

College of Urban and Public Affairs

Nohad A. Toulan School
of Urban Studies and Planning

**Doctor of Philosophy,
Urban Studies &
Urban Studies: Regional Science
Student Handbook**

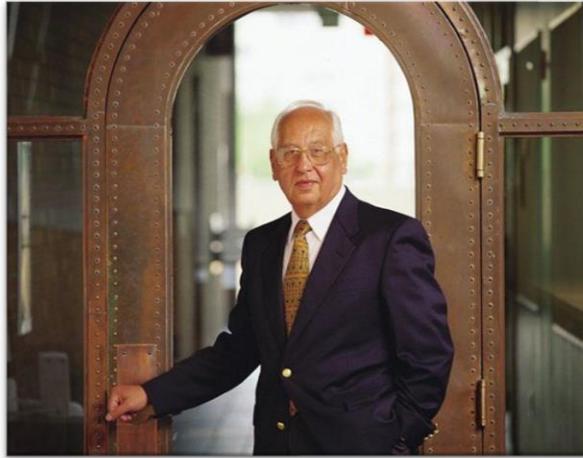
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Portland State
UNIVERSITY

This handbook provides Ph.D. Urban Studies students with important information about TSUSP requirements pertinent to the pursuit of the Ph.D. degree.

Students should also consult relevant pages in the University *Bulletin*.



Founding Dean, Nohad A. Toulan (1931-2013)

Toulan School of Urban Studies and Planning
College of Urban & Public Affairs
Portland State University
PO Box 751
Portland, Oregon 97207-0751

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1 INTRODUCTION

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

1.1 College of Urban & Public Affairs (CUPA)

The College of Urban & Public Affairs (CUPA) joins the disciplines of urban studies, public administration, criminology & criminal justice, political science, economics, and international & global studies under one roof. We teach our students to flex boundaries and conceive new and practical approaches to stubborn problems. We offer students a hands-on regional laboratory—the Portland metropolitan area, world renowned as a forward-thinking model of civic engagement and livability—where they can design and carry out multi-disciplinary projects that address hot topics in transportation, health, sustainability, and globalization.

Dr. Sy Adler, a faculty member of the Toulan School of Urban Studies and Planning (TSUSP) is the Interim Dean of CUPA. His leadership ensures coordination and synergy among CUPA's schools and departments, the Mark O. Hatfield School of Government, the Nohad A. Toulan School of Urban Studies and Planning (TSUSP), the Department of Economics, and the Department of International & Global Studies. The College offers four doctorate programs, more than a dozen master degrees and graduate certificates, as well as a number of undergraduate bachelor degree programs. The College has several research institutes, centers and public service units. Full descriptions can be found at: <http://www.pdx.edu/cupa/home>.

1.2 Toulan School of Urban Studies and Planning

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

The Nohad A. Toulan School of Urban Studies and Planning is one of the country's oldest urban studies programs, founded by Dr. Nohad A. Toulan in the late 1970s. Today, Dr. Aaron Golub serves as School Director, while our faculty members hold degrees from a variety of disciplinary fields (geography, political science, sociology, engineering, and economics) and interdisciplinary fields (urban planning, and urban studies) from prestigious institutions across the country. Faculty energetically pursue research on pressing urban issues both locally and elsewhere, and are funded by a range of public, private, local, state and national organizations.

2 PROGRAM STRUCTURE

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

2.1 Doctor of Philosophy, Urban Studies

The Ph.D. in Urban Studies requires core courses and coursework in two field areas. The first six courses listed are prerequisites for the seventh course, USP 697, which should be taken at the end of Year 2 in the program. Students in USP 697 produce a seminar paper that is one important indicator of progress in the doctoral program.

2.1.1 Core Courses in Urban Studies

Each student must complete 25 credits in the core. If a waiver is granted, a course may be substituted to fulfill the credit requirement. This course should be chosen in consultation with the student's advisor.

USP 613 Urban Economic and Spatial Structure	3 credits
USP 614 History and Theory of Urban Studies	3 credits
USP 617 Sociology and Politics of Urban Life	3 credits
USP 630 Research Design	4 credits
USP 634 Data Analysis I	4 credits
USP 683 Qualitative Analysis	4 credits
USP 697 Urban Studies Seminar	4 credits

2.1.2 Field Areas

Each student must complete at least 39 credits in two field areas:

First Field - 21 credits (minimum) (including 1 Advanced Methods course)

Second Field - 18 credits (minimum) (including 1 Advanced Methods course)

The first field must be chosen from among the following seven interdisciplinary fields defined by the School, which will be detailed below:

- Community Development
- Economic Development
- Environment
- Gerontology
- Planning
- Social Demography
- Transportation

The second field is determined and designed by the student in close consultation with their advisor.

2.1.2.1 Community Development

Required Courses:

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

2.1.2.2 Economic Development

Required Courses:

USP 517 Urban Economic Development Policy
USP 615 Economic Analysis of Public Policy
USP 572 Regional Economic Development

Choose One:

USP 591 Geographic Information Systems I
USP 654 Data Analysis II

Choose Two:

USP 510 Workforce Development
USP 510 Making It Local: Strategies for an Economy of Place
USP 546 Real Estate Development II
USP 551 Community Economic Development
USP 569 Sustainable Cities and Regions
USP 570 Transportation and Land Use
USP 578 Impact Assessment
USP 579 State and Local Public Finance
USP 588 Sustainable Development Practices
USP 590 Green Economics and Sustainable Development
USP 616 Cities in the Global Political Economy

2.1.2.3 Environment

Courses may be selected from the following regularly listed and periodically offered special topic offerings, in consultation with field area faculty.

USP 571 Environmental Policy
USP 569 Sustainable Cities and Regions
USP 588 Sustainable Development Practices
USP 518 Energy and Society
USP 549 Regional Planning and Metro. Growth Management
USP 584 Negotiation in the Public Sector
USP 529 Green Buildings I
USP 590 Green Economics and Sustainable Development
ESM 591 Ecological Concepts of Ecosystem Services
USP 510 Socio-Technical Systems in the City
USP 582 Sustainable Transportation
USP 510 Urban Political Ecology

2.1.2.4 Gerontology

Required Course:

PHE 658 Perspectives on Aging

Plus aging-specific electives (five required if Gerontology is 1st field; four if 2nd field) from the following list:

USP 564 Political and Administrative Issues in Aging

USP 585 Housing and Environments for the Elderly

NURS 672 Introduction to Family Caregiving for Older People (at OHSU)

PHE 556 Health Aspects of Aging

PHE 657 National Long Term Care Policy

PHE 659 Economics of Aging

PSY 562 Psychology of Adult Development and Aging

SOC 569 Sociology of Aging

2.1.2.5 Planning

Required courses:

USP 540 History and Theory of Planning

USP 541 Dynamics of Planning Practice

USP 607 Planning Theory Seminar

USP 616 Cities in the Global Political Economy

USP 689 Advanced Urban Politics and Sociology

2.1.2.6 Social Demography

Students interested in the Social Demography field area should contact Associate Professor Aaron Golub at agolub@pdx.edu.

