College of Urban and Public Affairs
Nohad A. Toulan School
of Urban Studies and Planning

Master of Urban Studies
Student Handbook

Academic Year 2015-2016
This handbook provides Master in Urban Studies students with important information about TSUSP requirements pertinent to the pursuit of the MUS degree.

Students should also consult relevant pages in the University Bulletin.

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

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

COLLEGE OF URBAN & PUBLIC AFFAIRS (CUPA)
The College of Urban & Public Affairs (CUPA) uniquely joins three cornerstone disciplines of contemporary life—urban studies, community health, and government—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.

Dean Stephen Percy has been at PSU since 2014. His leadership ensures coordination and synergy among CUPA’s three schools, the Mark O. Hatfield School of Government, the Nohad A. Toulan School of Urban Studies and Planning (TSUSP) and the School of Community Health. 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. Each school has several research institutes, centers and public service units. Full descriptions of these research centers and institutes can be found at: http://www.pdx.edu/cupa/home.

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

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

MASTER OF URBAN STUDIES (MUS) DEGREE OVERVIEW
The MUS degree requires a total of 52 credits and one of two options: (1) a field area exam; or (2) a paper:
- Core Required courses dealing with the analysis of urban phenomena (25 credits)
- Field Area Coursework in a designated field or one designed by the student in consultation with the field area committee chair (21 credits)
- Research paper: individual research leading to a thesis or field area paper (6 credits)
- Defense or Exam: Students who pursue a thesis must complete an oral defense of the thesis. Students who pursue a field area paper must complete a written exam in their field area (0 credits).

CORE COURSES
(25 credits) The core area requirements for the MUS degree include the following courses:

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

The first six courses are prerequisites for USP 597/697 which is normally taken at the end of the first year. A minimum grade of “B” in USP 597 is required in order to continue in the program.

FIELD AREA
(21 credits)
Students generally select a field area from the listing below. However, a student with the support of the faculty adviser may self-design a field area.
- Community Development
- Economic Development
- Environment
- Gerontology
- Social Demography
- Transportation

Community Development
Required Courses:
USP 528 Concepts of Community Development
USP 607 Community Development Seminar (Students register individually for this course during any term, but there is a required spring term presentation.)
USP 616 Cities in the Global Political Economy
USP 689 Advanced Urban Politics and Sociology
*Plus appropriate advanced and/or specialized methods courses

**Economic Development**

*Required Courses:*
- USP 517 Urban Economic Development 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

*Plus appropriate advanced and/or specialized methods courses

**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

*Plus appropriate advanced and/or specialized methods courses

**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)

*Plus appropriate advanced and/or specialized methods courses

**Social Demography**

Students interested in the Social Demography field area should contact Assistant Professor Jason Jurjevich, at Jason.Jurjevich@pdx.edu.
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

*Plus appropriate advanced and/or specialized methods courses*

**Research Paper**

(6 credits)
The MUS degree provides for thesis and non-thesis options:

- **non-thesis option** (field area paper option) requires registration for 6 credits of USP 501 Research and the completion of a field area paper and a written field area exam.
- **thesis option** requires registration for 6 credits of USP 503 Thesis and completion of the formal thesis process, which results in a written thesis and an oral thesis defense.

**Additional Options: Social and Policy Research Specialization; Certificates**

Students with an interest in enhancing their urban research skills may choose to specialize in Social and Policy Research. Students selecting this option must produce a thesis. This option requires the completion of the following courses:

- USP 536 Policy Evaluation Methods 3
- PA 555 Program Evaluation and Management 3
- Additional courses within the field (11 credits)

A number of graduate Certificate programs are available which may be pursued concurrently. These include:

- Energy Policy and Management
- Real Estate Development
- Transportation
- Urban Design
- Geographic Information Systems (GIS)
- Gerontology
- Sustainability
GOVERNANCE AND FACULTY

The Urban Studies masters 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 MUS Program Coordinator provides administrative support, fields program questions, and supports students generally. Dr. Loren Lutzenhiser will serve as the Ph.D. Coordinator in Fall 2015.

MUS FACULTY

The school boasts an energetic faculty with a diverse array of disciplinary training including political science, geography, economics, sociology, and urban planning.

The School faculty as a whole oversees the curricula, requirements, and examinations, but subgroups of the faculty have specific responsibilities. Faculty members are organized within field area groups that offer specializations within the MUS program. The current field areas and the faculty associated with them are listed below.

