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**Ph.D. Program in  
Urban Studies and Public Affairs  
Student Handbook**

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Welcome to the Ph.D. Program at the Levin College of Urban Affairs. We are delighted that you have chosen to pursue graduate study with us.

This handbook is intended to serve as guide to the Ph.D. in Urban Studies and Public Affairs Program at The Levin College of Urban Affairs. Students should consult the Graduate Bulletin of Cleveland State University for regulations governing graduate programs and students in general.

We hope this handbook will be helpful to you as you move through the various stages of the Ph.D. Program. The Ph.D. Program in Urban Studies and Public Affairs integrates urban related knowledge from a number of academic disciplines. Through disciplinary integration, doctoral students analyze, design, test and evaluate strategies for urban policy-making and management within the public and private sectors. Cleveland State University and the University of Akron offer the program jointly. Students may matriculate at either campus, although students are encouraged to schedule course work at both institutions to take advantage of the diversity of faculty backgrounds and approaches.

The Levin College is ranked among the top ten urban programs in the United States and is the only college of its kind in the state of Ohio. The college has been voted #2 in the nation by *U.S. News & World Reports* as one of America's best graduate schools for its "city management/urban policy" specialty.

Our graduate programs feature a nationally recognized faculty with outstanding reputations in teaching, research, and public service. Our students are a diverse and interesting group, representing greater Cleveland and northeast Ohio, as well as other parts of the United States and the world.

I welcome comments and interactions with students. Feel free to e-mail me at [e.hill@csuohio.edu](mailto:e.hill@csuohio.edu) or stop by my office (Room 335). I hope that you will have a valued learning experience while attending the Levin College of Urban Affairs.

A handwritten signature in blue ink that reads 'Edward W. Hill'.

Edward W. Hill  
Interim Dean and University Vice President for Economic Development

## **PH.D. MISSION AND GOALS**

The mission of the program is to prepare scholars for research, teaching, and reflective practice in positions related to urban studies and public affairs, in universities or public-policy organizations.

The goals of the program are:

- To graduate scholars who possess a strong methodological foundation within the field of urban studies and public affairs together with an in-depth knowledge that enables them to recognize, identify, and articulate the frontiers of scholarship in a specialization.
- To graduate scholars able to construct, execute, and present scholastically sound, independent research of either a theoretical or applied nature that expands the frontiers of knowledge within the field of urban studies and public affairs.

For updated Ph.D. program information visit <http://urban.csuohio.edu/academics/graduate/phd>.

## **CAREER OPPORTUNITIES**

Individuals receiving a Ph.D. in interdisciplinary urban affairs programs will find career opportunities in the traditional academic market, and in the government, private and nonprofit sectors. Academic opportunities exist in many disciplines, including urban studies, public administration, economics, political science, planning, and environmental studies. PhD's will find additional applied research opportunities in the government and nonprofit sectors.

## **PH.D. PROGRAM OF STUDY**

The Ph.D. program of study consists of:

- Coursework
- Comprehensive Exams
- Prospectus and Dissertation

### **Coursework**

The Ph.D. program coursework consists of required core courses, an area of concentration, and electives.

***A minimum grade of B (3.0) is required in all core courses***; a grade below B requires repeating the course, with instructor permission. In concentration and elective courses, no more than eight credit hours of coursework graded below B (3.0) may be applied to the degree.

800-level Ph.D. specialization courses follow a specific rotation; as shown below. This rotation allows full time students with all prerequisites completed to finish their coursework in two years.

#### **Core Courses:**

|         |               |
|---------|---------------|
| UST 800 | Fall annual   |
| UST 802 | Fall annual   |
| UST 803 | Spring annual |
| UST 806 | Spring annual |

Fall Odd: 2005, 2007, 2009, etc.

#### **Public Administration Specialization**

|         |             |
|---------|-------------|
| UST 830 | Fall even*  |
| UST 831 | Spring even |
| UST 833 | Spring odd  |
| UST 835 | Fall odd    |

\*Fall Even: 2004, 2006, 2008, etc.

**Economic Development**

**Specialization:**

UST 810        Fall odd

UST 804        Fall odd

**Housing and Neighborhood**

**Development Specialization:**

UST 820        As needed via  
independent study

**Environmental Policy and**

**Administration Specialization:**

UST 897: Readings in Environmental  
Spring even

Finance & Economics

UST 897: Readings in Environment  
Spring odd

& Human Affairs

## **PREREQUISITE COURSES**

Depending on previous graduate course work, Ph.D. students must complete some or all of the following master's-level prerequisite courses before enrolling in core or specialization courses. Those entering with a bachelor's degree must complete all prerequisites. The final decision regarding the enforcement of prerequisite requirements rests with the Program Director. The Program Director normally defers to the Coordinator of the student's specialization area if and when the Coordinator recommends waiving one or more prerequisites.

For specific course descriptions, please refer to the CSU Graduate Bulletin. Students must earn a grade point average of 3.00 or better in the following prerequisite courses:

- 1) PAD 600: Introduction to Public Administration or  
PAD 617/PSC 605: Public Administration and the Political Process or  
COM 630: Mass Communication Theory (Communication Track students)
- 2) UST 601: Applied Quantitative Reasoning I
- 3) UST 602: Applied Quantitative Reasoning II or  
COM 512: Communication Research Methods
- 4) UST 603: Public Finance and Economics
- 5) UST 605: Urban Spatial Structures
- 6) UST 616: Systems and Processes of Policy Development or  
PSC 636: Policy Development and Evaluation

## **CORE COURSES**

Each student is required to complete a common core of four courses (16 credit hours) *with a grade of B or better in each course*. The core courses are:

### **UST 800: Urban Theory**

This course is intended to acquaint students with the approaches used by the social sciences in examining urban problems. Urban theories and spatial practices are addressed, and students compare theoretical positions among conceptual approaches.