2.1.2.7 Transportation

Required Courses:

USP 537 Economics of Urban Transportation

USP 544 Urban Transportation Planning

USP 556 Urban Transportation: Problems and Policies

USP 570 Transportation and Land Use

USP 654 Data Analysis II

Choose One:

USP 655 Advanced Data Analysis: Structural Equation Modeling

USP 656 Advanced Data Analysis: Multilevel Regression

Choose One:

USP 682 Sustainable Transportation

USP 543 Geographic Applications to Planning

USP 565 Pedestrian and Bicycle Planning

USP 578 Impact Assessment

USP 579 State and Local Public Finance

USP 587 Travel Demand Modeling

CE 550 Transportation Safety Analysis
CE 553 Freight Transportation and Logistics
CE 555 Intelligent Transportation Systems
CE 558 Public Transportation Systems
CE 559 Transportation Operations

2.1.3 Dissertation Credits

Students take a minimum of 27 credits of USP 603 Dissertation while working on their dissertation, beginning only after successful completion of Field Area Exams.

2.1.4 Total Credits Required

Students must complete a minimum of 72 credits of coursework, including transfer credits (no more than 24 quarter-equivalent credits). We expect that most students will take more than the minimum number of credits in one or more of their fields. This would include reading and conference credits in preparation for the Field Area Examinations. **In total, students must complete a minimum of 99 credits (72 + 27) for the doctorate.**

2.2 Methods Courses

As mentioned above, students must take at least six credits of appropriate advanced methodology courses within their chosen fields. The Urban Studies Executive Committee has developed a list of possible methods courses students could consider for those additional six credits, as listed below. Students should meet with their adviser to decide which courses are most appropriate. (Note: Because new courses are added regularly by faculty across campus, this list is not comprehensive. If a student identifies a course not listed below, their advisor should be consulted.)

USP 520/521 Applied Demographics Methods I and II (not offered regularly)
USP 532 Data Collection
USP 543 Geographic Applications to Planning
USP 536 Policy Evaluation Methods (not offered regularly)
USP 586 Urban Social Networks (not offered regularly)
USP 591/592 GIS I/II
USP 654 Data Analysis II
USP 655 Advanced Data Analysis: Structural Equation Modeling
USP 656 Advanced Data Analysis: Multilevel Regression
USP 657 Advanced Data Analysis: Discrete Choice Modeling

Other possible options (to be approved by faculty advisers):

COMM 532 Critical Methods of Media Inquiry
EC 570 Econometrics
EC 571 Advanced Econometrics
EC 595 Applied Advanced Econometrics
GEOG 597 Spatial Quantitative Analysis
PSY 521/621 Univariate Quantitative Methods

PSY 522/622 Multiple Regression & Multivariate Quantitative Methods
PSY 523/623 Factor analysis and Covariance Structure Modeling
SOC 510 Mixed Methods Research, Integrating Qualitative and Quantitative Methods
SOC 695 Advanced Methods in Sociology
STAT 561 Introduction: Mathematical Statistics (Part One)
STAT 567 Applied Probability Part One (Markov Chain and Poisson Process)
STAT 573 Computer Intensive Methods in Statistics
STAT 577 Categorical Data Analysis
STAT 578 Survival Analysis
SYSC 525 Agent based simulation

2.3 Doctor of Philosophy, Urban Studies: Regional Science

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

The first field should be Transportation or Economic Development, unless the student's committee approves an alternate field. The second field should emphasize methodology and coursework specific to Regional Science and will be developed by the student and her/his advisory committee.

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

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

3 GENERAL DOCTORAL PROGRAM DYNAMICS

3.1 Advising

The Doctoral Program Coordinator assigns initial advisers to incoming students. If a student believes that a different faculty member would be more appropriate, the student may change advisers with the approval of the Doctoral Program Coordinator. The student's adviser often, but not always, becomes the chair of the student's Field Examination and/or Dissertation Committees. If a student encounters challenges in working with their advisor (whether it be the faculty member initially assigned or otherwise), the student should consult the PhD Coordinator.

The student should work closely with their adviser to set out a tentative course of study as early as possible. The student should ask to meet with the adviser at least once a term to discuss their progress and to update/revise their course of study. During spring term of their first year of study, each student will meet with their adviser and the PhD coordinator for a Plan of Study conference. In preparation for the conference, the student will prepare the **Doctoral Plan of Study document**. A description of what is to be included in the document is available in [forms](#) on the School's website.

During spring of year two, the student should invite a second TSUSP faculty member and the PhD Coordinator to discuss their updated Plan of Study as part of the advising process in advance of the comprehensive exams. At this time, the Program Proposal form should be reconciled with the DARS report. See 3.2.2.

Each student will prepare an individualized program of study in consultation with their Field Area Comprehensive Examination Committee as soon the committee has been formed (see below). The [Program Proposal Form](#) is available on the School's website. The student is responsible for completing the form, obtaining required signatures, and submitting the completed form to the School's office. Approval of the Program Proposal by the Doctoral Program Coordinator is also required. All required courses must be either taken or waived. The Program Proposal requires a listing of all course waivers, with the original signatures of faculty granting waivers. Note that a waiver eliminates a requirement, but does not grant credit.

3.2 Progress: Annual Milestone Reviews

Annual reviews will be conducted in the spring term to ensure that doctoral students are demonstrating progress toward key program milestones: field exams, dissertation proposal, and final dissertation defense. The objectives of this review framework are to clarify expectations for students and faculty advisors regarding student progression through the program, and provide structured opportunities to intervene with students demonstrating difficulty meeting program milestones. The ultimate goals of this system are to improve program completion rates and reduce time between milestones.

Reviews will be required in the first four years of the program and recommended after that. In years 1 and 2, the Urban Studies Ph.D. Coordinator and the Student Services Coordinator (SSC) will be primarily responsible for ensuring the completion of reviews. In years 3 and forward, students' faculty advisors and the SSC will have primary responsibility, although the Ph.D. Coordinator will support the

review process, especially in cases where students are not meeting program milestones. Field areas may choose to engage a broader set of field area faculty in reviews of students within their field.

