

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**

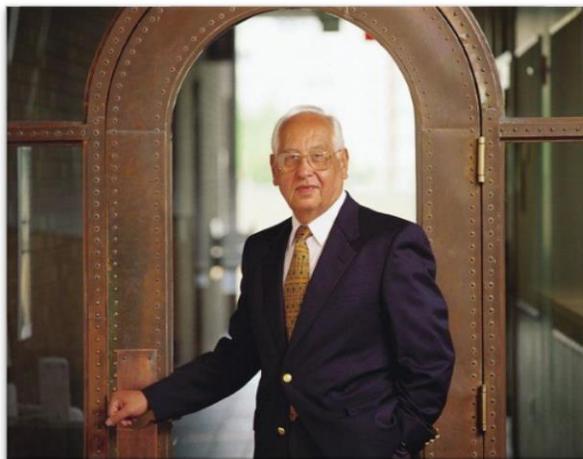
Academic Year 2015-2016



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.

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



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.

TABLE OF CONTENTS

PROGRAM STRUCTURE	4
<i>DOCTOR OF PHILOSOPHY, URBAN STUDIES</i>	4
DISSERTATION CREDITS	6
TOTAL CREDITS REQUIRED = 99.....	6
RESIDENCY	6
METHODS COURSES.....	6
<i>DOCTOR OF PHILOSOPHY, URBAN STUDIES: REGIONAL SCIENCE</i>	7
GOVERNANCE AND FACULTY.....	8
<i>PH.D. FACULTY</i>	8
GENERAL DOCTORAL PROGRAM DYNAMICS.....	10
<i>COMPREHENSIVE FIELD AREA EXAMINATIONS</i>	10
PURPOSE AND GOALS OF THE PH.D. EXAMINATION	10
COMPREHENSIVE FIELD AREA EXAMINATION COMMITTEE	10
EXAMINATION PREPARATION: QUALIFYING PAPER	11
EXAMINATION PROCEDURE.....	11
ORAL EXAM.....	12
EVALUATION OF EXAM RESULTS	12
DISSERTATION, COLLOQUIUM AND.....	13
ADVANCEMENT TO CANDIDACY	13
DISSERTATION COMMITTEE.....	13
DISSERTATION PROPOSAL.....	14
COLLOQUIUM	14
HUMAN SUBJECTS REVIEW	14
DISSERTATION	15
FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)	15
"C" GRADES	17
CONTINUOUS ENROLLMENT.....	17
EMAIL ACCOUNT.....	17
LEAVE OF ABSENCE.....	17
LIMITATIONS ON 400/500, 501/601 AND 505/605, AND 603 COURSES	17
QUARTERLY CHECK-IN WITH ADVISERS	17
TIME LIMITS.....	17
TRANSFER CREDIT	18
WAIVERS FOR COURSES AND OTHER RULES.....	18
FINANCIAL ASSISTANCE	19
CUPA Graduate Assistantships	19
Faculty-led Graduate Assistantships	19
Teaching opportunities.....	20

Loans and Work Study 20

Awards Through the University 20

GRADUATE GOVERNANCE AND STUDENT LIFE 22

 Governance..... 22

 Student Life 22

 SPACE..... 22

 Student responsibilities..... 22

 Travel awards 22

 ADDITIONAL CAMPUS RESOURCES 23

ACADEMIC HONESTY, INTEGRITY AND ETHICS..... 23

PROGRAM STRUCTURE

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.

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 and a *grade of "B" or better in USP 697 is required in order to continue in the doctoral program.*

CORE COURSES IN URBAN STUDIES:

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

FIELD AREAS:

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

First Field - 21 credits (minimum)

Second Field - 18 credits (minimum)

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

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 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

** Plus appropriate advanced and/ or specialized methods courses*

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

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*

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

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*

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

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
 *Plus appropriate 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*

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

DISSERTATION CREDITS

Students take a minimum of 27 credits of USP 603 Dissertation while working on their dissertation.

TOTAL CREDITS REQUIRED = 99

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.

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.

METHODS COURSES

As mentioned above, after completing their core coursework, 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.

USP 520/521 Applied Demographics
 Methods I and II (not offered regularly)

USP 532 Data Collection

USP 543 Geographic Applications to Planning
 USP 536 Policy Evaluation Methods (not offered regularly)
 USP 586 Urban Social Networks
 USP 591/592 GIS I/II
 USP 654 Data Analysis II
 USP 655 Advanced Data Analysis: Structural Equation Modeling
 USP 656 Advanced Data Analysis: Multilevel Regression

Other 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

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.

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 in Fall 2015.

PH.D. FACULTY

The Toulan 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 Toulan School faculty, others across campus have designated “affiliated” status, which enables these professors to play critical roles in the administration of our program. A list of TSUSP affiliated faculty is shown in Table 2.