### **UST 802: Frameworks of Inquiry**

This seminar explores the ontological, epistemological, and value dimensions of major frameworks of inquiry in social science, and the methodologies, methods, techniques, and standards of quality for each framework. Major debates in social science scholarship are addressed.

### **UST 803: Quantitative Research Methods**

This course examines statistical models designed to assess a single outcome or criterion variable: bivariate and multiple regression; N-Way and factorial ANOVA; repeated measures ANOVA; and analysis of covariance of the General Linear Model. The course examines the analysis and interpretation of a variety of data sets using each of these procedures.

### **UST 806: Urban Research Methods**

This course provides a basic understanding of methods for conducting empirical social science research. Covers the process of social science research, the conduct of the enterprise, obstacles to empirical research, analysis and interpretation of data, and ethical issues in social science research. Students will write, present, and defend an academically acceptable research design proposal.

## **SPECIALIZATION COURSES**

Students must complete 20 credit hours in a specialization area. For detailed specialization curriculum requirements, please see the curriculum sheets at the end of this handbook. Available specializations are:

- Public Administration
- Environmental Policy and Administration
- Housing and Neighborhood Development
- Economic Development
- Communication

Students are also permitted to develop their own area of specialization with guidance and approval of the Ph.D. Program Director and a three-member faculty advisory committee. Courses in the approved area of specialization are chosen in consultation with the student's faculty advisor or advisory committee. The committee is composed of faculty from Cleveland State University, the University of Akron, and Chung-Ang University.

## **ELECTIVE COURSEWORK**

Students complete 3 elective courses (12 credit hours). Electives are designed to enhance or augment students' understanding of a field of study, and to aid in the development of a dissertation topic. Students choose electives in consultation with their faculty advisor. The following lists offer suggestions for each specialization area, however it is expected that students will also take courses that are not on these lists, within and outside the College of Urban Affairs.

### **All Specializations**

UST 801: Urban Theory II  
UST 804: Quantitative Research Methods II  
UST 805: Qualitative Research Methods in Urban Studies  
UST 897: Readings in Urban Studies

### **Economic Development**

UST 804: Quantitative Research Methods II  
UST 793: Real Estate Case Study  
UST 742: Introduction to GIS

### **Housing and Neighborhood Development**

UST 742: Introduction to GIS  
UST 743: Advanced GIS  
UST 744: Geographic Information Systems Capstone  
UST 722: Economic Development Policy  
UST 723: Urban Development Finance  
UST 720: Economic Development: Plans & Strategies

### **Environmental Policy and Administration**

ENV 523: Map Interpretation & the Visualization of Space  
UST 754: Environmental Institutions & Administration  
GEO 506: Ecosystem Science  
UST 755: Environmental Risk and Decision Making

### **Public Administration**

UST 805: Qualitative Research Methods in Urban Studies  
UST 893: Special Topics in Urban Studies

### **Communication**

COM 531: Multivariate Statistical Methods  
COM 532: Audience/Media Research Methods  
COM 533: Content Analysis  
COM 534: Ethnographic/Qualitative Methods  
COM 535: Participant Observation/Interviewing Methods  
COM 543: Theory Building  
COM 595: Seminar in Communication

## **POLICY ON DIRECTED READINGS**

Ph.D. students are normally limited to eight (8) credit hours of directed readings (UST 897). However, there may be situations in which eight hours is unduly restrictive; for example, in a case where a student wishes to build an area of specialization that differs from the formal areas now available.

## **CREDIT FOR COURSES TAKEN AT THE MASTER'S LEVEL**

Appropriate courses taken at the master's level may be credited toward satisfaction of prerequisites for doctoral studies, but may not be credited toward the doctoral requirements. It is the student's responsibility to provide appropriate documentation, including course syllabi and transcripts, to the Program Director when requesting a waiver of prerequisite courses.

## **TRANSFER CREDITS**

A student who has taken doctoral-level courses at another institution prior to being fully accepted into the Ph.D. Program must complete a petition requesting that the course or courses be accepted toward degree requirements. Consult the Graduate Bulletin for details.

### **CREDIT FOR COURSES TAKEN AS A NONDEGREE STUDENT**

Students may petition to have a maximum of 16 credit hours earned as a non-degree student applied toward fulfillment of degree requirement. Once the Program Director has approved the petition, a letter so stating is sent to the student and a copy of the letter is sent to the Graduate College Office. At the time the students apply for graduation, a copy will be sent to the Graduation Office.

### **RESEARCH AND DISSERTATION CREDIT HOURS**

Doctoral students must complete a combined minimum of 18 credit hours of UST 895: Doctoral Research, UST 896: Prospectus, and UST 899: Dissertation. Once a student has successfully defended his/her prospectus and has registered for UST 899, s/he must maintain continuous enrollment of at least one credit hour of UST 899 each Fall and Spring semester until degree completion.

### **ADVISING AND REGISTRATION**

Key to each student's success in the Ph.D. program is close and continuous consultation with a member of the core faculty. This begins as soon as the student enters the program. Dr. Bill Bowen, Professor and Ph.D. Program Director, serves as the initial advisor to assist first year students in course selection, approve course registration, and review petitions. He may be contacted by email at [w.bowen@csuohio.edu](mailto:w.bowen@csuohio.edu) or at (216) 687-9226.

Whenever possible, students are matched with faculty advisors within their intended specialization areas, based upon expressions of particular student interest and the need to balance advising load among the faculty. The advisor helps determine the student's schedule of classes for each semester, answers general questions about the program, helps the student define a research orientation, and assists with research skill preparation. The advisor is the first point of contact for problems that may arise. S/he should be kept up to date when a student intends to make any decisions regarding the program and must be consulted before any program changes are made. In addition, the advisor serves as primary facilitator for the program's evaluation of the student's progress in the program. The advisor is the student's advocate. The student should develop a professional relationship with him/her. It is to the student's advantage to keep the advisor up to date on his/her progress and any special situations and circumstances that might arise. Depending on the student's dissertation topic, it may be necessary to begin working with a different faculty advisor prior to the defense of a prospectus. After completion of coursework and comprehensive exams, the advisor serves as Chair of the student's dissertation committee, and helps with formation of the committee.