These milestones are based on full-time enrollment without interruption; framework can be adapted/modified for part-time students or students with extenuating circumstances. Students intending to complete the degree on a part-time basis should work with their advisor to establish appropriate timetables for milestone completion; however, they must complete annual reviews until they successfully complete their dissertation proposal.

Review	Process/Milestones
Year 1	<p>Year 1 review is tied to the required Program Plan of Study conference. This review is primarily a formative review intended to help students plan for the future, but also identify areas where they may need additional support.</p> <p>Students will be expected to demonstrate:</p> <ul style="list-style-type: none"> • Satisfactory academic performance (e.g., GPA); • Satisfactory progress toward field area papers and exams: <ul style="list-style-type: none"> ○ Completed Plan of Study document; ○ Tentative identification of (first) field areas/advisor; ○ Draft Program Proposal (coursework plan); <p>The PhD coordinator will consult with core course faculty regarding student academic performance.</p> <p>If a student is supported on a departmentally-funded Graduate Assistantship (GA), the student’s performance relative to job tasks will be assessed by the supervising faculty.</p>
Year 2	<p>By spring of year 2, students will be expected to demonstrate:</p> <ul style="list-style-type: none"> • Satisfactory academic performance, reflected in terms of overall GPA, course completion rates. • Satisfactory progress toward field area papers and exams: <ul style="list-style-type: none"> ○ Identification of field areas, committee members; ○ Submission of Program Proposal; and ○ Progress, timetable for paper completion. • Satisfactory GA performance, if relevant.
Year 3	<p>In Years 3 and 4, annual reviews will be tied to completion of key program milestones.</p> <ul style="list-style-type: none"> • Key Year 3 milestone: Field exam completion Students who have not completed their field exams by spring of year 3 must petition

	<p>for additional time. Extensions may be approved by PhD coordinator and faculty advisor.</p> <p>Additional milestones:</p> <ul style="list-style-type: none"> • Progress toward Dissertation proposal: Clear topical focus, committee identified, timetable for defense
Year 4	<ul style="list-style-type: none"> • Key Year 4 milestone: Dissertation proposal defense Students who have not completed their proposal defense by spring of year 4 must petition for additional time. Extensions may be approved by PhD coordinator and faculty advisor.
Year 5 +	<p>In Year 5 and beyond, annual reviews are recommended but not required. The exception is for students within two years of expiration of their doctoral candidacy status; they are required to meet with their advisor and the PhD coordinator to discuss their progress toward dissertation completion.</p>

Consistent demonstration of unsatisfactory academic performance and progress may be considered failure to show “satisfactory academic progress” and warrant dismissal from the program, per PSU Graduate School guidelines.

3.3 Comprehensive Field Area Examinations

3.3.1 Purpose and Goals of the Ph.D. Examination

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

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

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

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

3.3.2 Comprehensive Field Area Examination Committee

Three faculty members, drawn from the student's two field areas, constitute the comprehensive examination committee. This committee may be formed after the completion of nine credits within

the fields, but no later than six months prior to the date of the comprehensive field area examination. The student and committee develop a complete Program Proposal, listing all the courses that have been and will be taken as part of the student's doctoral curriculum. The committee determines acceptability of transfer credits as part of a student's program, which are limited to 24 quarter-equivalent credits.

Two committee members are identified with the first or major field area, and the third member with the second field area. The chair of the committee must be a regular or affiliated member of the TSUSP faculty. The other two members may be from any academic unit within the University; one member may be from another University. All committee members must hold a Ph.D. and be either tenured or tenure track faculty. The Coordinator can approve a request for a member who is outside the School and does not hold affiliated status. The chair is usually a first field area examiner. If the chair is responsible for the second field area, one of the other two members must also be a regular or affiliated member of the TSUSP faculty.

The student must complete the Program Proposal form naming the persons who have agreed to serve on the committee and identifying their respective fields. These faculty members are generally those with whom they have previously undertaken course work and/or who have specialized knowledge in the fields. The student should submit the Program Proposal form to the examination committee and the Doctoral Program Coordinator for approval and signature six months prior to the date of the comprehensive field area examination. When all coursework has been completed, the student and advisor will meet specifically to evaluate the Program Proposal and reconcile it with the DARS. At least two weeks prior to the exam, the student submits to the chair of the exam committee and the Ph.D. Coordinator the updated version of the Program Proposal for a final audit before the exam. Upon approval the Ph.D. Coordinator will submit any necessary DARS exceptions to the Graduate School.

3.3.3 Examination Preparation: Qualifying Paper

In preparation for the field area exams, students are required to complete a critical literature review essay (the qualifying paper) covering both of the fields. The student should register for reading and conference courses with committee members at least one term prior to the field area exams. It is suggested that as part of the literature review and field area exam preparation, students should:

- Assemble annotated bibliographies for both fields (which originate with and go beyond core field area courses); and
- Critically discuss and assess the theoretical, methodological, and case literature in the two fields.

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

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

3.3.4 Examination Procedure

Each of the two field area exams will be two days (from 9:00 a.m. the first day to 6:00 p.m. the second day) and can be taken in any location chosen by the student. Student and faculty agree upon the dates for the exams and inform the Program Coordinator and the Student Services Coordinator by submitting the Request for Comprehensive Examination Dates Approval form.

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

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

The committee chair will email the written exam questions to the student at 9:00 am the first day of the exam. The student will email the completed written exam to all members of the exam committee and the Student Services Coordinator by 6:00 pm the second day of the exam. Staff will make copies for the student's file.

3.3.5 Ethics

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

3.3.6 Oral Exam

The oral exam is intended to give the student the opportunity to expand on aspects of their written exams and to allow committee members to seek clarification of the written responses. The oral exam is normally scheduled for two hours.

3.3.7 Evaluation of Exam Results

Each student is notified of the results of exams at the conclusion of the oral exams. The following classifications are used:

Pass: A grade of "pass" permits the student to move on to the dissertation colloquium stage.

Pass with Distinction: The faculty committee may pass a student “with distinction” if the exam results are deemed to be of exceptionally high quality.

Fail and Reexamination: In the case of failure on either the written or oral parts of the comprehensive examination, students are entitled to one re-examination. Re-examinations may take place at least three months, but not more than one year, after the date of the oral examination. Failing a reexamination will result in the student being dropped from the program.

Following the successful completion of comprehensive field area exams and in consultation with the chair of their exam committee and the Doctoral Program Coordinator, the student defines a dissertation topic and proposes members of their dissertation committee.