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INITIAL ADVISER
Initially, students are advised by the MUS program coordinator. Students should contact the adviser before registering to discuss requirements and program options and to set out a tentative course of study. As students become more familiar with the program, specializations, and faculty, they will, in most cases request a different adviser. The student should meet with the adviser at least once a quarter to discuss progress and to update/revise the student’s course of study.

PROGRAM PROPOSAL
The student, in consultation with the adviser and the faculty members who will form the student’s program committee, prepares an individual program of study. The MUS program committee consists of the faculty member who will supervise the field area exam and field area paper or the thesis option, and a second faculty member to serve as reader of the field area paper or thesis. Both committee members must be regular or affiliated members of the TSUSP faculty.

As a general rule, students should develop their official proposed program of study as soon as possible after completing 27 credit hours of coursework. Program proposal forms are available in the TSUSP office and on the School’s website (http://www.pdx.edu/usp/current-students/grad/forms). Students are responsible for completing the proposal and submitting it to the Office Coordinator, located in 350.

Students must have a program proposal, approved by the program committee and School Director, and must have completed all coursework prior to undertaking either the field area exam and paper or the thesis option.

PROGRESSION OF THE MUS PROGRAM

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<th>MUS Thesis Option</th>
<th>MUS Field Area Paper Option</th>
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<td>Form program committee</td>
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<td>Thesis</td>
<td>Annotated Bibliography and Field Area Exam</td>
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<td>Oral Thesis Defense</td>
<td>Field Area Paper</td>
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Research

Thesis / Field Area Requirements

Students pursuing the non-thesis degree option must complete a written field area exam and a field area paper. Students pursuing the thesis degree option must complete a written thesis and an oral defense of their thesis.

Non-Thesis Degree Option

Field Area Examination

The field area examination tests competency in the student’s chosen field area. The exam may not be scheduled until after the program proposal is approved. It is the student’s responsibility to arrange the date of the exam with the two selected USP faculty examiners (field area committee). The exam may not be scheduled during breaks between terms, final exam week, or summer. The office coordinator must be informed of the exam date at least one week in advance in order to prepare the exam materials and, if necessary, reserve a room for the exam.

Students prepare for the field area exams by:

- writing an extensive annotated bibliography in the field area, which must be approved by the field area committee, and
- critically discussing and assessing the theoretical, methodological, and case literature in the field through reading and conference courses with committee members at least one term prior to the exam.

Upon satisfactory completion of a field area annotated bibliography, the exam can be scheduled.

Exam Procedure

The field area exam will be two days (from 8am the first day to 4:45pm the second day) and can be taken in any location preferred by the student.

The field area exam topics are developed by the examination committee in close consultation with the student well in advance of the scheduled exam. The number of exam questions and the expected length of the responses are at the discretion of the exam chair.

The exam chair will notify the office staff of the exam date, so that the staff can distribute the exam questions at the scheduled time. Answers are expected to be word processed and delivered in person in both hard copy and electronic format (the precise format to be determined by the exam chair) to the appropriate School office staff member, who will make copies for the exam committee, student, and student file.

On-time delivery of the completed exams is the responsibility of the student. This should be anticipated in choosing a location for writing the exams.
The student will be notified of the results of the exam within two weeks of its completion. If the student has failed, a retake is permitted. The student must wait at least three months, but no longer than one year, before the retake. A student failing the exam a second time will be dropped from the program. A student passing the exam conditionally must satisfy the condition imposed by the examiners. Conditions must be satisfied within 6 months of receipt of the outcome. An additional six-month extension may be granted because of extenuating circumstances by the School director. If conditions are not satisfied, the grade for the exam is changed to Fail.

FIELD AREA PAPER/PROJECT
MUS students doing field area papers must:
1. Find a chair who will accept responsibility for supervision.
2. Register for a total of 6 credits of USP 501 Research. The chairperson will assist in completing a by-arrangement form for this purpose.
3. With the advice of the chair, select one additional faculty member to complete the committee. Evaluation and approval of the paper proposal by both committee members is required. (The final product need not be limited to a written text. A video, along with a script and notes, for example, may be deemed appropriate to fulfill the field area paper requirement.)
4. The paper should be of publishable quality, containing a definition of the problem and the terminology employed, theoretical explication, analysis, and a discussion of results and their social significance. The field area paper represents original research and should result in the development of an original idea. Four bound copies of the field area paper should be delivered by the student to the School. Copies of field area papers are on file and available for review in the USP office, as well as in the CUPA library.