In order to register for classes, students should submit a completed, signed a Change of Enrollment Form, (<http://www.csuohio.edu/enrollmentservices/registrar/forms/ChangeofEnrollmentForm.pdf>) to the Levin College Graduate Advisor (UR 211) or Campus411. PhD students may not register for doctoral coursework without an advisor signature. Students who do not reside in Cleveland and are completing dissertation research should send an email requesting enrollment in UST 895: Doctoral Research or UST 899: Dissertation (after successful prospectus defense) to the Graduate Advisor, Joan Demko, at [j.h.demko@csuohio.edu](mailto:j.h.demko@csuohio.edu).

Students may withdraw from classes (without a refund) through Friday of the ninth week of class (through Saturday of the ninth week of class for Saturday classes). Check the current *Semester Course Bulletin* for specific add/drop deadline dates at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>.

Students who wish to drop a course after the deadline must file a petition with the college of graduate studies explaining the extenuating circumstances. **Petition approval is not guaranteed.**

**For a refund calendar schedule refer to <http://www.csuohio.edu/offices/treasuryservices/refunds/>**

Courses are refunded at 100% if cancelled by the university.

*Note: The official date of withdrawal (the date the course drop form is received by the Registrar's Office) will be the basis for computing the refund. Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.*

### **TUITION AND FEE INFORMATION** **Office of Treasury Services**

(formerly the Bursar's Office)

Phone: 216.687.3615

E-mail: [Bursars.Office@csuohio.edu](mailto:Bursars.Office@csuohio.edu)

Location: Main Classroom (MC) 115

The Office of Treasury Services is responsible for billing and collecting student fees. Information on tuition and fees, payment plan options, and payment methods can be found at: <http://www.csuohio.edu/offices/treasuryservices/>. Tuition/Fees for the Academic Year can be found at: <http://www.csuohio.edu/offices/treasuryservices/feeschedules/>

### **DEREGISTRATION AND REINSTATEMENT**

Students with unpaid account balances who have not made arrangements for payment with the Office of Treasury Services may be deregistered from all courses in a given semester. In order to be reinstated, students must submit a Graduate Student Enrollment Reinstatement Request Form (<http://www.csuohio.edu/gradcollege/students/forms/index.html>).

After the eleventh week of the fall and spring terms, until the last day of each term, requests to restore a cancelled schedule will only be considered by the Dean of the College of Graduate Studies in cases in which students can demonstrate that the University was responsible for their registration being cancelled. After the last day of the term, students must petition the Graduate College Petitions Committee.

### **APPLICATION AND ADMISSION**

The Ph.D. Program in Urban Studies and Public Affairs only admits students for Fall Semester. For both Cleveland State and The University of Akron campuses, students entering the program with a master's degree are expected to have a grade point average of 3.50 or better in their graduate education. Both undergraduate and graduate grade point averages are considered in determining eligibility for admission.

In order to be considered for PhD program admission and financial aid, applications must be complete by January 15<sup>th</sup> for the following fall semester. Students who do not wish to be considered for financial aid may submit application materials through the month of May.

Applicants are expected to have earned a minimum combined score of 1,050 on the quantitative and verbal sections of the Graduate Record Examination (GRE), plus at least 4.0 on the Analytical Writing section. Beyond the application requirements of the Graduate College, an applicant also must submit a writing sample, preferably a recent research paper, two letters of recommendation, and a statement of purpose for seeking a Ph.D. in Urban Studies and Public Affairs.

International applicants whose native language is other than English, and who received their undergraduate and/or graduate degree(s) outside of the United States, must submit proof of English language proficiency. Applicants may do so by submitting Test of English as a Foreign Language (TOEFL) scores or by another of the methods listed in the CSU Graduate Bulletin. The minimum scores required for admission are 525 on the paper-based TOEFL, 197 on the computer-based TOEFL, and scores of 17 in Reading, Speaking, and Listening and 14 in Writing on the internet-based TOEFL. International students should contact the International Student Office at 216-687-3910 for information on special admission requirements.

Applicants should send the following materials to this address: **Office of Graduate Admissions, Cleveland State University, 2121 Euclid Avenue, PH 227, Cleveland, OH 44115-2214.**

- Completed application form (<http://www.csuohio.edu/gradcollege/admissions/apply.html>)
- Official transcripts from all colleges and universities attended (transcripts must bear the school seal and be sent directly from the issuing institution/s to the Graduate Admissions Office)
- Official test results from the Graduate Record Examination (GRE), general portion only
- Two letters of recommendation (faculty preferred)
- Application fee
- A sample of your writing, preferably a recently completed research paper or a copy of a published article
- A letter of intent that includes a personal statement of goals and in which specialization you plan to concentrate

## ACADEMIC STANDARDS

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Please see the rules listed below.

Students will be reviewed by the Graduate Program Review Committee at the Maxine Goodman Levin College of Urban Affairs and may be put on academic probation or be academically dismissed if they earn:

- one grade of F, **OR**
  - two grades of less than B, **OR**
  - two grades of NS
- even if the overall GPA is 3.00.**

If it is determined that the student may continue in the graduate program, the Committee will indicate to the student, in writing, the conditions under which continuation is possible. If the Committee determines that dismissal is in order, this recommendation is to be made to the Program Director for review and final determination.