3.4 Dissertation, Proposal Defense (formerly called Colloquium) and Advancement to Candidacy

3.4.1 Dissertation Committee

The student selects their dissertation committee, which consists of at least three faculty members and a Graduate Office representative. The chair and at least one other member of the proposed dissertation committee must be regular or affiliated members of the TSUSP faculty, tenured or tenure-track, and hold the rank of assistant professor or higher. The Coordinator may approve an exception for a fixed term faculty member in TSUSP. The remaining member(s) may be from another PSU department or another university, if such a person brings expertise not found among PSU faculty. All members must hold a Ph.D. degree at the time of the dissertation defense, although the Associate Vice Provost and Dean of Graduate Studies may waive this requirement for one member of the dissertation committee.

The student must submit a [Request for Appointment of Dissertation Committee Form \(GO-16D\)](#) to the School’s Office. This form must be filed within 6 months of the date of the successful completion of the comprehensive field area examination and at least 6 weeks before the estimated date of the proposal defense. The student should include on this form the names of the three faculty who have agreed to serve. The GO-16D form also must include the names of two additional PSU faculty who are not regular or affiliated TSUSP faculty. One of the two is usually selected by the Graduate School to serve as the Graduate School Representative on the dissertation committee, although the Graduate School may name someone other than the two faculty members suggested.

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

Following the Doctoral Program Coordinator's approval, the student's request is forwarded to the Associate Vice Provost and Dean of the Graduate School, who formally appoints the dissertation committee.

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

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

3.4.2 Dissertation Proposal and Defense

The dissertation proposal defense must be completed within 24 months of the date of successful completion of the comprehensive field area examination. The topic must be appropriate given the student's tested field areas. If the proposed topic doesn't meet this criterion, then an additional written and oral field area examination appropriate for the proposed dissertation topic must be passed.

The dissertation proposal is expected to include the following:

- General nature and present status of knowledge about the research problem.
- Theoretical and empirical frameworks within which the research problem will be addressed.
- Research methodology that will be used, including a discussion of data sources.
- Significance of the proposed research and its likely contributions to the fields.

3.4.3 Dissertation Proposal Defense

When a proposal is generally acceptable to the committee, the student must present a [Request for Defense Date form](#), signed by the dissertation committee chair and the Doctoral Program Coordinator, to the School's Office. This form must be presented at least two weeks prior to the requested presentation date and should be accompanied by one copy of the proposal and of the proposal abstract (no more than 250 words) in electronic form. Proposal defenses may not be scheduled between terms or during final exam weeks. The student also must provide each member of the dissertation committee and the Doctoral Program Coordinator with copies of the final proposal at least two weeks prior to the proposal presentation.

The student is responsible for finding a day and time when all committee members can be present and the student contacts the School's office to schedule a room. Student also provides the School's office with the details of: title; abstract; student name; committee members; location; date and time. Details are posted and the committee and other interested students and faculty are invited to the proposal presentation.

The proposal defense must be held no later than 24 months from the date of passing the comprehensive field area examinations. Failure to do so, or to substantiate a case of severe hardship, could result in the student being dropped from the program or required to take another comprehensive examination.

If the proposal is approved by the committee, the chair will write a memo to the Doctoral Program Coordinator stating the outcome of the proposal defense, and outlining in detail changes in the research plan, if any, that the committee wants the student to implement.

3.4.4 Advancement to Candidacy and Human Subjects Review

Dissertation research involving human subjects must have the approval of the Human Subjects Research Review Committee (HSRRC) in advance of any data collection. A student will not be advanced to candidacy until this review process is complete. The student submits the Human Subjects application, in coordination with their faculty advisor, after successful completion of the proposal defense.

If HSRRC approves the dissertation proposal, then the chair should notify the Doctoral Program Coordinator (c.c. the Student Services Coordinator), who will ask the Graduate School to advance the student to candidacy. This recommendation must be made at least four months prior to the conferring of the degree.

If HSRRC rejects the proposal, the chair notifies the Doctoral Program Coordinator, and the student, the chair, and the Doctoral Coordinator will work to develop either a new proposal, form a new committee, and/or select a new chair for the committee.

3.4.5 Dissertation

After advancement to candidacy, the student should check in quarterly with their advisor and the program coordinator about the progress toward their degree. The University deadline for completion is five years from the date of advancement to candidacy. Under no circumstances will a student be allowed to continue in the program beyond 12 years from the date of admission.

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

The candidate is required to be enrolled continuously for at least one credit during all terms unless on an approved leave of absence and for 3 credits during each of the terms of the proposal and dissertation defense. If the student has successfully defended in one term but is making minor edits and submitting the dissertation the following term, the registration requirement for that final term is only one credit. At least 27 credits of USP 603 Dissertation must be accumulated.

3.4.6 Final Oral Examination (Dissertation Defense)

The final oral defense cannot be scheduled until the residency requirement has been satisfied. The exam must be held during regular academic terms or during the eight-week summer session and occur at least five weeks prior to the conferral of the degree.

At least two weeks prior to the final oral examination, the candidate must submit a [Request for Dissertation Defense Date form](#), signed by the dissertation committee chair. The candidate is responsible for confirming the proposed day and time with all committee members. The candidate must submit the form, a final draft copy of the dissertation, and a one-page abstract (maximum 350 words) to the Doctoral Program Coordinator.

The candidate also is responsible for reserving a room and for submitting details for the public announcement. The announcement should include date and time, title, abstract, as well as identify student, chair, and committee. Flyers or handouts are optional and generated by the candidate. All details are to be submitted to the front desk no later than two weeks before the defense where they will be added to the TSUSP events calendar and posted to faculty and student lists.

The oral examination conducted by the dissertation committee is open to the public. The candidate is expected to present a statement of the research problem addressed, the methods used, and the results of the investigation. Following the presentation, the candidate fields questions by the committee as members seek to determine whether or not the candidate has mastered the field in which the dissertation is situated, and whether or not the dissertation is a worthy contribution to the literature in its field.

For the candidate to pass the final oral examination, only one committee member can render a no pass/fail result. Even if the committee is larger than the standard four, again no more than one person can dissent if the candidate is to pass. If a candidate fails, the dissertation committee may recommend to the Doctoral Program Coordinator that the candidate be permitted to take another oral examination after a period of further work; otherwise, the candidate will be dismissed from the program.

The final oral examination must be passed no later than five calendar years after advancement to candidacy. Failure to do so will invalidate a candidate's previous passing grades on the comprehensive field area examination. If the chair and Doctoral Program Coordinator approve, a candidate may petition the Graduate Council for a time extension.