Table 1. Faculty Interests by Field Areas

	Planning	Community Development	Environment	Gerontology	Social Demography	Economic Development	Transportation	Regional Science
Adiv		X			X			
Adler	X	X					X	
Bates	X	X						
Carder (affiliated)				X				
Dill	X		X				X	
Fang	X				X			
Gebhardt	X	X				X		
Gibson	X	X						
Golub	X						X	
Heying		X				X		
Horst	X		X					
Jurjevich					X	X		
Liu			X			X	X	X
Lutzenhiser			X			X		X

Martin		X				X		
McClintock	X	X	X					
Miller	X	X	X					
Neal (affiliated)				X				
Newsom (affiliated)				X				
Ozawa	X	X	X					
Schrock	X					X		X
Seltzer	X	X	X			X		
Shandas	X		X					X
Sussman		X				X		
Wang	X						X	X
White		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
Chris Monsere	Civil & Environmental Engineering
Margaret Neal	School of Community Health
Jason Newsom	School of Community Health
Karen Secombe	School of Community Health

GENERAL DOCTORAL PROGRAM DYNAMICS

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. Students should work closely with their advisers and with other faculty members in their first and second field areas to set out a tentative course of study as early as possible. Students should meet with the adviser at least once a term to discuss their progress and to update/revise their course of study. The student's adviser often, but not always, becomes the chair of the Field Examination and/or Dissertation Committees for said student.

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 paper in the Toulon School of Urban Studies and Planning office (Urban Center, Suite 350) and online as an Adobe Acrobat form on the School's website, <http://www.pdx.edu/usp/forms>. Students are responsible for completing the forms, obtaining required signatures, and submitting the completed forms to the School's office. Approval of the Program Proposal by the Doctoral Program Coordinator is 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.

COMPREHENSIVE FIELD AREA EXAMINATIONS

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.

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.

Students must complete and submit a Request for Field Area Examination Committee form to the Doctoral Program Coordinator naming the persons who have agreed to serve on the committee and identifying their respective fields. Approval of the examination committee by the Doctoral Program Coordinator is required. Students should choose faculty members with whom they have previously undertaken course work and/or have specialized knowledge in the fields.

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. Students 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 precise parameters of the literature review essay will be determined by the field area committee in consultation with the student. Upon successful completion of the literature review, students may schedule field area exams.

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

EXAMINATION PROCEDURE

Each of the two field area exams will be two days (from 8 a.m. the first day to 4:45 p.m. the second day) and can be taken in any location chosen by the student.

Written field area exam questions are developed by the exam committee chair and the two other committee members 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.

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

The committee chair will notify the office staff and the doctoral program coordinator of exam dates and forward the questions electronically to that staff person the day before the exam is to start. Staff will e-mail exam questions to the student on the morning of day one of the examination procedure. At the end of the exam period, the student will submit the answers to their committee and office staff via e-mail. Staff will make copies for the student's file.

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.

ORAL EXAM

The oral exam is intended to give students 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.

EVALUATION OF EXAM RESULTS

Students are 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.

Conditional Pass: Students passing their examination with one or more conditions must satisfy the terms of the condition(s) within six months following the oral part. An additional six-month extension may be granted by the Doctoral Program Coordinator for extenuating circumstances. If the terms of the condition(s) are not satisfied within the prescribed time limit, the result of the examination is changed to failure.

Fail and Reexamination: In the case of failure on either the written or oral parts of the comprehensive examination, students are entitled to one re-examination. Re-examinations may take

place at least three months, but not more than one year, after the date of the oral examination. Failing a reexamination will result in the student being dropped from the program.

Following the successful completion of comprehensive field area exams and in consultation with the chair of their exam committee and the Doctoral Program Coordinator, students define a dissertation topic and propose members of their dissertation committee, which consists of at least three faculty members and a Graduate Office representative.

DISSERTATION, COLLOQUIUM AND ADVANCEMENT TO CANDIDACY

DISSERTATION COMMITTEE

Selection of a dissertation committee and the dissertation colloquium must be completed within 18 months and 24 months, respectively, 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 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.

Students must submit a *Request for Appointment of Dissertation Committee Form* (GO-16D) to the School's Office. This form must be filed within 6 months of the date of the successful completion of the comprehensive field area examination. Students include on this form the names of three faculty selected by the student who have agreed to serve, and the names of two additional PSU faculty who are external to the Nohad A. Toulan School of Urban Studies and Planning. One of the two is usually selected by the Office of Graduate Studies to serve as the fourth member of the Graduate Office Representative on the dissertation committee. The Office of Graduate Studies 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 Graduate Studies, who appoints the dissertation committee.

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

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

DISSERTATION PROPOSAL

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.