Mandatory dismissal by the Graduate College occurs if a student (in 400-800 level courses):

- receives a second grade of F, **OR**
- accumulates a total of nine credit hours of less than B grades and has a cumulative grade point average below 3.00

These rules apply in to all graduate coursework at Cleveland State University, including:

- prerequisites
- previous coursework
- core courses
- courses in area of specialization
- electives

## READMISSION TO THE PHD PROGRAM

An academically dismissed student may re-apply to the PhD program after twelve months have passed. In order to pursue re-admission, students should follow these steps:

1. Work with a faculty advisor who supports the request for re-admission to design an action plan for program completion.
2. Write a letter to the Graduate Programs Committee requesting to be re-admitted to the PhD program. In this request, the student should clearly identify the specific deficiencies that led to dismissal and explain how they have been remedied.
3. Submit the petition to the Graduate Programs Manager, who will circulate the petition to the Graduate Programs Committee for consideration.

If re-admitted, students will be subject to conditions for continuation in the PhD program. At a minimum, the following University-wide conditions will apply:

*An academically dismissed student who is readmitted to the same graduate program, or enters a different graduate program, will again be dismissed by the College of Graduate Studies if the individual receives in 400-800 level courses:*

- a) *one or more grades of "F" or*
- b) *two or more grades of "B-" or less*

*A graduate student who receives a second academic dismissal from the University is not eligible for further graduate study at the University.*

Additional conditions may apply.

## **COMPREHENSIVE EXAMINATION**

Upon completion of all coursework, doctoral students sit for a comprehensive examination in the area of specialization. A Faculty member shall serve as coordinator for the comprehensive examinations in each specialization area for an academic year. The coordinator shall oversee the preparation, administration and grading of the comprehensive examinations within the specialization. The examination is written and graded by appropriate faculty examiners selected from those knowledgeable in the specialization area.

The comprehensive exam is administered twice per year: once each fall semester (**second Tuesday of September**) and once each spring semester (**second Tuesday of February**). The student's primary advisor will assist with the arrangements for the examination. However, it is the student's responsibility to ensure that the proper arrangements have been made.

Students planning to sit for the comprehensive examination should submit an application form ([http://urban.csuohio.edu/academics/graduate/phd/phd\\_comps\\_application.doc](http://urban.csuohio.edu/academics/graduate/phd/phd_comps_application.doc)) to the PhD Program Director by the end of May (Fall exam) or December (Spring exam).

The examination must be taken within one calendar year of completing all coursework. It cannot be taken before all coursework is completed. Graduate assistants are permitted one semester of preparation for the comprehensive examination, and should register for twelve (9-12) hours of UST 895 during the semester prior to taking the exam.

The comprehensive examination consists of three parts:

1. In-class examination: four hours
2. Take-home examination: one week
3. Oral examination (excluding Public Administration and Environmental Policy and Administration)

The In-Class and Take-Home components of the comprehensive exam each have two questions. Each question shall be graded Pass or Fail by at least two members of the Faculty. In the event of an evenly split disagreement, an additional reader from CSU or Akron shall determine if the student passes or fails that question. *A student shall be deemed to have passed her/his first Comprehensive Examination if s/he fails not more than one of the four questions s/he answered. Students in the Economic Development Specialization must pass all four questions.*

Faculty shall grade and return their evaluations with comments for those who rated a failure as quickly as possible. If an answer is rated a pass, no comments shall be provided. Feedback on performance shall be given to the students as soon as possible. The coordinators shall meet with those students who so desire after receiving comments.

The oral examination is held approximately three weeks after both the in-class and take-home have been completed and graded. The committee for the oral examination in the area of specialization will consist of the members of the Ph.D. faculty who graded the student's written examination. The oral exam is for the purpose of clarifying the scope and depth of the student's knowledge of the specialized area and thus may cover a wide range of questions.

A student who fails will be permitted to retake the examination only once. A student who clearly fails the in-class and/or take-home portion(s) of the examination will not be allowed to take the oral portion of the examination and must retake that portion(s) of the exam s/he failed.

If a student fails one portion of the examination, s/he must retake that portion of the exam within one academic year. If the student fails both portions of the exam, s/he must retake the entire examination within one academic year. *On the second examination, the student must pass all four (4) questions if s/he retook the whole examination or both questions if s/he retook one part.* Failure to retake the Examination within one academic year without the permission of the Coordinator shall be deemed a Fail. A student who fails to pass the retake is discontinued from the program.

Any student who appeals any issue related to the Comprehensive Examination shall appeal to the Doctoral Program Director. The Director shall take no part in the Comprehensive Examination process except for appeals. The decision of the Director on the appeal shall be the final decision of the Program.

## **DISSERTATION AND PROSPECTUS**

Upon successful completion of the comprehensive examinations, a student proceeds to the dissertation stage of the program. The dissertation prospectus class (UST 896) should be taken immediately following successful completion of the comprehensive examination. The objective of the course is to guide the student through the preparation of a draft of her/his dissertation. A dissertation committee will be established after student consultation with her/his primary advisor and the Program Director. Committee members must be members of the University's Graduate Faculty. Specific guidelines and forms may be found at the following website: <http://www.csuohio.edu/gradcollege/students/thesis/>.

A completed **Thesis & Dissertation Proposal Approval Form** is required before students are eligible to register for Dissertation coursework (UST 899). This form is available online through the College of Graduate Studies, at <http://www.csuohio.edu/gradcollege/students/pdf/proposalform.pdf>.

### **Dissertation and Prospectus Defenses**

Prospectus and Dissertation defenses are open to the public and must be announced to the College community. In order to ensure sufficient notice, students must inform the Departmental Secretary at least two weeks prior to the scheduled defense date, at which time a location will be reserved, and an announcement made. Students should provide an electronic copy of the prospectus or dissertation to the Departmental Secretary during the week prior to the defense. It is the student's responsibility to arrange to have a computer at the defense if one is needed for a powerpoint presentation. A laptop is available through the department on a limited basis – please contact the Departmental Secretary to reserve this computer.

