



Ph.D. Program Handbook 2020-2021

Public Affairs and Policy

*Mark O. Hatfield School of Government
College of Urban and Public Affairs*

<https://www.pdx.edu/hatfield-school/>

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The Public Affairs and Policy *Ph.D. Program Handbook* is available online. Forms and other online resources referenced in this handbook can be linked from the electronic version.

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Overview of the Doctoral Program

The doctoral degree in public affairs and policy (PAP) is an interdisciplinary program of study. It is administered through the [Mark O. Hatfield School of Government](#) but draws on faculty from the entire College of Urban and Public Affairs. The program is designed to prepare doctoral students who want to pursue careers in research, teaching, public service, and/or consulting in a variety of settings, including academia, government, non-profits, and the private sector.

The curriculum of the Ph.D. program focuses on governance and the integrated study of political, economic, administrative, and policy processes in the public sector. Through their coursework and research, students encounter a range of theoretical and practical policy issues at the local, state, national, and international levels.

In addition to core coursework, the doctoral program of study consists of three specialization tracks: (i) public administration and policy; (ii) politics and public policy; and (iii) economics and public policy. These tracks provide multidisciplinary training in the socioeconomic and institutional frameworks within which governance operates, as well as training in the analytical and research methods used to examine these processes and outcomes. As part of their coursework and dissertation research, students specialize in one or more substantive governance questions.

PAP Faculty Committee

The PAP program is governed by a PAP Faculty Committee appointed by the Director of the Hatfield School. The Committee includes the PAP director, representatives from the three participating units (Public Administration, Political Science, and Economics), faculty teaching core PAP courses, and additional faculty who hold a significant number of student supervisions. The Director coordinates the PAP program and is thus the main point of contact on rules, procedures, and other administrative matters.

PAP Program Faculty

Faculty members participate in the PAP program through teaching, advising, mentoring, and governance. The faculty include regular faculty from each of the three units ([Political Science](#), [Public Administration](#) and [Economics](#)) as well as associated faculty from other units at the university (in

particular [Urban Studies & Planning](#)). Emeriti faculty from all units may also be available for advising and mentoring.

Admissions

Criteria for Admission

The PAP program is open to students with a wide variety of disciplinary backgrounds. Most students enter with master's or law degree, but the program also admits students without graduate degrees, especially if they have substantial professional experience in fields related to public affairs and policy. Candidates interested in the Economics and Public Policy track are expected to meet the same criteria as candidates entering the economics masters program. In evaluating admissions files, the PAP Committee considers many factors. Among them are a demonstrated capability for high-level academic research and participation; evidence of a clear professional aim and career pathway; and fit with program goals and faculty.

Application for Admission

Doctoral students are admitted to begin in the fall of each academic year. Applications are due on [December 31](#) for admission in the following year. An early admissions deadline of [December 1](#) is offered for outstanding candidates seeking early admission. A late admissions deadline of [April 30](#) is offered for applicants in compelling cases.

Applicants submit a single package to the University's Office of Admissions. All materials are submitted online. These include:

- University Application for Graduate Admission.
- \$65 application fee.
- One transcript from each college attended.
- Official TOEFL scores if the applicant does not speak English as a native language or has not received a graduate or undergraduate degree in an English-speaking territory. Test date may not exceed two years from planned date of admission unless student has been resident in the U.S. since then.
- [Application for Graduate Assistantship](#) (optional).
- One transcript (official or unofficial) from each college attended.
- Official scores on the Graduate Record Examination (GRE) (Required, No exceptions). Applicants whose GRE scores are more than five years old must retake the exam.
- TOEFL scores if required.
- Three [letters of recommendation](#) from individuals who can evaluate the applicant's potential for success in the program.
- Personal essay (about 1000 words) addressing: career aspirations and purpose in the doctoral program; most

substantial academic or professional accomplishments; intended areas of focus within PAP; and whether doctoral studies will be pursued on a full- or part-time basis.

- Academic or policy-oriented writing sample.
- Curriculum vitae or résumé.

Degree Requirements: General

Award of the Ph.D. is the culmination of a sequential process of coursework, comprehensive examinations, and the research, writing, and defense of a dissertation. First-year students take a series of courses commonly referred to as “the core”. During their second (and third) years, students complete their field and research methods coursework. A two-part comprehensive examination is administered beginning in the second year of full-time or full-time equivalent enrolment. After the completion and defense of a dissertation proposal, students advance to Ph.D. candidacy. The last remaining requirement is the dissertation. The process and approximate timeline for a full-time student can be depicted schematically (see figure).