COLLOQUIUM

When a proposal is generally acceptable to the committee, the student must present a *Request for a Colloquium Date Form*, signed by the dissertation committee chair and the Doctoral Program Coordinator, to the School's Office. This form must be presented at least three weeks prior to the requested colloquium date. Colloquiums may not be scheduled between terms or during final exam weeks. One copy of the proposal and of the proposal abstract (no more than 250 words) must also be provided in electronic form. The student must also provide each member of the dissertation committee and the Doctoral Program Coordinator with copies of the final proposal at least two weeks prior to the colloquium.

Students are responsible for finding a day and time when all committee members can be present and contacting the School's office to schedule a room. The committee and other interested students and faculty are invited to the colloquium.

The colloquium must be held no later than 18 months from the date of passing the comprehensive field area examinations. Failure to do so, or to substantiate a case of severe hardship, could result in the student being dropped from the program or required to take another comprehensive examination.

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

HUMAN SUBJECTS REVIEW

Dissertation research involving human subjects must have the approval of the Human Subjects Research Review Committee (HSRRC) in advance of any data collection. A student will not be advanced to candidacy until this review process is complete. Students submit the Human Subjects application after successful completion of the colloquium.

If HSRRC approves the dissertation proposal, then the chair should notify the Doctoral Program Coordinator, who will ask the Office of Graduate Studies 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.

DISSERTATION

After advancement to candidacy, students should check in quarterly with their adviser 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 colloquium must file with the Doctoral Program Coordinator a written statement of any changes approved by all members of the dissertation committee. A candidate wishing to change the topic of the dissertation must secure the Doctoral Program Coordinator's approval to do so. The candidate 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 the terms of the colloquium and dissertation defense. At least 27 credits of USP 603 Dissertation must be accumulated.

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 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 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.

At least three of the four members of the committee must approve in order that the candidate pass the final oral examination. If the committee is larger than the minimum four members, one member can disapprove and the candidate will still 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 Office of Graduate Studies.

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

In addition, the candidate should submit one copy of the dissertation and the abstract to the School's Office for each sponsor of any fellowships the candidate has received. Candidates should plan to attend Commencement, during which the dissertation committee chair will have the honor of "hooding" the new Ph.D.

ADDITIONAL PROGRAM RULES AND PROCEDURES

"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.

CONTINUOUS ENROLLMENT

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

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 not enrolled for 6 months may have their account deactivated.

LEAVE OF ABSENCE

An admitted student may petition for no more than a total of six terms of leave of absence. 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.

LIMITATIONS ON 400/500, 501/601 AND 505/605, AND 603 COURSES

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

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

Students are not allowed to take dissertation credits (USP 603) until after they have passed their comprehensive field area examinations. After passing the exams, students may register for, and count toward the minimum 27 dissertation credits required, up to 9 credits of USP 603 Dissertation before being advanced to candidacy.

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.

TIME LIMITS

Students must adhere to the following TSUSP time limits. NOTE: these are not the same as the timelines stipulated by the Office of Graduate Studies, 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

TRANSFER CREDIT

Students 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. Students are strongly advised to include in their field areas substantial course work with TSUSP faculty, since examiners and dissertation committee members will be drawn from among them.

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

WAIVERS FOR COURSES AND OTHER RULES

Students 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.

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.

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 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. Please note that the Toulan School also administers the Ernie Bonner Equity Planning Scholarship and several other awards. Information about these awards will be circulated to students annually.

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.

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 into 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

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 paid the equivalent of an adjunct instructor rate.

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/>. 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>.

Maurie Clark Endowed Fellowship

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

Ernie Bonner Equity Planning Endowed Scholarship

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

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.

GRADUATE GOVERNANCE AND STUDENT LIFE

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.

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.

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 cubicles or desks are available, they will be assigned by the School Director. Students may also reserve the conference rooms on the 3rd floor of the Urban Center for meetings through the staff at the front desk. The Student Lounge (Room 280) is also available for use by students. In addition, the PSU Library offers group study rooms (<http://library.pdx.edu/groupstudy.html>).

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.

TRAVEL AWARDS

Students can apply for travel awards to attend academic conferences through a variety of PSU programs, including the Institute for Sustainable Solutions (<http://www.pdx.edu/sustainability/travel-awards>) and the Student Education Travel (SET) award through the Office of Graduate Studies (<http://salpsync.orgsync.com/org/aaa>). Matching funds will be provided from the School, if available, for the presentation of dissertation research. Inquiries should be made to the School Director.

ADDITIONAL CAMPUS RESOURCES

The Office of Graduate Studies website lists several resources available to graduate students: <http://www.pdx.edu/ogs/student-services>.

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. This is particularly true of those who will one day serve the public and teach and act as role models for others.

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 Graduate Studies. If the Associate Vice-Provost and Dean of Graduate Studies 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 tutorial on plagiarism, citations, and other topics that are useful: <http://library.pdx.edu/tutorials.html>.