A student who has been dropped may take another comprehensive field area examination, and, if successful on the exam, may attempt to advance to candidacy a second time.

After successful passage of the final oral examination and approval of the final form of the dissertation by the committee and the Doctoral Program Coordinator, the candidate must submit the dissertation to the Graduate School.

The dissertation must be submitted electronically. PSU uses Electronic Thesis and Dissertation (ETD). Students will need to create an account through this system to submit their dissertation. The Graduate School has created supplemental submission instructions for using the ETD. Electronic Thesis and Dissertation (ETD) Submission Instructions can be found at: <http://www.pdx.edu/ogs/etd-submission-instructions>. Electronic Thesis and Dissertation (ETD) Frequently Asked Questions can be found here: <http://www.pdx.edu/ogs/electronic-thesis-and-dissertation-etd-faqs>.

Note that ETDs must be submitted to the Graduate School no later than three weeks prior to the close of the term of application for graduation. For summer term graduation, deadlines apply to the regular eight-week Summer Session dates. Submission deadlines for the current academic year are available [here](#); all ETDs are due by 5:00 p.m. Pacific Time on the applicable due date. A submission after these

deadlines will result in graduation in a subsequent term. If you have questions about ETD requirements contact the Graduate School (GS) at grad@pdx.edu or 503-725-8410.

4 ADDITIONAL PROGRAM RULES AND PROCEDURES

4.1 Summary of Procedures

See Appendix (p.25) for a table that outlines TSUSP Summary of Procedures for Doctoral Degrees.

4.2 Enrollment, Credits, Grades, etc.

4.2.1 Residency

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

4.2.2 Continuous Enrollment

Students must be enrolled for at least one credit per term (excluding Summer) throughout their doctoral program, unless on an approved leave of absence.

Note: During the final term, during which the dissertation is submitted, defended and approved, students must register for a minimum of 3-credits.

4.2.3 Leave of Absence

A student may petition for two periods of leave of absence during their time in the program. A leave of absence period can range from one term to a full academic year; a period cannot be extended. Application for leave of absence, endorsed by the student's adviser or chair, and the Doctoral Program Coordinator, must be filed in the School's Office no later than the last day to register for classes during the term for which leave is sought. A leave of absence is granted only to graduate students in good standing and does not constitute a waiver of the time limit for completion of the graduate degree at PSU.

4.2.4 "C" Grades

A student who receives more than nine credits of "C" grades in all course work attempted after admission to the Ph.D. program will be dropped from the program.

4.2.5 Limitations on 400/500, 501/601 and 505/605, and 603 Courses

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

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

A student is not allowed to take dissertation credits (USP 603) until after they have passed their comprehensive field area examinations. After passing the exams, students may register for, and count

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

4.2.6 Time limits

Students must adhere to the following TSUSP time limits. NOTE: these are not the same as the timelines stipulated by the Graduate School, and take precedence over them.

5 years	Admission to comprehensive exam pass
2 years	Comprehensive exam pass to Advancement to Candidacy
5 years	Advancement to Candidacy to Graduation

4.2.7 Transfer Credit

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

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

4.2.8 Waivers for Courses and Other Rules

A student may request to waive one or more required courses based on previous academic work. Approval must be obtained from the faculty member teaching the course for which the waiver is sought. The equivalent number of credits must be earned by taking other courses. The specific course(s) to be substituted should be determined in consultation with the student's advisor.

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

4.3 Advising & Communications

4.3.1 Quarterly Check-In With Advisers

After being advanced to candidacy, students should make sure to check in at least once a quarter with their adviser.

4.3.2 Controlling Document

Students must meet all the requirements of the PhD Student Handbook for the year they are both admitted and enrolled. However, if requirements are adopted in subsequent years to the year the student enrolls, the student may choose to graduate under the requirements of that year's PhD Student Handbook. Whether the student chooses their year of enrollment or a subsequent year, the student must meet all of the requirements for that year's handbook.

4.4 Electronic & School Communications

4.4.1 Email Account

All students must use their pdx.edu e-mail account as that is the standard method that the university uses to communicate with students. Students are advised to check this email account regularly, including over the summer, or have email from the account forwarded to another account that is checked regularly.

Students not enrolled for 6 months may have their account deactivated.

4.4.2 Google groups

The School manages several Google groups to use for communicating with students. All current Ph.D. students are added to the following list:

MUS/PhD Students: USP MUS/PhD School News.

Students should not unsubscribe to this list, or you may miss important news. To keep the volume of email manageable, students are not allowed to post to this list. It is used primarily for official School announcements and on-campus jobs. Students will be removed from the list once they graduate.

There is a separate list for all off-campus opportunities: USP Non-Campus Jobs. Students will be added to this list and may stay on after graduation. Since you will lose your pdx.edu email account 6 months after graduation, if you wish to stay on this list please share your non-pdx email with the office coordinator and student services coordinator upon graduating.

Students can manage their PDX Google groups by going to groups.pdx.edu.

4.4.3 Website

The TSUSP website has a great deal of information regarding the program, internships, student work and other interesting information related to the Student experience and urban planning in Portland. The School website is maintained by the front office staff. The website has a calendar which is updated on a weekly basis. Please check the calendar often to keep up with what's going on at TSUSP. If you have a student event to list on the calendar, please contact the Office Coordinator.

4.4.4 Student Mailboxes

Mailboxes for students are housed in a filing cabinet in the School office, just across from 350D. Mailboxes should be checked regularly.

4.5 Additional Resources

Reporting, Assistance, and Feedback Options for Students

See section 7.3

5 GOVERNANCE AND FACULTY

The Urban Studies Ph.D. program is governed by the Urban Studies Executive Committee, which is made up of School faculty and students elected by their peers. All major program decisions are reviewed and approved by the full faculty of the School at TSUSP faculty meetings, which are open to the public. A Ph.D. Program Coordinator provides administrative support, fields program questions, and supports students generally. Dr. Connie Ozawa will serve as the Ph.D. Coordinator for 2020-21.

5.1 Ph.D. Faculty

The Toulon School faculty holds degrees from a variety of disciplinary fields (geography, political science, sociology, and economics) and interdisciplinary fields (urban planning, sustainability science and urban studies). The faculty is organized into field area groups to offer specializations within the Urban Studies doctoral program. These field area groups play central roles in the doctoral program, as noted previously. Faculty members within these groups conduct research, often collaboratively, which may suggest to students ideas for class papers and dissertation topics.

Faculty and their field area interests are listed in Table 1.