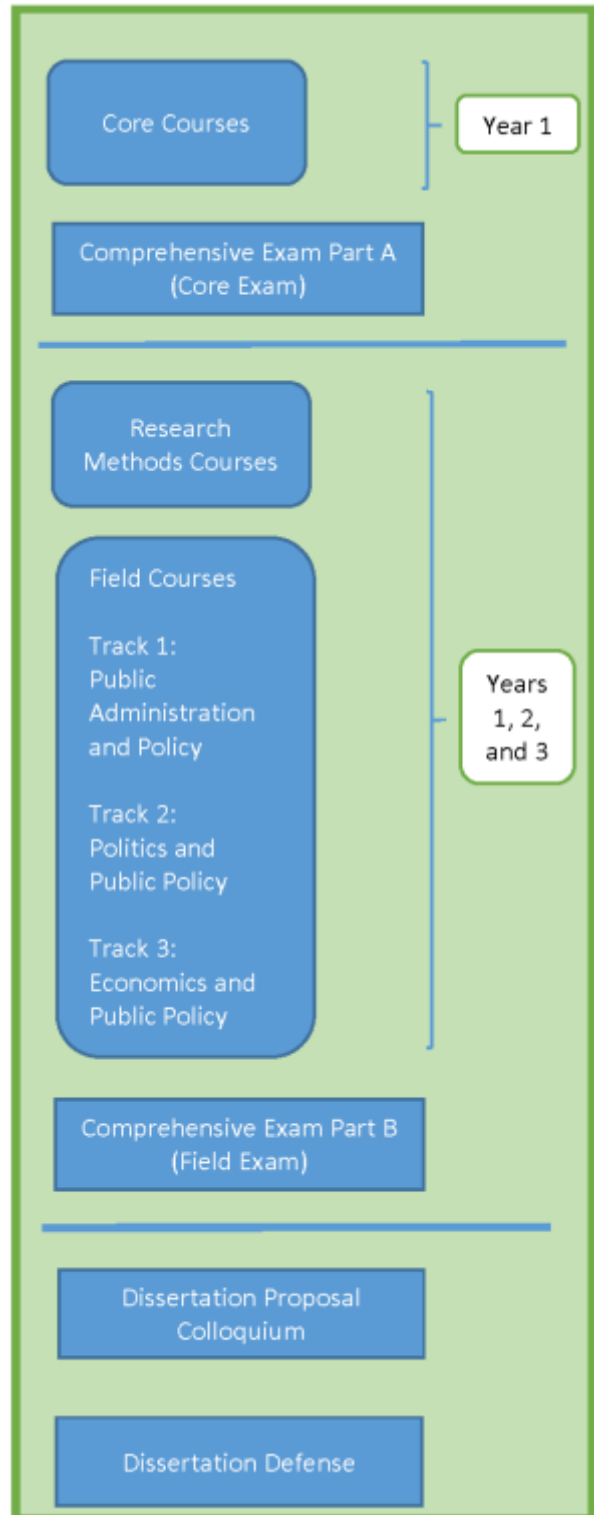
In general, students pursuing the PAP degree on a full-time basis would be expected to complete the degree in five years. While core coursework dominates the first-year of study, usually one elective is taken each quarter. In the second and third years, electives and research methods courses dominate. Coursework is tracked using the Program of Study form (found on our website). The program of study must be approved by your advisor and the PAP director. This form will be used to adjust your program requirements prior to advancement to candidacy.

In addition to completing the degree requirements, students may also engage in teaching or research not directly related to their doctoral program of study. These are intellectually enriching experiences, but may also extend the length of time it takes to complete the degree. University time limits on the completion of degree requirement are discussed below.

Expectations of Student Excellence

Students enrolled in the PAP program are expected to meet the highest standards of honesty, diligence, fairness, integrity, and professionalism in all of their program activities. These standards are in addition to those required by the [PSU Student Code of Conduct](#).

Degree Completion Timeline



Comprehensive Examinations

There are two parts, A and B, to the written comprehensive exam, coming at different points in the student's program of study. Both are generally expected to be 3-day take-home exams consisting of 2 to 3 questions.

Part A, also known as the "core exam," is taken in mid to late-September, usually prior to the beginning of fall quarter, after completion of the first-year core coursework. The exam tests the student's mastery of the subject matter covered by the core curriculum, including the ability to integrate theoretical and policy concepts treated in multiple courses. It is a take-home exam, is taken by the cohort at the same time, and is evaluated by the instructors of the core courses during the past year.

Part B of the comprehensive exam, the "field exam," is also a take-home exam and comes after the student has finished substantially all remaining coursework, both required courses and electives. The exam is administered and evaluated by the student's field committee (see below) and is designed to test the student's field and methodological expertise, especially as the basis for prospective dissertation research. Students work with their field committees to set the date and format of the exam based on their Program of Study. The exam usually covers specific areas that link together the student's coursework and their planned research. The specific questions are given to the student only when the exam is administered. The field exam may be taken in the final quarter in which the student is completing most of their coursework. The exams may not be administered when the university is not in session and the student must be enrolled in at least one credit during the quarter in which the exams are taken.

If faculty have concerns about a candidate's performance on either Part A or B of the comprehensive exam, they may convene an oral examination in order to establish a final grade. An oral exam may also be held for Part B as an additional requirement. If the candidate fails Part A or B, they will be given an opportunity to repeat it after the passage of three months. The results of a second attempt are final.

Once a student has successfully completed the comprehensive examination, it is the responsibility of the field committee chair to complete the GO-22 Report on Comprehensive Examination, entering the

results of parts A and B, and to forward it to the PAP Director who will sign and forward it to the Office of Graduate Studies.

