________

Dissertation defense Date: ___________________________ Result: ___________________________
Request to Change Faculty Advisor
Engineering and Technology Management Department

A full-time ETM faculty member is assigned to each student upon admission to the department. Students maintain regular communication with their faculty advisors, and must obtain their signatures on many PSU forms.

Students wishing to change to a new faculty advisor should complete this form and obtain the agreement of the new advisor (indicated by his/her signature on this form), then submit the form to the ETM office. The signature of the current advisor is not required.

Student’s Name

PSU ID

Student’s Signature

Date

Current Advisor’s Name

New Advisor’s Name

New Advisor’s Signature

Date

Approved / Denied

ETM Department Chair

Date

Copies: Student file
Former advisor
New advisor

http://www.etm.pdx.edu/New/Forms/Change_Advisor.pdf
Request for Leave of Absence from Doctoral Study  
Engineering and Technology Management Department

Doctoral students in the Engineering and Technology Management department must enroll in at least one credit per term throughout the PhD program (except during Summer terms). However, occasionally situations arise when students must put their doctoral programs on hold for a short period, due to health, family, or other reasons. When this happens, students may petition the department for a leave of absence for up to one calendar year. Leave of Absence status allows the student to remain in the program during the period of the absence.

A Leave of Absence is granted only to doctoral students in good standing and does not constitute a waiver of the time limit for completion of the doctoral degree at Portland State University.

A petition for a leave of absence, already signed by the faculty or PhD Advisor must be received in the ETM office no later than one week before the last day to register for classes in the term in which the leave is desired.

Last
First
MI
PSU ID

Address
City
State
Zip

Requesting Leave of Absence: FROM: ____________ TO: ____________

The reason for requesting a leave of absence:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student’s signature  Date

I do / do not support the Leave of Absence request because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Advisor’s signature  Date

Approved / Denied

ETM Department Chair  Date

Copies:  Student file  Advisor  Office of Grad Studies

http://www.etm.pdx.edu/New/Forms/Leave_of_Absence.pdf
Selection of the Comprehensive Exam Committee
Engineering and Technology Management Department

The Comprehensive Exam Committee must consist of at least four faculty members from the ETM department, three of whom must be full-time. The student and advisor should together determine the appropriate faculty members. The student’s PhD advisor, who also is the Chair of the Committee, must be from the ETM department.

Student: __________________________________________________

PSU ID: __________________________________________________

Date: _____________________________________________________

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Department</th>
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<tr>
<td>__________________</td>
<td>ETM</td>
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Approved / Denied

ETM Department Chair ___________________________ Date _____________

http://www.etm.pdx.edu/New/Forms/Comprehensive_Committee.pdf
Request to Select/Change PhD Advisor
Engineering and Technology Management Department

Please submit the completed form to the ETM office after the new PhD Advisor has indicated his/her agreement by his/her signature on this form. The signature of the current advisor is not required.

Student’s Name

PSU ID

Student’s Signature

Date

Current Faculty or PhD Advisor’s Name

New PhD Advisor’s Name

New PhD Advisor’s Signature

Date

Approved / Denied: ____________________________

ETM Department Chair

Date

Copies: Student file
Former advisor
New PhD advisor

http://www.etm.pdx.edu/New/Forms/Change_PhD_Advisor.pdf
**ADVISORS!** Please read this form carefully before signing it. In signing this form, you are assisting us in verifying that your international student is maintaining his or her immigration status. International students are only allowed to carry fewer than 12 (UG) or 9 (GR)/term in very limited circumstances for academic reasons. Undergraduate students may only be enrolled part time in their final term of study. Graduate students may be part time enrolled in their final term of study, but also are eligible for part-time enrollment when all of their required course work (core, elective and seminar) has been completed and they are working on thesis, research or dissertation requirements. During the graduate research period the student must be registered for at least one research-related credit per term.

Student Name: _______________________________________________

SSN/PSU ID: ______________Major________________________________

For:    Fall   Winter   Spring term (circle one) 20____

☐ has completed his or her coursework (core, elective and seminar) and is preparing full-time for comprehensive exams.

☐ has completed his or her coursework (core, elective and seminar) and is working full-time on thesis/dissertation/project research requirements.* PLEASE NOTE! A student may only be allowed to under enroll for an official project OPTION, the equivalent of a thesis or coursework-only option. A student is NOT eligible to be under enrolled solely for the purpose of an independent project. If the Master’s program in which the student is enrolled does not offer a Project Option, the student must be full-time unless the following scenario applies.