In addition to the regular Toulon School faculty, others across campus have designated “affiliated” status, which enables these professors to play critical roles in our Ph.D. program, including chairing dissertation committees. Affiliated faculty cannot be the Graduate School Representative on dissertation committees. A list of TSUSP affiliated faculty is shown in Table 2.

5.2 Graduate Governance

All matters of graduate study are subject to University-wide policies and procedures established by the Faculty Senate upon recommendation of the Graduate Council. The Associate Vice Provost and Dean of the Graduate School is responsible for conducting the affairs of the Graduate School and for certifying to the Registrar candidates who have fulfilled the requirements for the PhD degree. The School Director coordinates both programs, and the Dean of the College of Urban and Public Affairs has ultimate authority over their administration. The faculty of the School is responsible for its curricula and special degree requirements.

Students are involved in governance as elected members of the Executive Committees and the Admissions Committee, and as representatives at faculty meetings. Elections are held in Spring term for service the following academic year.

Table 1. Faculty Interests by Field Areas

	Planning	Community Development	Environment	Gerontology	Social Demography	Economic Development	Transportation	Regional Science
Adler	X	X						
Bates	X	X						
Carder (affiliated)				X				
Corbin	X	X	X					
Dill	X						X	
Fang	X	X			X			
Gebhardt	X	X			X			
Golub	X	X					X	
Horst	X	X	X					
Liu			X			X	X	X
McGee		X	X					
McKinney		X	X			X		
McSharry McGrath		X						
Newsom (affiliated)				X				
Ozawa	X	X	X					
Schrock	X					X		X
Shandas	X		X					
Sussman		X				X		
Tunalilar				X				
Wang	X						X	X
Xiao	X		X			X		
Zapata	X	X						

Table 2. TSUSP Affiliated Faculty

Faculty	Department
Jennifer H. Allen	Public Administration
L. Rudolph Barton	Department of Architecture
Paula Carder	School of Community Health
Heejun Chang	Geography
Kelly Clifton	Civil & Environmental Engineering
David Ervin	Department of Economics
David Johnson	Department of History
Robert Liebman	Sociology
Christopher Monsere	Civil & Environmental Engineering
Jason Newsom	Psychology
Karen Secombe	School of Community Health

6 FINANCIAL ASSISTANCE

Doctoral degree study is expensive. Financial aid is available for full time graduate students (those taking nine credit hours per term). This aid is of five general types: (1) graduate assistantships available through the School; (2) graduate assistantships through faculty-led, externally-funded research; (3) teaching opportunities, (4) loans and work study available through the University's Office of Financial Assistance, and (5) awards, grants, and scholarships available through PSU and outside sources.

Note: The Western Regional Graduate Program (WICHE) offers in-state tuition to PSU students moving here from AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, SD, UT, WA, and WY.

6.1 USP Graduate Assistantships

A limited number of graduate assistantships are available through the School. These assistantships cover full-time tuition (not including student fees) and pay a monthly stipend for assisting in teaching and/or research.

Funds available for assistantships vary considerably from year to year. Therefore, assistantships are awarded on the basis of availability of funds, the academic performance of the applicant and, for those who have held graduate assistantships in the past, their previous performance as graduate assistants.

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

Graduate assistants may be asked to perform a wide range of academic and administrative duties. However, it is the policy of the program to utilize graduate student assistants primarily for research and instructional duties which not only aid the faculty, but constitute developmental opportunities for the student.

6.2 Faculty-led Graduate Assistantships

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

6.3 Teaching opportunities

The School encourages Ph.D. students to acquire training in classroom teaching as part of their educational experience and in preparation for a career in academia. It is customary that Urban Studies doctoral students advance to candidacy (i.e. completed exams + colloquium) before teaching courses within the School. The School expects that teaching assignments will be at the undergraduate level only. Knowledge of the subject matter, a record of excellence in the doctoral program, and the support of the adviser are the principal criteria on which the award of teaching opportunities will be based. Students are usually paid the equivalent of an adjunct instructor rate and cannot hold other PSU student employment at the same time.

University Studies hires graduate students as Graduate Teaching Assistants to be Peer Mentors for Sophomore Inquiry courses. The Mentors receive graduate tuition up to 9 credits (excluding fees) and a monthly stipend. For more information: <https://www.mentors.unst.pdx.edu/content/mentors-and-mentored-inquiry>

Applications are usually due in January for the following academic year.

6.4 Loans and Work Study

6.4.1.1 Federal Direct Stafford Loan

Graduate students may be eligible for up to \$20,500 in the Unsubsidized Stafford loan per academic year. [Office of Federal Student Aid](#). There are lifetime limits on the total amount of Stafford loans per academic year. There also are lifetime limits on the total amount of Stafford loans that students may borrow both at the graduate and undergraduate levels.

6.5 Awards through the University

PSU maintains a central scholarship and award database which includes search capabilities, information on awards, and access to online application forms. The database is available at <http://www.pdx.edu/scholarships/>. Applications are available through the Scholarship Database unless otherwise noted. Students should also check the School website for listings: <https://www.pdx.edu/urban-studies-planning/financial-resources>

Some of the graduate awards available are as follows:

- PSU Laurels Tuition Remission Program
- Helen Oliver Memorial Fellowship Award
- Robert and Rosemary Low Memorial Award
- Frank Roberts Community Service Scholarship
- President's Equal Access Scholarship
- Maurie Clark Endowed Fellowship
- Ernie Bonner Equity Planning Endowed Scholarship
- Nancy Chapman Endowed Scholarship
- Toulan Memorial Scholarship

We encourage Ph.D. students to apply for the Laurels Tuition Remission Program.

6.6 Travel awards

Students can apply for travel awards to attend academic conferences through a variety of PSU programs, including the [Student Education Travel \(SET\) award](#) through the Graduate School. Matching funds may be provided from TSUSP, if available, for the presentation of dissertation research. Inquiries should be made to the School Director.

7 GRADUATE GOVERNANCE AND STUDENT LIFE

7.1 Governance

Doctoral students may participate in School governance by serving on the Urban Studies Executive Committee or as student representative to the TSUSP Faculty Meetings. The Ph.D. student member of the Urban Studies Executive Committee also serves as the member of the Ph.D. Admissions Committee. An election among students is conducted at the end of the spring term to fill these positions for the next academic year.

7.2 Student Life

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

7.2.1 Space

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

7.2.2 Student responsibilities

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

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

Students not meeting academic standards or timelines may be dismissed from the program.