### **Prospectus**

The first significant task in developing the dissertation is the development of a prospectus, which must be approved by the student's doctoral committee and placed in the student's file. The prospectus is presented formally at an open meeting (defense). Any member of the Graduate Faculty may attend and ask questions.

The prospectus becomes the basis for the dissertation research. The prospectus should review and critically assess the literature in a particular problem area, identify the problem to be addressed in relation to this literature and define the methodology for addressing the research question. While it is not expected that all problems of the research can be fully anticipated at the prospectus stage, the student should have a sufficiently firm grasp of the subject matter to be able to produce a strong and convincing argument for a particular line of research.

### **Dissertation**

The dissertation is the last major stage of the doctoral program. The dissertation demonstrates the student's ability to plan and carry through to successful completion a comprehensive research project. The dissertation should contribute to the body of knowledge and scholarship about the topic chosen.

Once a student has entered the dissertation stage, s/he must register for a minimum of one credit hour of UST 899 every Fall and Spring semester until graduation. A minimum of eighteen combined credit hours of dissertation (UST 899), prospectus (UST 896), and doctoral research (UST 895) are required; there is no maximum.

The dissertation committee must approve the completed dissertation. Upon acceptance of the dissertation by the committee, the student must hold a formal, public defense. Successful oral defense of the dissertation, determined by the committee, is the final step in completing the Ph.D. degree program.

The College of Graduate Studies has specific requirements for the format of the dissertation. These involve paper size and quality, margins, spacing, headings, and submission of bound copies to the library. Format Guidelines are available online at <http://www.csuohio.edu/gradcollege/students/thesis/thesis.html>.

While there is no set time limit for completion of the dissertation, students should be aware of the University requirements for completing a degree program. Students must complete all doctoral degree requirements **within ten years of admission to the doctoral program**. If their program of study extends beyond 10 years, students must petition the College of Graduate Studies for an extension. Petition approval is not guaranteed, and may require students to repeat coursework that will be over ten years old at the time of completion. Students are advised to consult the Graduate Catalog for detailed requirements.

## **QUALITY AND FAIRNESS IN THE DISSERTATION PROCESS**

Program policies for ensuring high quality dissertations and fairness to students and faculty throughout the process are as follows:

1. Doctoral dissertation committee members will be members of the CSU (or University of Akron) graduate faculty. Only those graduate faculty members who have an earned doctorate may serve as Chair of a committee. Those individuals who are not graduate faculty may serve as non-voting members of a committee.
2. Prior to successful defense of a prospectus, any committee membership consistent with College of Graduate Studies rules is tentative and subject to change at the discretion of the student and/or the prospective committee members. There is no obligation or requirement on behalf of the PhD program to guarantee a committee member or Chair for any given dissertation research project.
3. Once a prospectus has been successfully defended and a dissertation committee has been appointed, changes in the composition of the committee, including Chair and/or member(s), require a completed and approved Change of Dissertation Committee Member Form.
4. In circumstances where the Program Director must exercise his or her discretion with regard to the membership of a dissertation committee to insure the quality of a dissertation, decisions made by the Program Director may be appealed to the dean of the College. The Dean's review is strictly limited to the integrity of the evaluation process through which the quality of the dissertation is established, and to insuring that all undue or unwarranted obstacles to a student's successful completion of their dissertation have been eliminated.
5. A dissertation is completed only upon receipt of the signatures of not less than three voting members of a duly appointed dissertation committee.
6. While copy editing of a final dissertation by a third party is permitted, substantive content or manuscript editing by a third party is forbidden.
  - a. Copy editing refers to relatively minor changes focused upon tidying up the document—ensuring consistent style, correcting misspellings, and attending to grammar, punctuation, and usage. Copy editing is done primarily for purposes of readability and meeting the format guidelines of the College of Graduate Studies. Copy editing does not include making changes to enhance the substance or coherence of the document.
  - b. Content or manuscript editing involves making substantive changes in the document, including deleting redundant information, shortening verbose text, reformatting figures and tables, clarifying the scientific content of the document, and working closely with the author. Content or manuscript editing is done primarily for the purposes of clarifying, elucidating, or otherwise improving upon the evidential reasoning and/or thought processes of the author.
7. Advancement to candidacy implies that the candidate has demonstrated mastery of the body of knowledge in the specialization area, proficiency at analysis within that specialization, and the ability to communicate the results of that analysis clearly. The comprehensive exam will thus be used as an indicator of competence in written English. If, at the time of completion of the comprehensive examination, the Program Director, in consultation with the examining faculty, believes that a candidate has demonstrated significant writing deficiencies, the Program Director will inform the candidate and recommend that s/he seek appropriate help.
8. In accordance with Graduate School policies, a student may seek to obtain the agreement of faculty members of his/her choice to serve on a dissertation committee.
9. A student may change the composition of his/her committee, including the Chair, at any time in the dissertation process, in accordance with the above provisions.

## **PROSPECTUS GUIDELINES**

The following is a suggested format and set of guidelines for the dissertation prospectus. The student should be guided by his or her committee in adjusting these suggestions to the particular research plans. The prospectus need not be long – 15 to 20 pages should be sufficient. The prospectus is not to be confused with a partial draft of the dissertation. It is simply a statement of the student’s research problem and the proposed research on that problem.

1. **Title** (or subject)

2. **Statement of Problem**

A statement of a problem is not simply- a matter of announcing a subject or stating a topic. It should clearly indicate the general questions and concerns that prompt the inquiry and should show why the academic community would be interested in the problem and the research being proposed. Thus, the student must state a problem, show why it merits attention, and discuss the contribution that will be made by the research.

3. **Statement of Major Hypotheses or Thesis**

The student must state the major proposition or propositions that his/her research will be designed to explore. In developing this proposition or set of propositions, the student should draw upon and take cognizance of scholarly literature and research that bears significantly on the problem.