☐ is completing his or her final coursework this term.

Graduate and undergraduate students:

Signature of Academic Advisor for Major: __________________________Date:______ Advisor Name: __________________________ Extension___________

Undergraduates Only:

Signature of IASC advisor or SBA advisor for UG General Education Requirements

____________________________________________________________________ Date:__________

Advisor Name: ______________________________________ Extension__________

Please feel free to use the reverse for any comments you might have!
COMMENTS:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

COURSE LIST FOR FINAL TERM OF STUDY:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please note that financial or personal reasons are not appropriate reasons for under enrollment and students with these types of problems must see an international student advisor at International Student Services.
# APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE

The doctoral program must submit this form to the Office of Graduate Studies with the names of two eligible faculty members from other departments for consideration for Graduate Office Representative. The Office of Graduate Studies will give first consideration to the recommendations but reserves the right to choose another faculty member. The Office of Graduate Studies will select the Graduate Office Representative and approve the committee; the student, all committee members, and the doctoral program will be notified.

The dissertation committee shall consist of a minimum of four members of the faculty (the dissertation chair and three committee members) plus the Graduate Office Representative. All members must have doctoral degrees. The Chair and the Graduate Office Representative must be regular, full time tenured or tenure-track faculty, assistant professor or higher in rank; the other three members may include adjunct faculty. (If it is necessary to go off-campus for one additional committee member with specific expertise not available among PSU faculty, a CV for that proposed member must be presented with this form.) All members of the dissertation committee must be present for the approval of the research proposal and for the final oral examination.

Refer to the Graduate Studies section of the PSU Bulletin for other information. Note applicable Graduate Candidates’ Deadlines, available in the Graduate Office and on their web site: www.gsr.pdx.edu.

**NO PROPOSAL DEFENSE SHALL BE VALID WITHOUT A DISSERTATION COMMITTEE APPROVED BY THE OFFICE OF GRADUATE STUDIES.**

Any committee changes, for any reason, must be approved in advance by the Office of Graduate Studies.

---

## To be completed by the DISSERTATION ADVISER

<table>
<thead>
<tr>
<th>Student _________________________________________________________</th>
<th>Student ID # ___________________________</th>
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<td>Student phone _______________________ Student email (PRINT CLEARLY)</td>
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</tr>
<tr>
<td>Degree (Ph.D., Ed.D.) ___________ Program __________________________</td>
<td>Option ___________________________</td>
</tr>
<tr>
<td>Dissertation title or topic: ___________________________</td>
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Will Human Subjects be involved in any way? ____ If yes, a draft of the Human Subjects Application **MUST** be attached to this form and HSRRC Approval must be received before Advancement to Candidacy.

Estimated date of proposal defense __________________  Do not schedule without OGS approval of the committee.

---

## COMMITTEE MEMBER

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<th>Chair: ___________________________________________________</th>
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Submit two suggestions, in priority order, for consideration for Graduate Office Representative

---

**NO PROPOSAL DEFENSE SHALL BE VALID WITHOUT A DISSERTATION COMMITTEE APPROVED BY THE OFFICE OF GRADUATE STUDIES.**

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<tr>
<th>Adviser (name)</th>
<th>Adviser (signature)</th>
<th>(Date)</th>
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<tr>
<td>Doctoral Program Director (name)</td>
<td>Doctoral Program Director (signature)</td>
<td>(Date)</td>
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## To be completed by the OFFICE OF GRADUATE STUDIES

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<tr>
<th>Dean of Graduate Studies</th>
<th>Name</th>
<th>Date</th>
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9/05 OGS  This form is available on our website: www.gsr.pdx.edu  GO-16D
Application for Awarding of Master’s or Doctoral Degree

Due the first Friday of the term in which you anticipate completing your master’s or doctoral degree

Deliver or mail BOTH signed and dated copies to: OFFICE OF GRADUATE STUDIES Unitus Building, 6th floor / PO Box 751 Portland, OR 97207

Fax/ed/emailed copies of this form will NOT be accepted

ANTICIPATED TERM OF GRADUATION __________________ Term __________________ Year __________________

STUDENT ID NUMBER __________________ last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