THESIS DEGREE OPTION
The thesis committee consists of three faculty members. The chair of the committee and at least one other member must be regular or affiliated members of the USP faculty; the third member may be any member of the University faculty. The chair must be a tenured or tenure-track faculty member or otherwise approved by the Office of Graduate Studies. The thesis committee must be selected, at the latest, during the term prior to that in which the student intends to graduate. A form to request appointment of the committee is available in the USP office and on the school website.

Students develop a formal proposal of their thesis research that outlines the problem, the theoretical and conceptual foundations of their study, and the proposed research methodology. The thesis represents original research and should result in the development of an original idea. The thesis must meet the standards of accepted scholarship in the relevant field. This includes a critical discussion of the literature related to the chosen problem, a discussion of pertinent theory and research methodology, a presentation of the research results, and a discussion of the implications of the results for future research.
The faculty committee members will review the proposal. If they approve it, the committee chair sends a letter to the School director indicating approval. Approval of the proposal must occur no later than the term prior to that in which the student intends to graduate. If the research involves primary data collection from human subjects, the student will request approval from the Human Subjects Research Review Committee (HSRRC), which must be obtained prior to any data gathering. HSRRC may refuse to approve a proposal if the student began collecting data before securing approval.

The Graduate Office must formally appoint the committee and authorize the scheduling of the thesis defense. The adviser must submit a GO-16M form to the Office of Graduate Studies no later than the date indicated on the Graduate Candidates’ Deadline announcement for the intended term of graduation (in general, about a week before finals week of the term before the student plans to graduate).

The student must deliver a complete readable, typed defense draft of the thesis to all members of the approved committee no fewer than 14 days before the oral defense. All appointed members of the committee must be present for the oral examination, which must be held at least five weeks prior to the end of the term.

Students selecting the thesis option must register for 6 credits of USP 503 Thesis. Requirements for preparation of the thesis are outlined in the PSU Bulletin; style guidelines are available from the Office of Graduate Studies.

**OFFICE OF GRADUATE STUDIES SUBMISSIONS**

If pursuing the Thesis Option, prior to the thesis defense, the student will prepare a copy of the GO-16M form (Masters Appointment of Final Oral Examination Committee) and submit the form to his/her adviser for their signature. The adviser will submit the form to the Director for signature and the School will send it to the Office of Graduate Studies. This form must be submitted to OGS no later than the date indicated on the Graduate Candidates’ Deadline schedule for the intended term of graduation (in general, about a week before finals week of the term BEFORE the student hopes to graduate).

Students are also responsible for submitting the Application for Awarding of Master's Degree, Doctoral Degree, or Graduate Certificate form directly (no School signatures are required) to the Office of Graduate Studies no later than the first week of the term of graduation. Copies of both forms are available on the OGS website, as are detailed descriptions of PSU requirements for graduate degrees, of which students should be aware and are responsible for observing. If TSUSP requirements are more stringent than OGS requirements, then the School requirements apply.

**TRANSFER OF CREDIT**

A maximum of 18 transfer credits may be requested for the MUS degree. Transferable credits are graduate credits with a grade of at least "B." Transfer credits will be granted only for courses that clearly fit into a student’s program. The student’s program committee and the School Director determine preliminary acceptability of transfer credit as part of a student’s program.

If graduate courses taken while an undergraduate at Portland State and not used in a bachelor’s degree are to be considered for use in the graduate program, the Reservation of Graduate Credit
form GO-10 must be filed in the Office of Graduate Studies no later than the term following admission to the graduate program. If transfer credit from Portland State and/or another institution is to be presented, the Proposed Pre-Admission Transfer Credit form GO-21 must be filed in the Office of Graduate Studies for approval. This form should be submitted early in the student’s program; it must be approved before the GO-12 can be approved. These forms are available in the USP office and online.

See the discussion about pre-admission and transfer credit in the Graduate Studies section of the PSU Bulletin for additional information.