Field Committee

PAP faculty serve in various advisory capacities. Upon entry to the doctoral program, each student is also assigned to a faculty advisor from the disciplinary area that the student identified as a likely field of concentration. Whether or not this person goes on to serve on the student's field or dissertation committees, this advisor's job is to familiarize the first-year student with the faculty and other resources that the PAP program has to offer within that field.

Late in their first year or early in their second year, students assemble a field committee consisting of a chair and two other faculty members, reporting the committee to the PAP Director. One of the faculty members on the field committee may be from another institution provided they hold a doctoral degree (which also holds for the two to four regular members of the dissertation committee). The chair generally serves as the student's main academic advisor. The committee is approved using the Formation of Field committee form. The purpose of the field committee is to help plan the student's remaining coursework, to propose and complete the Program of Study document for the director's approval, and to administer Part B of the comprehensive examination ("field exam"). The chair of the field committee must be a full-time faculty member in the Mark O. Hatfield School of Government or Department of Economics. The plan of study is grounded in one of the three tracks and prepares the student for the field exam and subsequent dissertation research. The field committee also recommends transfer course credits and course substitutions for approval by the Director.

Dissertation Committee

After the field exam has been passed, academic advice is provided by the student's dissertation committee. The dissertation committee chair must be a full-time tenured or tenure-track faculty in the School of Government or Department of Economics. An emeritus faculty may serve as chair through special permission or as a regular member. The two to four regular members must have doctoral degrees and may include members from another institution or organization (including the non-academic sectors). One of these may be appointed as "co-

chair” to recognize significant contributions, although the faculty chair remains responsible for administrative actions. The committee also includes one additional PSU faculty member from an outside department, who serves as a representative of the University’s [Office of Graduate Studies](#) (OGS). The dissertation committee is formed using the [GO-16D](#) form. The dissertation committee picks up where the field committee leaves off; it guides the student through the next and final stage of the doctoral program.

Good academic advice and mentoring can have a profoundly positive effect on the student’s experience in the doctoral program, general intellectual development, and career prospects. The chair of the field and then dissertation committee is especially important in this regard. But these committees, once assembled, can be changed. Substitutions are sometimes made when students’ academic interests are well served by them.

Field and Dissertation Committee Guidelines

	Field	Dissertation
Number	3	4-6 including GO Rep
All	Full-time faculty with Ph.D.	Faculty with Ph.D.
Chair	Faculty of HSOG/Econ	Tenure-track doctoral faculty of HSOG/Econ
Regular	Faculty of HSOG/Econ. One can be non-HSOG/Econ	At least one tenure-track PSU. Others can be non-PSU.
GO Rep	None	Regular, full-time, tenure-line, nonHSOG faculty. Appointed by OGS.

Advancement to Candidacy

Ph.D. candidates are students who have completed “all but dissertation” (ABD). All coursework must be completed in order to be advanced to candidacy, which is confirmed by the Office of Graduate Studies by verifying the student’s Program of Study through the online DARS system. Students must also submit a dissertation proposal to their dissertation committee and pass an oral defense of the proposal, or “colloquium” in PAP parlance. This colloquium takes place after the appointment of the dissertation committee and at least six weeks after successful completion of the comprehensive examination. All

committee members must be present. What is expected in the dissertation proposal varies according to disciplinary standards and committee preferences. Dissertation proposals establish the viability of the project and its potential contribution to scholarship on public affairs and policy. The PAP dissertation research seminar may be used for a dissertation proposal meeting.

The University has a policy concerning research involving human subjects, including the use of surveys and questionnaires. Although most PAP research involving human subjects is not subject to a full review, requests for waivers and expedited reviews must be approved by the Human Subjects Research Review Committee (HSRRC).

After receiving confirmation from the PAP Director that the dissertation proposal has been approved, and once the HSRRC has waived or completed a review of proposed research involving human subjects, OGS advances the student to Ph.D. candidacy. Students must be continually enrolled (at least one credit in fall, winter, and spring quarters) once they are advanced to candidacy if they are drawing upon university resources.

Dissertation

The dissertation is a significant work of research built upon an immersion in the academic literature, informed theoretical reasoning, and original research and analysis, intended for an educated readership of one’s peers. During the research and writing of the dissertation, students enroll in dissertation credits (PAP 603) commensurate with their use of university resources. This is done using a By Arrangement Request form indicating PAP 603 as the course number (there is no CRN for this course).

The doctoral degree requires the accumulation of at least 27 dissertation credits. A student should register for PAP 603 Dissertation credits anytime they are working substantively on their dissertation with faculty members, including prior to the formation of a dissertation committee as part of initial research or preparations for a dissertation proposal meeting. A student does not need to have completed their comprehensive examination in order to enroll in dissertation credits and may well enroll in such credits in their first year in the program.