FIRST NAME ______________________ MIDDLE NAME ______________________ LAST NAME ______________________

DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _______________________ in ___________________________ (major)

Best DAYTIME PHONE NUMBER for contacting you ______________________ Alternate PHONE NUMBER ______________________

E-MAIL ADDRESS ______________________ ADVISER’s name (not signature) ______________________

• A $20 charge will be applied to your PSU account after your application is processed by the Office of Graduate Studies
• Diploma information will be mailed to your address in the Student Information System – be sure your mailing address is up to date

STUDENT SIGNATURE (REQUIRED) ______________________ Date ________________

Do you want your name printed in the Commencement Program? Yes [ ] No [ ]

HOMETOWN: City ______________________ State/Country ______________________

(>optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No [ ] Yes [ ] If Yes, in which program? ______________________

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit http://www.gsr.pdx.edu

Application for Awarding of Master’s or Doctoral Degree

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Deliver or mail BOTH signed and dated copies to: OFFICE OF GRADUATE STUDIES Unitus Building, 6th floor / PO Box 751 Portland, OR 97207

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ANTICIPATED TERM OF GRADUATION __________________ Term __________________ Year __________________

STUDENT ID NUMBER __________________ last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

FIRST NAME ______________________ MIDDLE NAME ______________________ LAST NAME ______________________

DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _______________________ in ___________________________ (major)

Best DAYTIME PHONE NUMBER for contacting you ______________________ Alternate PHONE NUMBER ______________________

E-MAIL ADDRESS ______________________ ADVISER’s name (not signature) ______________________

• A $20 charge will be applied to your PSU account after your application is processed by the Office of Graduate Studies
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HOMETOWN: City ______________________ State/Country ______________________

(>optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No [ ] Yes [ ] If Yes, in which program? ______________________

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit http://www.gsr.pdx.edu

Submit complete application, with BOTH halves signed and dated, to Office of Graduate Studies, Unitus Bldg., 6th Floor
DOCTORAL
RECOMMENDATION FOR THE DEGREE

The doctoral program must submit this form to the Office of Graduate Studies upon completion of all final evaluation procedures. Since the GO-17 is such a vital document it should always be delivered, not mailed, to OGS.

Students can never handle their own GO-17 once it has any signatures.

Student ___________________________________________ ID # _______________________________
is a candidate for the Ph.D. / Ed.D. degree in ______________________________ and has fulfilled the following requirements:

1. Comprehensive Examination and Advancement to Candidacy
   This candidate satisfactorily completed the comprehensive examination(s) on (date) ________________________ and was Advanced to Candidacy on (date) ___________________. Verification is in the student's file.
   Foreign Language Verification (language) ______________________  (date) _____________  NA _____

   Office of Graduate Studies                   Date

2. Oral Defense of Dissertation
   This candidate has defended his/her dissertation on _______________________________________________________.
   The examiner's decisions are indicated by the undersigned:                              (enter dissertation defense date)

  _______________________________________ Pass Fail        _______________________________________ Pass Fail
   ____________________________________ Pass Fail        _______________________________________ Pass Fail
   ____________________________________ Pass Fail        _______________________________________ Pass Fail
   ____________________________________ Pass Fail        _______________________________________ Pass Fail

   Graduate Office Representative

DISSERTATION GRADE
To be used for grading 603 Dissertation credits only. All other course numbers must be graded online or with an SGR.

Dept. 603 No.  Grade  Dissertation Adviser signature  Dissertation Adviser – print name

The signature verifies that this is the official grade to be posted on the Portland State University transcript.
A minimum of 27 603 credits are required for Ph.D. degrees (18 for Ed.D. degrees), but all 603 Dissertation credits on the student’s transcript will be changed to this grade.

OGS USE ONLY: This candidate has submitted to the Office of Graduate Studies on (date)________________ four (five) copies of the abstract and three (four) copies of the dissertation approved by Graduate Studies on (date)_________________.

3. Other Final Evaluation (if applicable)
   This candidate has successfully completed all other evaluation procedures required by the department or program, namely:

   (specify) _________________________________________________________________________________________.

   REQUIRED: This candidate ( IS ) ( IS NOT ) (circle one) certified to the Faculty of the University as having fulfilled the above requirements for the degree.

   Adviser (required) Date  Department Chair (if applicable) Date
   Doctoral Coordinator (required) Date  Dean of Graduate Studies Date

9/05 OGS
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