**WAIVERS**

Students may request to waive one or more required course(s) based on previous academic work. The faculty member teaching the course for which the waiver is sought approves waivers. Note that in the case of an approved course waiver, the student must take the equivalent number of credits in other courses.
MISCELLANEOUS REGULATIONS AND PROCEDURES

CONTINUOUS ENROLLMENT
Students must be continuously enrolled for at least three credits per term (excluding Summer), unless on an approved leave of absence, including the terms during which they take comprehensive field area examinations or complete a thesis or field paper. The School Director has the discretion to grant exceptions; these will be granted largely for students who have completed all requirements except a field paper or exam. If unable to maintain continuous enrollment, fill out the Leave of Absence request form for approval by the School Director. Leaves may be granted for a period of one to three terms, and extended for an additional three terms. A maximum of six terms of leave may be granted during the student’s tenure in the program.

GRADES
Students must receive a grade of at least “B-” in all core courses. A student receiving nine credit hours of grades below “B-” after admission to the program will be dropped.

USE OF 400/500 LEVEL COURSES
No more than 12 credit hours of courses offered simultaneously at the 400 and 500 levels may be used as part of a student’s program. This standard is designed to insure that coursework is largely at the graduate level and in classes where the majority of other students are graduate students. Students whose programs require a significant amount of coursework in other departments may need to exceed the recommendation, and may do so with the consent of their committee.

TIME LIMITS
For all Master degrees at Portland State University, all work must be completed within seven years, and no work more than seven years old may be accepted towards the degree. This rule applies equally to terminal Master degrees, to Master degrees taken en route to a PhD, and to transfer credits applied to a Master degree.

LIMIT ON “CREDIT BY-ARRANGEMENT” HOURS
Admitted Master students may include no more than 12 credits of By-Arrangement classes (501, 503, 505) in their programs. In cases where more than 12 credits are needed because of the lack of regularly scheduled classes, a waiver must be submitted for approval by the Director after a review by the relevant Executive Committee. It is expected that such credits will be commensurate with the demands of regular course offerings, approximately 3.5 hours of work per week for each credit hour. Students are permitted to arrange a readings and conference course (USP 505) to earn credit that may be related to a particular work experience, however, it is expected that such credits will reflect the normal expectations of a by arrangement course mentioned above, and will not be granted solely for the work experience.

GUIDELINES FOR INCOMPLETE GRADES
All students seeking a grade of "I" in a USP course should fill out a standard form prepared by the School. Completion of the form involves crafting an acceptable statement about when and how the Incomplete will be removed within the university’s one-year limit. The form must be signed by the instructor and a copy retained for the instructor’s records. In the absence of such a signed form, the instructor will assign a grade on the basis of work completed. If the student does not remove the
Incomplete within the time agreed upon, the instructor will also assign a grade based on work completed to that point. Petitions for removal of Incomplete grades beyond the one-year deadline set by the University will be approved by the School only in the case of extenuating circumstances.

**DUAL DEGREES**

All coursework taken in the School or accepted for advanced standing while working on one of the USP degrees will count toward any other USP degree if: (1) the coursework meets the current curricular requirements of the second degree applied for, and (2) the coursework is approved by the faculty at the time of admission. If students in the Masters program wish to enter the PhD program, they must formally apply and go through the admissions process.

**GRADUATION**

Once the student has completed all requirements, a Recommendation for Degree (GO-17M) is completed and submitted by the School to the Office of Graduate Studies. Complications, such as Incompletes, library fines, etc., may hold up graduation. Note that students must apply for graduation during the first week of the term in which they intend to graduate. The student is officially notified and receives a diploma soon after graduation exercises.

**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 Vice Provost for Research and Graduate Studies is responsible for conducting the affairs of the Office of Graduate Studies and for certifying to the Registrar candidates who have fulfilled the requirements for the MUS 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 Faculty Evaluation Committee, Executive Committees, and the Admissions Committee, and as representatives at faculty meetings. Elections are held in Spring term for service the following academic year.

**STUDENT RESPONSIBILITY**

Students are responsible for knowing all regulations and procedures required by the University and the appropriate Master program. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or the assertion that the adviser or other authority did not inform a student. Students should be familiar with information published in the PSU Bulletin, including the sections listing requirements for the degree. Programs have additional degree requirements beyond those listed in the 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.
FINANCIAL ASSISTANCE

Graduate 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 College of Urban and Public Affairs; (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. Information about these awards will be circulated to students annually.

Note: The Western Regional Graduate Program (WICHE) offers in-state tuition to PSU students in Urban Studies graduate programs who are residents of AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, SD, UT, WA, and WY. Application for WICHE tuition rates must be made through the Office of Graduate Studies prior to the taking classes.