4. **Scope of Proposed Research**

The student must indicate the database or range of evidence that will be used to explore his/her hypotheses or thesis. This may be done in terms of some temporal, spatial, and/or substantive frame of reference.

5. **Method or Technique of Research**

The student should indicate clearly that he/she has thought through the questions of what kind of knowledge or information is required to answer the questions being posed, how this knowledge or information can be obtained, and how it can be used once it is obtained.

6. **Phases of the Research**

The student should include some initial plan of research indicating the phases that will be required to complete the research and tentative estimates of the time that will have to be devoted to each phase.

7. **Bibliography**

The prospectus should include a bibliography containing references from the social science literature that are immediately relevant to the proposed problem and research. The bibliography need not be exhaustive but should clearly indicate the primary sources of data, theory, and methodology that will be used as a starting point for the research.

## **GRADUATION**

All graduating students are required to complete an application for graduation. Graduation applications are available from the Levin College Graduate Programs Coordinator (UR 229), or from Campus411 (UC 162). Completed applications may be submitted in person to Campus411, or by mail (with payment) to: Office of the University Registrar,

Keith Building 1414, 2121 Euclid Avenue, Cleveland, OH 44115-2214.

### **Academic Standards for Graduation**

- A maximum of eight credit hours of work at the C level for 400-level and above courses may apply toward graduate degree requirements
- Achievement of 3.00 cumulative grade point average for all courses taken as a graduate student

### **Application Deadlines**

| <b>If you are finishing</b> | <b>The deadline is</b> |
|-----------------------------|------------------------|
| Fall Semester               | April 14               |
| Spring Semester             | September 9            |
| Summer Semester             | February 1             |

## **Filing Fee**

The graduation fee is \$25.00 and must accompany the completed application. Make checks or money orders payable to CSU. You may also pay your graduation fee at the Bursar's Office, MC 115, and submit a copy of the receipt with the completed application. The graduation fee does not cover rental or purchase of academic regalia.

## **Approval Process**

Your graduation application will be routed first to your graduate program coordinator to determine if you will meet program requirements. It will then be routed to the College of Graduate Studies for their approval. Allow ten to twelve weeks for this process to take place. You will receive a copy of your application with comments and approvals. Please check this copy carefully. Questions about the status of your graduation application should be directed to the Registrar's Office, 216-687-3700.

## **Release of Diplomas**

Diplomas are released approximately one month after the graduation date, but not until the "Notice of Completion" has been submitted and all "I" and "T" grades are removed. Diplomas are sent by mail.

## **Notice of Completion Form**

Before the University will issue a diploma, a Notice of Completion Form (NOC) must be completed. This form is available online through the College of Graduate Studies, at <http://www.csuohio.edu/gradcollege/students/pdf/nocdoctoral.pdf>. This form should be signed and submitted to the College of Graduate Studies when you have completed all degree requirements and are ready to submit your final dissertation to the library for binding.

## **Commencement**

The University holds two Commencement ceremonies during the year, in May and December. Students completing their degree in Spring Semester attend the May Commencement, while Summer and Fall graduates attend the December Commencement. Details about Commencement will be mailed to students who have applied for graduation and will also be posted on the CSU web site. Your graduation date will be the end of the term in which you complete requirements, regardless of when you participated in Commencement.

## **Dissertation Submission and Requirements for Graduation**

Graduating doctoral students must successfully defend their dissertation by the *last day of the term* of their anticipated graduation in order to participate in commencement ceremonies. In order for a degree to post and a diploma to be issued, the final dissertation draft must be submitted to the College of Graduate Studies for a format check *before the beginning of the next academic term*.

In the event that final revisions are not completed in time to meet this deadline, it will be necessary to defer graduation to the following academic term (during which copies will be submitted).

## **CAMPUSNET ONLINE STUDENT SERVICES AND YOUR CSU ID NUMBER**

### **CSU ID Number**

Your admission materials will contain a unique 7-digit CSU ID number, which will appear on most paperwork from the University. Additionally, when seeking assistance from administrative offices around campus, you may be asked to provide your ID number. If you do not know your number or have misplaced it, you must come to the University Registrar's Office (University Center (UC) 400) with a picture ID so that the number can be given to you. This information will not be given out over the phone.

On the **CampusNet System** <https://campusnet.csuohio.edu/index.jsp>, students can:

- Add and drop classes
- Forward campus email
- Manage and pay account balances
- Purchase parking hangtags and register vehicles
- Request transcripts
- View and print schedules
- View grades and unofficial transcripts
- Receive online software training
- Order textbooks

## **CampusNet Password**

You should have received a letter notifying you of your CampusNet password. This is the password that allows you to log into CampusNet. You can view personal information, grades, and unofficial transcripts, as well as add and drop classes from your schedule. If you do not know this password, call 216.687.5050 for assistance.

## **CHANGE OF NAME/CHANGE OF ADDRESS**

All students are responsible for keeping their University records as current as possible while enrolled at CSU. Address changes can be made online through CampusNet. Students should notify CSU of a name change by completing a Change of Information form. Completed forms can be submitted to Campus411 in UC 162. A downloadable form can be found at: <http://www.csuohio.edu/registrar/forms/changeInfo.pdf>.

## **CAMPUS 411: CSU STUDENT SERVICES**

Campus411 is the place to go for information and assistance with registration, academic records, student billing, and financial aid. Their “one stop” approach is simple; provide a central place where the University Community is effectively and efficiently served. Campus411 will listen to your concerns and work with you to resolve them as they support your educational goals.