The dissertation defense is an oral presentation by the Ph.D. candidate that lays out the purpose,

implementation, and findings of the dissertation project, and makes a case for the project's contribution to scholarship in a particular field of study. The presentation is directed mainly to the dissertation committee, all of whose members must be present and whose members then question the candidate on the significance and limitations of the study, but the dissertation defense is open to the public. The defense must be completed no later than the end of Week 6 in the quarter in which the candidate wishes to graduate. The candidate, with the consent of the committee, informs the PAP Director no later than two weeks in advance of the dissertation defense so that a public announcement can be circulated. The candidate must be enrolled in at least one credit (usually a PAP 603 credit) during the quarter in which the dissertation is defended.

Once successfully defended, the dissertation becomes a public document available through the [PSU Library](#). Students are also encouraged to use the Internet to post a brief written summary and video explaining the content and significance of their work for the public.

Dissertation Research and Professional Development Seminar

PAP students are encouraged to participate in the dissertation research and professional development seminar held each quarter. Depending on the number of meetings, the seminar may be taken for one credit as either PAP 603 (dissertation credit) or PAP 607 (seminar). The seminar is an opportunity for students to present their dissertation research and to learn about professional development. The seminar provides an opportunity for PAP students to continue to interact with and maintain communications with other students in the PAP program, especially as they move beyond the first year of common course experiences.

Curriculum Requirements: General

In general, courses are offered Mondays to Fridays in both daytime and evening slots. Students should plan ahead by referring to the [Course Planner](#).

Core Coursework

The program's foundational core coursework comprises six seminars, which share a common theme of *governance*. Typically, incoming doctoral students are a diverse group in terms of academic background, professional experience, and expected

specialization within the program. The core, taken by first-year students as a cohort, is intended to provide a social scientific grounding in a variety of topics related to governance, which students then build upon as they pursue specializations in public administration, politics, economics, public affairs, or public policy.

Research Methods Coursework

Most students admitted to the PAP program pursue their studies on a full-time basis, in which case they may begin to take research methods courses in their first year. This allows them to make use of their methodological training in subsequent coursework. Required courses cover topics in the philosophy, design, and implementation of social scientific and public policy research.

Field Coursework

Students develop their substantive expertise in one of three field tracks, each grounded in one of the academic disciplines composing the PAP program. The field coursework requirement consists of mandatory courses plus electives. The large elective component means that there is considerable flexibility built into each track. This allows students, in consultation with their advisors, to assemble programs of study that draw upon multiple fields.

Students sometimes take one or more courses contributing to a field specialization during their first year in the program, but field coursework commences in earnest in the second year after completion of the core courses and exam.

Transfer Credits

Students who completed graduate coursework prior to admission to the PAP program may transfer up to 40 credit hours in fulfillment of field and research methods course requirements. Semester-based credits may be counted as the equivalent of 1.5 PSU (quarter) credits. In most cases, students will transfer substantially less than 40 credits. Online course credits are generally not acceptable because the PAP is a campus-based program. Research, thesis, project, or practicum courses are also generally not acceptable because transfer courses are intended to replace faculty-led learning courses in the PAP program. Transfer courses must have a grade of B or higher.

Students wanting to receive transfer credits work with their field committees to determine which of

these courses fit within the student’s program of study. If transfer credits are used to substitute for required courses, the student and their field chair should document the comparison of course descriptions and syllabi. Transfer credits may also be used to fulfill elective requirements.

Transfer credits should be clearly and closely related to the student’s Program of Study. Being a close approximation to an existing course offered by the School of Government is not an appropriate reason for a transfer course. Students should work with their field committees to provide sufficient documentation and justification of proposed transfer courses to the PAP Director.

A student wanting to transfer course credits should submit a request to the field committee, along with supporting documentation (course descriptions and syllabi). The field committee chair will communicate the recommendation to the PAP Director for approval.

Use of transfer credits is requested via submission of a GO-21D form to OGS, which should be submitted as soon as transfer credits are approved by the PAP Director.

Graduate/Undergraduate Courses

Students in the PAP program are strongly advised to use no more than 12 credits of courses offered simultaneously at the 400- and 500-level in support of their degree programs. These courses must be an integral part of the student’s program, and courses with the same content must not be available on a purely graduate basis.

Pass/ No Pass Courses

Pass/no pass courses may not be used for course credit in the PAP program.

Reading & Conference Courses

Many students find it useful to pursue reading and conference courses with select faculty in order to delve into select topics. These courses should be enrolled in through a By Arrangement form as PAP 605. Students may utilize no more than 12 such credits without field committee approval.

Grading Standards

The following definitions are used in grading work by doctoral students in PAP core and required field

and methods courses. The use of standard definitions helps to provide students with realistic and useful feedback on the quality of their work compared to their peers and assists faculty in evaluating students and making appropriate interventions.

Grade	Description
A	Excellent. An above-average grade. Significantly exceeds the highest expectations in many important ways.
A-	Excellent. An above-average grade. Exceeds expectations in many important ways.
B+	Satisfactory. An average grade. Meets all expectations for graduate coursework.
B	Satisfactory. A below-average grade. Meets most expectations for graduate coursework. Equivalent to 3.0 GPA. A cumulative GPA of 3.0 in all graduate courses is necessary to maintain good academic standing.
B-	Satisfactory. A below-average grade. Meets several expectations for graduate coursework.
C+/C/C-	Unsatisfactory. Meets few expectations and falls below the standards expected of graduate coursework in some or many ways. Such grades are not acceptable for credit for core courses and require approval for credit in other courses.
D/F	Failure. Significantly falls below minimum standards for graduate coursework. Shows a disregard for the expectations of graduate coursework.