7.2.3 Research and Writing Support

- **PSU Branford Millar Library** [<http://library.pdx.edu>]: The library has a wide variety of online and in-person resources for students. Good research starting points are the [Urban Studies Research Guide](#) and the [Urban & Regional Planning Research Guide](#). Also, CUPA has a dedicated library faculty member, Emily Ford (forder@pdx.edu), who is available as a resource for PhD students, especially in accessing research databases and other digital media to support academic projects.
- The CUPA **Dirce Morani Toulan Library** is located on the 7th floor of Urban Center. Some course materials are available on reserve and for checkout there. It's also a nice, quiet place to study!
- **Writing Center** Students have access to free, in-depth, one-on-one writing advice through the Writing Center, which is operated by the English Department. Special assistance is available to non-native speakers of English.

7.2.4 Health and Wellness

- **Center for Student Health and Counseling (SHAC)** [<https://www.pdx.edu/shac/>] provides mental health, physical health, dental health and testing services.
- **Disability Resource Center (DRC)** [<http://www.pdx.edu/drc/>] helps make the university accessible to students with disabilities, by working with students and faculty to develop an accessible and inclusive learning environment.
- **Campus Rec** offers access to fitness equipment and classes, outdoor adventure trips, and more. Membership is included in your tuition.
- **Campus Public Safety** [<https://www.pdx.edu/cpsa/>] offers late-night campus escorts, self-defense classes and other resources to help you feel safe on campus.
- **CARE Team** offers support to students facing crisis situations ranging from mental health to homelessness.
- **PSU Food Pantry** [<https://www.pdx.edu/student-access-center/>] provides support for members of the PSU community facing food insecurity.

7.2.5 Diverse Student Resources

The university offers a number of resources for students from diverse and underrepresented populations, and/or facing barriers to academic success, including:

- **Diversity & Multicultural Services:** <https://www.pdx.edu/dmss/>
- **Cultural Resource Centers:** <http://www.pdx.edu/cultural-resource-centers/>
- **Queer Resource Center:** <https://www.pdx.edu/queer/>
- **Women's Resource Center:** <https://www.pdx.edu/wrc/>

- **Veteran’s Resource Center:** <https://www.pdx.edu/veterans/vrc>
- **Services for Students with Children:** <https://www.pdx.edu/students-with-children/>

7.3 Reporting, Assistance, and Feedback Options for Students

- Diversity, Equity and Inclusion related feedback and reporting: The USP Diversity, Equity, and Inclusion Committee identifies [a variety of ways for students to give feedback \(including via an anonymous form\), seek assistance, and report a problem](#) (focused on issues related to Diversity, Equity and Inclusion). Two ways are: email uspdei@pdx.edu or use [anonymous feedback form](#). See webpage for more options.
- [Portland State University Prohibited Discrimination and Harassment Policy](#) - addresses the definition of discrimination and harassment and provides appropriate contacts for reporting cases.

The Office of the Dean of Student Life houses the [Academic Appeals Process](#). Students who feel they have received a prejudiced or capricious academic evaluation may submit an Academic Appeal Request. Before students submit this request, students must have appealed to the instructor, department chair and appropriate dean. Students should then read the Academic Appeals Guidelines to see if their grade dispute fits the purview of the Academic Appeal. For more information please visit the [Academic Appeals website](#) for links and full details; email askdos@pdx.edu; or call 503-725-4422

7.4 Additional Campus Resources

The Graduate School website lists several resources available to graduate students: <https://www.pdx.edu/ogs/current-students>

8 ACADEMIC HONESTY, INTEGRITY AND ETHICS

All students have the responsibility to themselves, their fellow students and the faculty to adhere to the highest standards of academic honesty and integrity.

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

- Cheating in examinations and course assignments: the willful use, or provision to others, of unauthorized material in written or oral examinations, or in course assignments.
- Plagiarism: the appropriation of language, ideas, or products of another author or artist and representation of them as one's original work; failure to provide proper identification of source data; use of purchased or borrowed papers in graduate courses without complete identification of the source.
- Selling or offering to sell course assignment materials: knowing, or under circumstances when a reasonable person has reason to know, that all or a substantial part of the material is intended to be submitted by another person in fulfillment of a course requirement.

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

Following procedures established by the Graduate Council, the allegations and a student's response shall be considered. The decisions of the Graduate Council are final.

If a violation is established, the following academic actions may be taken:

- Denial or rescission of credit for the course in which the violation occurred.
- Academic probation for one calendar year, during which time the student cannot apply for advancement to candidacy, receive or continue to hold a graduate assistantship, or register for more than nine graduate credits in graded courses.
- Academic disqualification for one to three calendar years, during which time the student cannot register for any graduate courses at PSU and cannot apply any PSU course work completed during the disqualification to any graduate degree or certificate program. The student's admission to any graduate degree or certificate program will be canceled. The student must petition for readmission after the completion of the period of disqualification.
- Denial or rescission of the award of the graduate degree.

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

Students should read the *University Bulletin* for more information about academic honesty. In addition, the PSU Library has a wealth of information on plagiarism, citations, and other useful topics, such as: [Avoid Plagiarism](#) and [How to Cite Your Sources Research Guide](#)

9 TSUSP SUMMARY OF PROCEDURES FOR DOCTORAL DEGREES

Event	Event Date	Document Required	Access Location	Initiates Process	Sign Off	Submitted To	Next Step	Next Step
Stage 1 - Orienting to Program - Completing Core and Field Courses								
Assigning Advisor		Offer Letter		Director, PhD Coordinator				
PhD Orientation	Fall -Year 1	PhD Student Handbook	USP Forms	Staff, PhD Coordinator				
Plan of Study Conference	Spring - Year 1	Plan of Study Document	USP Forms	Student, Advisor	Student, Advisor, PhD Coordinator	PhD Coordinator	Student File	
Stage 2 - Comprehensive Field Area Exams								
Selection of Exam Committee, review of Program Proposal, approval of course waivers and transfer credits	After completion of 9 credits within the fields but no later than 6 months prior to exam	Program Proposal Form	USP Forms	Student	Chair, Field Area Committee, PhD Coordinator (relevant faculty members for waivers and credit transfers)	PhD Coordinator	Student File	
Program Proposal Audit	Upon completion of all required core and field courses but no later than two weeks prior to exams	Program Proposal Form	USP Forms	Student	Chair, PhD Coordinator	PhD Coordinator	Student File	
Qualifying Papers	Prior to Comprehensive Field Area Exam	Qualifying Papers		Student	Chair, Field Area Committee	Chair, Field Area Committee		
Field Area Written Exams # 1 and # 2	TBD by student and Field Area Committee (generally a week apart)	Exam Questions	Emailed to student, 9 am Exam Day	Chair of Exam Committee		Completed exam sent to chair, committee, office staff by 6pm 2nd day of exam	Student File	
Establishing Date for Field Area Oral Examination	TBD by student and Field Area Committee, minimum 3 weeks prior to Oral Exam	Request for Comprehensive Examination Date Form	USP Forms	Student	Student, Exam Chair	PhD Coordinator	Student File	
TSUSP report of results of Comprehensive Field Area Examination	Same day as oral exam	TSUSP Comprehensive Exam Form	USP Forms	Chair informs office staff, who prepare document	Chair, Examiners, PhD Coordinator	PhD Coordinator	Student File	
GS report of results of Comprehensive Field Area Examination	Same day as oral exam	GO-22, Comprehensive	GS Forms	Chair informs office staff,	PhD Coordinator	Office staff	Student File	GS File