The Concierge Service welcomes you to Campus411 and determines your service needs. Professionals who know how to help will promptly serve you. Concierge Service provides:

- Answers to quick questions
- General information about the University
- Maps and directions to help you navigate our campus
- A convenient location to Pick Up or Drop Off forms

The Express Service is designed to help you with basic student services. Professionals listen carefully and extend guidance when you need a helping hand. Express Service provides:

- Help logging onto and navigating CampusNet
- Guidance in filing for and completing financial aid documentation such as the FAFSA, entrance/exit counseling, and the Master Promissory Note Online
- General information about registration and financial aid along with explaining your student bill
- Help in printing your class schedule

When your concerns are complex, the Extended Service professionals provide assistance. Student Service Specialists are cross-trained to help you with registration, academic records, student billing, and financial aid. Specialists work with you to understand your concern, explore your options, and resolve your concerns. Extended Service provides:

- An explanation of Academic Regulations and Procedures
- Help with Deregistration and Reinstatement of Classes
- Information about Financial Aid Verification and Standards of Academic Progress (SAP)
- Help filing Petitions
- An explanation of your student account (billing/payment)

## **Campus411**

Campus Location: MC 116

Phone: 216.687.5411

F ax: 216.687.5491

E mail: [campus411@csuohio.edu](mailto:campus411@csuohio.edu)

## **E-MAIL AND INTERNET ACCESS**

Email is one of the most important means of communication among students, faculty and administrative offices in the Levin College and throughout Cleveland State University. Students are strongly encouraged to check their University email accounts regularly.

### **CSU Campus System**

Every student is supplied with an email address that is used by faculty and administrative offices for sending CSU-specific e-mail. Students can have their CSU e-mail forwarded to another e-mail address (such as hotmail, AOL, or yahoo) by accessing the "email" link within CampusNet (<https://campusnet.csuohio.edu/index.jsp>).

Information on e-mail options, instructions, features, and training is available through the CSU Information Services & Technology website (<http://www.csuohio.edu/ist/email.shtml>). Information on CSU technology services including internet access, laptop loaner programs, and wireless service, please go to <http://www.csuohio.edu/ist/>

### **Levin College System**

Students enrolled in the Levin College of Urban Affairs may be added to the system as users to access file storage and shared file systems. New students can activate their accounts completing the [CUACS Application Form](#). Questions regarding accounts can be directed to Bob Martel, [r.martel@csuohio.edu](mailto:r.martel@csuohio.edu). Additional information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

## **ACTIVE STUDENT STATUS**

A student must be registered for courses in at least one semester during the academic year to be considered an active student in the program. Students who interrupt their enrollment in the University for three or more consecutive semesters, including summer, are placed on a voluntary Leave of Absence. In order to return to active status, students must submit and have processed a Request to Return from their Leave of Absence. This form is available online or for download at [http://www.csuohio.edu/enrollmentservices/registrar/forms/leave\\_Absence.pdf](http://www.csuohio.edu/enrollmentservices/registrar/forms/leave_Absence.pdf). According to CSU regulations, PhD students who have successfully defended a prospectus must maintain continuous enrollment in UST 899: Dissertation each Fall and Spring semester until graduation.

## **FINANCIAL AID**

The following describes the financial aid policies applicable to CSU students in the Ph.D. in Urban Studies and Public Affairs Program. Students should also consult the Graduate Bulletin for general information on financial aid.

Students should complete the Free Application for Federal Student Aid (FAFSA) and should list CSU as the institution to receive the results of their FAFSA. The CSU Federal School Code number is 003032.

**Full-time students:** In accordance with University regulations, a graduate student, to qualify for a full-time graduate assistantship, must be registered for a minimum of nine (9) graduate hours in the semester of the assistantship. The student is required to work 20 hours a week as a graduate assistant in research, teaching or on an alternative mutually agreed-upon assignment. Full-time assistantships are awarded on a competitive basis. Several assistantships per year are awarded to selected students with two- to four-year commitments subject to satisfactory performance in the Ph.D. program and the continuing financial health of the University.

**Part-time students.** Students seeking financial assistance other than a graduate assistantship or tuition waiver should contact the CSU Financial Aid Office, University Center, Room 560, (216) 687-3764.

## **UNIVERSITY PARKING SERVICES**

Students may purchase parking hangtags online through CampusNet or in person at Parking Operations.

Parking Operations  
Chester Building Annex Room 128  
(216) 687-2023

Current parking charges and information are available on the Parking Operations website at <http://www.csuohio.edu/services/parking/>.

To obtain a parking pass you will need the following:

- Course schedule
- Vehicle Plate Number
- Photo ID ex (VikingCard, Drivers License or Military ID)
- Course Schedule with CSU ID # included

### **CLASS CANCELLATIONS DUE TO WEATHER**

CSU evening classes are cancelled by 2:00 p.m. Students may call (216) 687-2000 or 1-888-csuohio, ext. 2000 for information during bad weather. Announcement of class cancellations will be made on local radio and TV stations.

CSU closings can be found on the CSU website. Off-campus classes are cancelled if the host site is closed.

### **TEXTBOOKS AND REFUND POLICY**

The CSU Bookstore textbook line is 216-687-5359. The CSU Bookstore (216- 687-2128) is located at 2400 Euclid Avenue. For updated bookstore information, please go to <http://www.csuohiobookstore.com/>.

Required texts for CSU courses can be purchased at the CSU Bookstore (800-325-3252) or online at <http://www.csuohiobookstore.com/>.

For textbook return policies, please contact the CSU bookstore directly.

### **UNIVERSITY LIBRARY**

**Rhodes Tower**

**Floors 1-5**

(216)-687-6953

<http://www.ulib.csuohio.edu/>

To borrow books from the CSU University Library in person, students must have their CSU Viking ID card. Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the web; in some cases, students will be asked to provide their name and CSU ID number to be able to proceed.

To use the Library from an off-campus site, students must have Internet access. (See Internet Access, page 10). An Internet Access Account from the University (this replaces use of AOL or another Internet Service Provider) is required for full use of the Library's databases. To visit the CSU Library Distance Education Website, go to <http://www.ulib.csuohio.edu/dl/index.html>.