Curriculum Requirements: Courses and Fields

Under the PAP curriculum, the total number of credit hours required for the degree is 107, distributed as follows:

Core Coursework

18

Research Methods Coursework	24
Field Coursework	38
Dissertation	27
TOTAL	107

Core Courses

In general, two of the following core courses are offered each term (credit hours in parentheses). Some are restricted to PAP students, while others also admit graduate students at the master's level. Required courses:

- PAP 611 Normative Foundations of Governance (3)
- PAP 613 Organization Theory and Behavior (3)
- PAP 614 Contemporary Governance (3)
- PAP 616 Policy Process (3)
- PAP 620 American Political Institutions (3)
- PAP 621 Comparative Political Institutions (3)

Research Methods Courses

Coursework in research methods is normally completed concurrently with field specialization coursework. Approved substitutes for methods coursework will be listed in the PAP Course Planner each year. Required courses:

- PS 593 Philosophy of the Social Sciences (4)
- PAP 690 Research Design for Politics and Policy (4)
- PS 595 Research Methods for Political Science (4) or EC 570 Econometrics (4)[§]

§ May substitute another graduate-level course in basic quantitative methods with approval such as PA 551. Students in the Economics and Public Policy track are required to take EC 570.

The remaining 12 credit hours of required research methods coursework are electives and are chosen in anticipation of the research skills necessary to complete a dissertation in the student's field of specialization. A variety of courses are offered in the College and in the University that will satisfy this requirement, including courses on qualitative methods, advanced statistical modeling, and operations research.

Public Administration and Policy Track

Students focus on the functioning, management, and leadership of organizations in the public sector as well as the analysis of public policy. Required courses:

- PAP 654 Policy Analysis (3)
- PS 559 Political and Economic Decision-Making (3)
- PAP 615 Administrative Process (3) or PA 540 Administrative Theory and Behavior (3)
- PA 534 Administrative Law (3)

Politics and Public Policy Track

Students focus on the political and economic

determinants as well as the analysis of governance and public policy at the local, national, and international levels. Required courses:

- PAP 654 Policy Analysis (3)
- PS 559 Political and Economic Decision-Making (3)
- PAP 656 Advanced Political Economy (3)
- PAP 630 Proseminar in International Relations (4)

Economics and Public Policy Track

Students focus on the understanding and application of economic theory to contemporary public policy and governance challenges, especially economic, fiscal, financial, and commercial issues. Required courses:

- EC 571 Advanced Econometrics (4) †
 - EC 575 Applied Advanced Econometrics (4) †
 - EC 580 Mathematical Economics (4) †
 - EC 581 Advanced Microeconomics (4)
 - EC 584 Applications of Advanced Microeconomic Theory (4)
 - EC 590 Advanced Macroeconomics (4)
 - EC 592 Applications of Advanced Macroeconomic Theory (4)
- † May be waived as Track course if used as Research Methods elective. Students must still complete 38 total field credits.

Previous Curricula

The PAP curriculum has been updated twice in recent years. As a result, students have the option of choosing from three curricula, which are officially encoded as: 2009-04, 2014-04, and 2015-04. This handbook reflects the current (2015-04) curriculum. Students wishing to graduate under previous curricula should consult the requirements in earlier handbooks.

The following transitional plan is offered for students who entered the program in Fall 2013 or earlier and who wish to follow the current (2015-04) curriculum:

1) Completion of the six core courses offered under the old curriculum by the end of the 2013-14 academic year and successful completion of the core examination (Comprehensive Examination Part A) by Fall 2014 is deemed acceptable in fulfillment of the core curriculum. This is done through the approved substitution of PAP 612 (the previous core course) for PAP 621 (the current core course) in the approved core course of study.

2) Completion of the policy process course PAP 616 is a required course in addition to the required field courses (total field credits is still 38).

Rules and Procedures

Most of the rules and procedures to be followed

during each stage of the PAP doctoral program are mandated by OGS and are detailed in the University's [Annual Bulletin](#), under "Graduate Studies". These, along with the rules and procedures specific to PAP, are summarized here.

Communications

Students must maintain constant and timely contact with their program advisors and course instructors. Students who have progressed to candidacy should provide at least annual updates to their dissertation advisors on their progress. For communications purposes, the @pdx.edu email account should be used. Students are expected to check this email account regularly for official communications.

Documenting and Monitoring Progress

Several forms are used to document and monitor the student's progress in completing degree requirements. All are forms are available [online](#). The [Program Checklist](#) (reprinted at the end of this handbook) provides a checklist of key tasks that must be completed as the student moves through the program.

The key document for planning and approving student progress is the [Program of Study](#) (POS) which allows the student, the field committee, and the PAP Director to keep track of the student's progress through the coursework phase of the doctoral program. The POS should be completed and approved by the director as early as possible and before students apply for transfer credits (GO-21D) or formation of a dissertation committee (GO-16D). Students should keep both forms up to date and provide copies to the program office at the end of each academic year so that they are available for end-of-year assessments. Students should ensure that both their field committee and the PAP Director have approved proposed courses (including transfers and substitutes) *before* obtaining signatures on the Program of Study form.