CUPA GRADUATE ASSISTANTSHIPS

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

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

Efforts are made to continue the funding of those who have received assistantships and performed effectively in this capacity. However, students should note that 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 College 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. Application forms for Graduate Assistantships for returning students can be found on the School website.

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.

**TEACHING OPPORTUNITIES**

While only USP doctoral students who have successfully completed their field area exams are assigned undergraduate teaching responsibilities within the School, a limited number of paid grader positions are available on an as-needed basis. MUS students should make their interest and availability known to the School Director.

**Loans and Work Study**

**Federal Direct Stafford Loan**

These loans are available to Portland State University graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. Repayment begins six months after the student drops below half-time status, or leaves the University. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student’s cost of attendance and the financial aid awarded. Repayment begins while the student is still enrolled. The federal government does not make interest payments. Annual loan maximums for graduate students receiving either subsidized or unsubsidized Perkins Loans is $10,000.

**Federal Perkins Loan**

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

**Work Study**

Graduate students are eligible for Federal Work Study Funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90% of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Advising & Career Services Office at 503-725-4005, University Services Building, Room 402.

**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/](http://www.pdx.edu/scholarships/). Applications are available through the Scholarship Database unless otherwise noted. Some of the graduate awards available are as follows:

**Helen Oliver Memorial Fellowship Award**

This is an annual cash award given to a graduating student with an official degree (includes Ph.D.) who demonstrates the promise of being a responsible and mature civic leader. The award is not based on need or scholastic achievement (although good scholarship is assumed), but rather on good character and dedicated spirit.
Robert and Rosemary Low Memorial Award
This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to Portland State University as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. Deadline for application is April 1 for the following academic year.

PSU Laurels Tuition Remission Program
These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for full and part-time Portland State University graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 1 for the following academic year.

Frank Roberts Community Service Scholarship
This is a $2,000 award plus remission of instructional portion of tuition charges up to 16 credits for 3 terms, awarded to a Portland State University graduate student who exemplifies a spirit of public service and commitment to education. Applicants must be admitted to a Portland State University graduate program, in good academic standing, and enrolled for at least 6 credit hours per term. They must also have excellent undergraduate portfolios and demonstrate financial need.

President's Equal Access Scholarship
The purpose of the President's Equal Access Scholarship is to attract outstanding students from diverse backgrounds and experiences, including racial and ethnic backgrounds that are traditionally underrepresented in higher education. Portland State University's President's Equal Access Scholars maintain good standing, contribute to the campus learning environment, and share their unique strengths and diverse perspectives through their involvement in on-campus activities and participation in community service. Application is available at http://www.pdx.edu/diversity/welcome-our-campus.

University Studies Peer Mentor Scholarship
For juniors, seniors, and graduate students who have a minimum GPA of 3.25. Graduate applicants must be current PSU students or admitted to a graduate program for fall term 2015. Must be excellent writers, and have excellent interpersonal skills and the ability to work in a culturally diverse environment. Students receiving this scholarship act as mentors in Freshman Inquiry or Sophomore Inquiry courses for which they receive an additional monetary award. They must be willing to work 20 hours a week as an undergraduate mentor and 10 as a graduate mentor.
ACADEMIC HONESTY AND INTEGRITY

Graduate students have a primary and unique relationship and responsibility to the faculty of their academic program, upon whose recommendations master degrees are awarded. A major feature of their responsibility is adherence to the principles of academic honesty and integrity. The University assumes that students are honest; that all coursework 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:

a. **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.

b. **Plagiarism**: the appropriation of language, ideas, and products of another author or artist and representation of them as one’s own 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.

c. **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.

d. **Academic fraud**: furnishing false or incomplete information to the University with the intent to deceive; forging, altering, or misusing university documents or academic forms which serve as the basis for admission, course study, or graduation; misrepresenting a person’s identity to an instructor or other University official.

Allegations of violating any part of this policy that cannot be resolved within the School shall be submitted to the Vice Provost for Graduate Studies. If the Vice Provost 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:

1) Denial or rescinding of credit for the course in which the violation occurred.
2) Academic probation for one calendar year, during which the student cannot apply for advancement to candidacy, receive or continue to hold a graduate assistantship, or register for more than nine graduate credits in graded courses.
3) Academic disqualification for one to three calendar years, during which the student cannot register for any graduate courses at PSU and cannot apply any PSU coursework 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.
4) Denial or rescinding of the award of the graduate degree.

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