Event	Event Date	Document Required	Access Location	Initiates Process	Sign Off	Submitted To	Next Step	Next Step
		Examination Report Form		who prepare document				
Letter to student upon successful completion of Comprehensive Exams	Within week, after submission of GO-22	Letter Template	I Drive	PhD Coordinator	PhD Coordinator	Student - cc Chair, Committee, office staff	Student File	
Stage 3 – Proposal Defense and Advancement to Candidacy								
Appointment of Dissertation Committee	Within 6 months of date of successful completion of Field Exams	GO-16D, Appointment of Doctoral Dissertation Committee Form	GS Forms	Student	Dissertation Chair, PhD Coordinator	PhD Coordinator	Student File	GS for approval
Request for Proposal Defense Date	After approval of dissertation committee by Dean of Graduate School, minimum 3 weeks prior to proposal defense date	Request for Defense Date Form	USP Forms	Student	Dissertation Chair, PhD Coordinator	PhD Coordinator	Student File	
Public announcement of Proposal Defense	Two weeks prior to proposal defense date	Announcement includes: date, time, place, title, abstract. Identifies student, chair, committee		Student	Dissertation Chair	Office staff	Announcement circulated to faculty and student lists	
Proposal Defense	Proposal defense must take place within 24 months of the date of the successful completion of the field area exams.	Written Dissertation proposal, proposal presentation		Student		Dissertation Chair and committee		
Memo from Dissertation Chair to PhD Coordinator	Immediately following approval of dissertation proposal	States outcome, outlines changes, if any, to be implemented by student.		Dissertation Chair	Dissertation Chair	PhD Coordinator	Student File	
Request for Advancement to Candidacy	Upon successful completion of all requirements and defense of dissertation proposal	GO-23, Request for Advancement to Candidacy Form	GS Forms	Chair informs office staff, who prepare document	Dissertation Chair, Committee, PhD Coordinator	PhD Coordinator	Student File	GS File

Event	Event Date	Document Required	Access Location	Initiates Process	Sign Off	Submitted To	Next Step	Next Step
Submission of Human Subject Review Document (if required)	Immediately prior to or following the date of proposal defense	HSSR (IRB) Application	Research Development and Administration Forms and Applications	Student		Independent Review Board	Board determines acceptability	Informs candidate and GS
Approval of Advancement to Candidacy	Upon review of GO-23 and notification of approval from the IRB (if required)	Approval memo		Dean of Graduate School	Dean of Graduate School	Student, Dissertation Chair, PhD Coordinator	Student File	GS File
Stage 4 -Dissertation and Defense								
Conducting research, drafting dissertation	Student begins dissertation process, checking in quarterly with Chair to assure orderly progression to completion	Written drafts of chapters		Student	Chair determines when student is ready for defense	Chair, and in final stages, members of the committee		
Application for Awarding of Doctoral Degree	Must file by the first Friday of the anticipated term of graduation	Online application	Banweb/Student Services/Grad App/Diploma Orders.	Student	Student	GS	GS File	
Request for date to defend dissertation	Three weeks prior to requested defense date	Request for Defense Date Form	USP Forms	Student	Dissertation Chair, PhD Coordinator	PhD Coordinator	Student File	
Delivery of a complete draft of the dissertation	Two weeks prior to date of dissertation defense	Dissertation draft		Student		Dissertation Chair and committee		
Public announcement of Dissertation Defense	Two weeks prior to dissertation defense date	Announcement includes: date and time, title, abstract. Identifies student, chair, committee		Student	Dissertation Chair	Office staff	Announcement circulated to faculty and student lists	
Dissertation Defense	Must be successfully defended within five years from the date of the Advancement to Candidacy and no later than five weeks prior to the close of the term of application for graduation	Doctoral Recommendation for Degree Form GO-17D	GS Forms	Chair informs office staff, who prepare document	Dissertation Chair, Committee, PhD Coordinator	PhD Coordinator	Student File	GS File
Stage 5 - Submission of Dissertation and Checkout								

Event	Event Date	Document Required	Access Location	Initiates Process	Sign Off	Submitted To	Next Step	Next Step
Approval of the final post-defense doctoral dissertation	No later than three weeks prior to the close of the term of application for graduation	Doctoral Dissertation Signature Page	GS Forms	Student	Dissertation Chair, Committee, PhD Coordinator, Student	PhD Coordinator	Student File	GS File
Submission of Electronic Dissertation (EDT) to GS	Three weeks prior to close of term	EDT Access form, Formatted dissertation	GS Forms	Student	Student	GS		
Complete Online Survey of Earned Doctorates	Three weeks prior to close of term	Online survey	GS Forms	Student	Student	Confirmation email sent to GS		GS File
Stage 6 - Conferring of Degree								
Conferring of Degree	PSU Graduation	Diploma	President of PSU	President of PSU	President of PSU	Dr. [your name here]	Employment	Life
RESOURCES								
Graduate School Summary of Procedures for Doctoral Degrees - https://www.pdx.edu/ogs/procedures-doctoral-degrees								
PSU Bulletin Doctoral degree requirements - http://pdx.smartcatalogiq.com/en/2015-2016/Bulletin/Graduate-Studies/Degree-requirements/Doctoral-Degree								
CUPA Graduate Student Forms and Handbooks - https://www.pdx.edu/usp/graduate-student-forms-handbooks								
Graduate School forms - http://www.pdx.edu/ogs/forms								
Graduate School Thesis and Dissertation Information - http://www.pdx.edu/ogs/thesis-and-dissertation-information								
Electronic Thesis and Dissertation Submissions Instructions - https://www.pdx.edu/ogs/etd-submission-instructions								
Human Subjects site - https://sites.google.com/a/pdx.edu/research/integrity/hrpp								
Human Subjects forms - https://sites.google.com/a/pdx.edu/research/integrity/hrpp/forms								