The Office of Graduate Studies tracks student progress using the Degree Audit Reporting System (DARS). Once all coursework requirements are complete, students should work with the program administrator to ensure that the approved Program of Study is reflected in the student's DARS report, if necessary through the online Graduate DARS Exception Request form.

The [Report on Comprehensive Examination](#) is maintained by the PAP Office as part of the student's

file and documents successful completion of the core exam (Part A) and the field exam (Part B). Once signed by the student's field committee and the PAP Director, it too is submitted to OGS.

The dissertation committee, including the Graduate Office Representative, requires OGS approval upon submission of the [Appointment of Doctoral Dissertation Committee](#) (GO-16D) form at least six weeks prior to the dissertation proposal defense ("colloquium"). The colloquium may not be scheduled before OGS approval of the dissertation committee.

The [Report on Dissertation Proposal Colloquium](#) documents the student's successful defense of the dissertation proposal and is signed by the dissertation committee and the PAP Director. Upon receipt of this form and, if required, HSRRC approval of research involving [human subjects](#) (or a waiver), OGS will confirm that all requirements for Ph.D. candidacy are met. The [GO-23](#) form requests advancement to candidacy.

The final form, [Doctoral Recommendation for the Degree](#) (GO-17D), documents the student's successful defense of the dissertation and assigns a letter grade to all accumulated dissertation credits. The requirements for [electronic submission](#) of the approved dissertation are specified by OGS.

Concurrent (Dual) Graduate Programs

A graduate student may work concurrently toward the completion of the requirements for two PSU graduate programs (master's or doctoral degrees or certificates). These dual programs allow for an overlap of the credits required. The credits to be accepted for both programs must be approved by the departments involved and may not exceed one-third of the required credits. If the two programs have different total credit requirements, the one-third limit is determined by the smaller total credit requirement. Students must be separately admitted to both programs, although the university application does not need to be completed for the second program. Enrollment in a second program is accomplished using the GO-19 form.

Students working toward dual degree programs must be admitted to the second degree program no later than the term prior to the term in which the student graduates from the first degree program. Overlapping credits must be approved by the student's departments and the Office of Graduate Studies with a Dual Degree Form (GO-14) before the

student graduates from the first master's degree program. Students are limited to one use of the dual master's degree allowance at PSU.

PAP students may choose to enroll concurrently in a master degree at PSU – in particular the Master of Political Science, Master of Public Administration, Master of Public Policy, or Master of Economics. In many cases, there is substantial overlap with PAP required courses. Completion of a master degree may assist students in obtaining teaching positions and will also provide an “exit ramp” option for students who choose not to continue in the doctoral program. In other cases, concurrent enrolment makes sense for academic reasons relating to the student's areas of research interest.

Failure to Meet Degree Requirements

Course Grades. Generally, a course is satisfactorily completed when a student receives a grade of B- or better. A C+ or below grade in a core course will not be approved for credit without special approval. The student must normally repeat this core course. To count toward the fulfillment of PAP elective or methods course requirements, PSU courses in which the student received a grade of C+, C, or C- must be approved by the PAP Director upon recommendation of the Chair of the Field committee. A student who receives more than 9 credits of C+ or below in all coursework attempted after admission to the Ph.D. program will be ineligible to continue in the program.

At minimum, doctoral students must maintain a 3.0 cumulative grade point average. Failure to meet these minimum requirements places the student on academic probation. Students are disqualified from further coursework if these minimum requirements are not met after 9 additional credits of coursework, or after being placed on academic probation for a second time. Disqualified students may apply for readmission after one year.

A student on academic probation or whose coursework has fallen below full-time enrollment due to one or more “incompletes” may become ineligible for a graduate assistantship. Grades of “in progress” (IP)—given for dissertation credits, but sometimes also for Research (PAP 601) credits—are not the same as grades of “incomplete” (I) and do not affect the student's eligibility for an assistantship. Students have one year in which to complete a course for which they received a grade of I; there is no deadline for completion of IP-graded credits.

Comprehensive Exams. Performance on the core exam and field exam are indicators of the student's progress and prospects for success in meeting subsequent degree requirements. Failure is grounds for immediate dismissal from the program. In the case of a failed core or field exam, the PAP Director, in consultation with the student's advisors, may decide to give the student a second opportunity to pass the exam. When preparing to retake the core exam, a student works independently with one or more of the core course instructors to address the weaknesses revealed in the first examination. Students have one year from the first exam to take and pass a second exam. A similar procedure applies when a student fails the field exam, except that the second field exam must be taken within two full academic terms (not including summer) following the term of first exam.

Dissertation Defense. The dissertation is accepted by the dissertation committee when there is no more than one dissenting vote after the dissertation defense. If there are two or more dissenting votes, the committee may recommend that the candidate be given a second opportunity to defend the dissertation. The option of a second defense must be approved by OGS and may take place no sooner than three months after the first defense.

Dismissal for Poor Academic Performance

The grounds for dismissal from the PAP program include failure to complete any of the formal program requirements as stated above and below and in the PSU Bulletin. Students are also expected to comply with the PSU Student Code of Conduct.

In addition, OGS maintains that “departments can be expected to have additional degree requirements beyond those listed” in the PSU Bulletin. The Bulletin notes that students who “do not make satisfactory progress toward the degree (as determined by the department) may have admission to the degree program cancelled.”

The PAP Director, in consultation with faculty, will judge whether students are making adequate progress or otherwise performing satisfactorily to remain in the program. These additional grounds for dismissal could include any number of factors, including:

- failure to provide evidence of continual progress on the dissertation once the proposal is approved
- failure to meet the standards of the profession

that the student will be entering

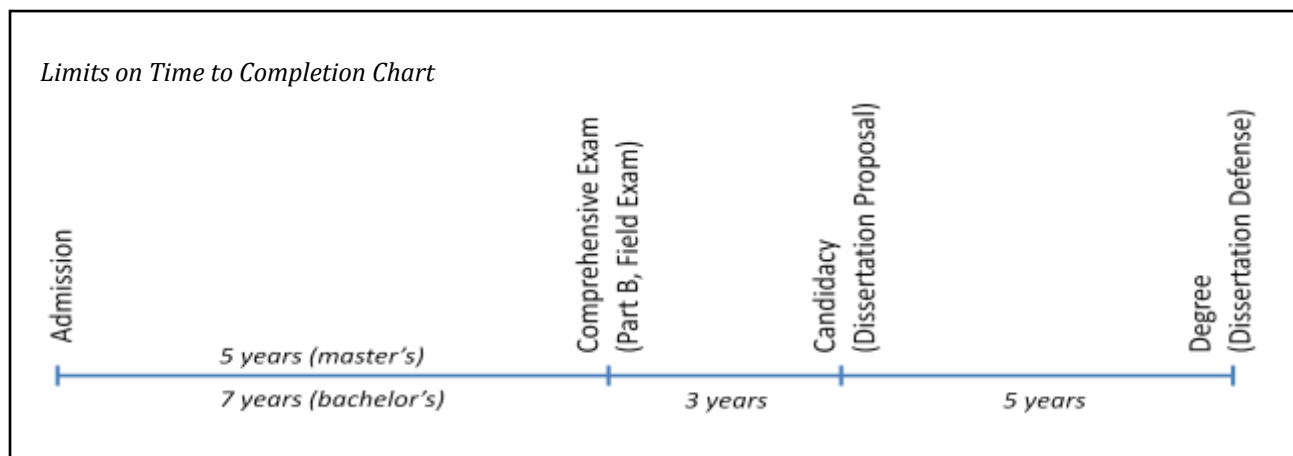
- failure to meet standards of honesty, diligence, fairness, and integrity
- failure to communicate in a timely manner with program advisors, course instructors, or the PAP Director
- failure to comply with faculty or PAP Director requests for action on course or program requirements

Students deemed to be not progressing adequately or performing satisfactorily will be provided with a written notice from the PAP Director and an opportunity to show improvement, where feasible. Should improvement be insufficient, the PAP Director will provide a second written notice of planned dismissal, giving the student a final opportunity to respond. Should the matter remain unresolved, the PAP Director will issue a notice of

Once advanced to candidacy, students have five years in which to complete graduation, including submitting, defending, and (if required) revising the dissertation and submitting it to OGS. If this deadline passes, students are removed from candidacy. Readmission to candidacy requires passing a new comprehensive exam and the time limit on this second period of candidacy (less than five years) will be determined by the PAP Director, in consultation with the student's dissertation committee Chair, and the Dean of Graduate Studies.

Students who intend to participate in the annual university and college commencement ceremonies at the end of spring quarter in June must have completed all graduation requirements by the end of the spring quarter.

Enrollment and Residency



dismissal from the program.

Time Limits and Commencement

Full-time PAP students should normally pass Part B of the Comprehensive Exam by the end of their third year, but the University has set absolute limits on this phase of a student's doctoral studies (full-time or part-time). Students entering the program with a master's degree—whether or not they receive transfer credits—have five years to take and pass the comprehensive exam. Students who have entered the program without a master's degree have seven years. After passing the exam, students have a maximum of three years to submit and defend a dissertation proposal and advance to candidacy. Failure to meet either of these deadlines results in removal from the doctoral program.

Those enrolled in at least 9 credits applicable to the degree (which may include dissertation credits) are considered full-time students. All students holding graduate assistantships must be enrolled in 9 credits for each quarter for which they hold the assistantship.

The University requires that each doctoral student complete a full-time residency requirement (please note that this has no bearing on whether a student is an in-state resident for tuition purposes) in one of three ways:

- Three quarters of full-time enrollment during the first two years after admission
- Six quarters of part-time enrollment (at least 1 credit) during the first two years after admission

The quarters of enrollment do not need to be

consecutive and may include summer quarter. A doctoral student who was recently enrolled in the same major at PSU as a master's student may be able to fulfill their residency requirement using their time in the master's program. All students should be careful to ensure that they do not withdraw from or fail credits that may cause them to not complete their residency period.

Even when not engaged in coursework, students must enroll in at least one credit per term if university resources, including faculty time, are being used. Students who must disengage from the PAP program temporarily may apply for a leave of absence. A leave of absence, not longer than one year, is approved by the PAP Director and filed with OGS. A request for a second leave must be approved by the Director, the PAP Committee, and OGS. A student who is not on a leave of absence and has not enrolled for three consecutive terms (excluding summer) is required to submit a [Graduate Re-enrollment Request](#). Non-enrollment, even during an approved leave of absence, does not change the time limits on completion of degree requirements; the clock keeps ticking.

Appeals and Grievances

The exact procedure to be followed when a student wishes to contest a decision or the behavior of a PAP instructor, advisor, or administrator will depend on the circumstance and the nature of the grievance. As a general practice, it is usually best to try to resolve the issue with the individual whose decision or behavior the student finds objectionable and then, if the outcome is not satisfactory, to move up the "chain of command." For such matters, the PAP administrative hierarchy is as follows: advisor or field/dissertation committee chair, PAP Director (who may take the issue to the PAP Faculty Committee), Director of the School of Government, Dean of the College of Urban and Public Affairs (who may delegate the issue to the Associate Dean), Dean of Graduate Studies.

OGS oversees all graduate programs at PSU and provides mechanisms to ensure that the PAP program is in compliance with the rules and regulations pertaining to doctoral studies at the University. Those rules and regulations are subject to policies recommended by the Graduate Council and approved by the University Senate. Students may [petition the Graduate Council](#) to waive a university rule or degree requirement. Graduate petitions are used under extenuating circumstances and not as a remedy for poor planning or advising.

A student whose grievance concerns possibly discriminatory behavior on the part of PAP faculty, staff, or anyone else at PSU may also turn to the University's [Office of Equity and Compliance](#). Grievance procedures appropriate for these and other situations are detailed in the PSU [Bulletin](#).

Student Funding

Internal and External Scholarships

There are several scholarships, fellowships, and other awards administered through the Office of Graduate Studies and available at the [scholarship and awards website](#). The most important of these internally is the [PSU Laurels Graduate Tuition Remission Program](#), which provides up to 3 years of tuition remission for graduate students based on both merit and need. Within CUPA, the [Maurie Clark Endowed Fellowship](#) awards approximately one year of research costs for dissertation research to an outstanding Ph.D. student. The Marie Brown Travel Award provides up to \$400 towards travel expenses to a conference. One important external scholarship is the [Oregon University System Sasakawa Young Leaders Fellowship Fund \(Sylff\) Graduate Fellowships for International Research](#).

The identification of external funding sources can involve more effort but often comes with significant professional and financial rewards. The PAP program maintains a [funding sources list](#) that directs students to up-to-date lists of current doctoral funding opportunities for students in public affairs, public policy, political science, public administration, and international affairs. Faculty and staff associated with the PAP program may be of help in pointing students in fruitful directions. Many PAP faculty have considerable experience securing external grants and contracts for research projects that involve doctoral students or have worked with foundations and public agencies that fund doctoral studies and research.

Graduate Assistantships

The biggest source of funding for PAP students is usually the "internal market" of opportunities within PSU. This includes graduate assistantships within the Hatfield School, graduate assistantships in other university units, and part-time administrative or research positions within the university. Most graduate research assistantship (GRA) positions are funded by the College, by faculty-supervised

contracts, or by external grants in support of faculty research (the latter two sources also known as “soft money”). They usually include both a tuition remission and a stipend, the amount depending on the number of hours per week that the student is expected to devote to the project and calculated as a share of a full-time equivalent (FTE). GA positions attached to the PAP program usually include 9 credits of tuition remission per quarter and a 0.30 FTE (full-time equivalent) stipend in exchange for roughly 6 hours of research or teaching assistance per week. Graduate *research* assistant-ships (GRAs) are used to assist faculty while graduate *teaching* assistantships (GTAs) provide doctoral students with classroom experience as teaching assistants or as instructors of their own courses. PAP students often hold paid GTA positions as [University Studies Mentors](#) in the university’s freshman and sophomore inquiry classes.

Graduate assistantships are annual appointments. New incoming students who wish to be considered for an assistantship submit a [GA application](#) with their admission application. Appointments are made at the discretion of the PAP Faculty Committee and Director. GA positions that are fully funded—tuition remission *and* stipend—by soft money are made at the discretion of the responsible faculty member. Assistantships are subject to cancellation at any time if the student fails to maintain good academic standing. The availability of some assistantships may not be known until the summer before the start of the academic year.

Hatfield Fellowships

Hatfield Research Fellowships place qualified doctoral students in public and nonprofit organizations as paid researchers. Placements provide students with opportunities to conduct dissertation research, acquire advanced research skills and experience, and receive assistance in research funding. Sometimes research fellowships are combined with graduate assistantships. The program is administered by the [Center for Public Service](#) in the School of Government. The availability of a research fellowship will depend on the fit between the student’s research and the needs of the hosting agency.



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