The OhioLINK system allows CSU students to check out books from participating area Ohio colleges and universities. Students must have their CSU ID number and one form of photo I.D. to make use of this service in person. The policy for OhioLINK patron circulation services for distance learning student's use is as follows:

Students enrolled in distance learning courses hosted by an OhioLINK institution are guaranteed full OhioLINK patron circulation borrowing privileges.

Students taking classes via the Internet or other distance learning delivery methods from one host institution may well want to use a library nearer to their home or workplace. Those students need to register at the library of the OhioLINK institution(s) most convenient to them. They need to identify themselves as distance learners and provide proof of enrollment.

Registering at a nearby library will allow the student to have books requested through the OhioLINK borrowing system delivered to that library. The borrower simply needs to choose the nearby institution (where he or she has already registered) as the institutional affiliation when the system prompts for that information. OhioLINK students in distance learning courses registering at a nearby institution have the same privileges and responsibilities as undergraduate or graduate students (whichever applies) at that institution. For special Off-Campus Distance Education library services, students must register (<http://html.ulib.csuohio.edu/de/subscribe.html>) and provide the name/number of the course or program being taken via distance education or off-campus. Additional information will be provided to students by the course instructor. Students having problems accessing University Library or OhioLINK resources should contact Marianne Nolan (m.nolan@csuohio.edu), the Library's coordinator of services for distance learners.

## LEVIN COLLEGE OF URBAN AFFAIRS FACULTY SPECIALIZATIONS

### Urban Planning

Dr. S. Jang  
Dr. M. Jones  
Dr. S. Kaufman  
Dr. D. Keating  
Dr. W. Kellogg  
Prof. N. Krumholz  
Dr. S. Lee  
Dr. R. Simons (Real Estate)  
Prof. A. Weinstein (Law)

### Housing/Neighborhood Development

Dr. T. Bier  
Dr. M. Jones  
Dr. D. Keating  
Prof. N. Krumholz  
Dr. R. Simons  
Mr. P. Star

### Historic Preservation/Sacred Landmarks

Dr. V. Benson  
Dr. M. Tevesz  
Dr. M. Wells

### Economic Development

Dr. W. Bowen  
Dr. J. Elvery  
Dr. N. Hill  
Dr. L. Ledebur  
Dr. M. Rosentraub  
Dr. R. Simons

### Organizational Leadership

Dr. S. Kaufman  
Dr. L. Keller  
Dr. N. Meyer-Emerick  
Dr. V. Vogelsang-Coombs

### Health Care Administration

Dr. C. Stivers  
Dr. G. Weiner

### Public Administration

Dr. J. Alexander  
Dr. J. Brudney  
Dr. L. Keller  
Dr. N. Meyer-Emerick  
Prof. S. Murray  
Dr. J. Sowa  
Dr. M. Spicer  
Dr. C. Stivers  
Dr. V. Vogelsang-Coombs

### Non-Profit Management

Dr. J. Alexander  
Dr. J. Brudney  
Dr. S. Mendel  
Dr. M. Rosentraub  
Dr. J. Sowa  
Dr. C. Stivers

### Law and Public Policy

Dr. M. Jones (Public Policy)  
Dr. H. Gorovitz Robertson (Law)  
Prof. A. Weinstein (Law)

### Public Management

Dr. J. Alexander  
Mr. T. Cozzens  
Dr. L. Keller  
Prof. S. Murray  
Mr. C. Phelps  
Mr. K. O'Brien  
Dr. M. Spicer  
Dr. C. Stivers  
Dr. V. Vogelsang-Coombs

### Urban Management

Dr. J. Alexander  
Dr. S. Kaufman  
Dr. V. Vogelsang-Coombs

### Urban Policy Analysis

Dr. M. Jones  
Dr. N. Hill  
Dr. S. Kaufman  
Prof. N. Krumholz  
Dr. R. Steinbacher

### Geographic Information Systems (GIS)

Dr. S. Jang  
Dr. S. Lee  
Dr. B. Mikelbank  
Dr. M. Salling  
Mr. J. Wyles

### Housing/Neighborhood Development (Ph.D.)

Dr. M. Jones  
Dr. D. Keating  
Prof. N. Krumholz  
Dr. B. Mikelbank

### Environmental Studies

Dr. W. Bowen  
Dr. M. Kaufman  
Dr. S. Kaufman  
Dr. W. Kellogg  
Dr. N. Meyer-Emerick  
Dr. H. Robertson (Law)  
Dr. R. Simons  
Dr. M. Tevesz

### Research Methods

Dr. W. Bowen  
Dr. S. Kaufman  
Dr. C. Stivers

### Real Estate

Dr. R. Simons  
Dr. J. Webb (Business)

## **RESOURCES**

**Maxine Goodman Levin College of Urban Affairs Homepage:** <http://www.urban.csuohio.edu>

### **Frequently Called Levin College Numbers**

|  |                |
|--|----------------|
| Office of Student Services                         | (216) 687-3884 |
| Ph.D. Program Director: Dr. Bill Bowen             | (216) 687-2298 |
| Graduate Program Office                            | (216) 875-9985 |
| Graduate Assistantships/Internships: Rachel Singer | (216) 687-2388 |
| Scholarships                                       | (216) 687-3884 |
| Career Planning Services                           | (216) 687-2233 |
| Levin College Office of the Dean                   | (216) 687-2135 |

**Cleveland State University Homepage:** <http://www.csuohio.edu>

### **Frequently Called Cleveland State University Numbers:**

|                                    |                |   |
|------------------------------------|----------------|---|
| Admissions                         | (216) 687-2100 | <a href="http://www.csuohio.edu/admissions">http://www.csuohio.edu/admissions</a>   |
| Admission, Graduate                | (216) 687-9371 | <a href="http://www.csuohio.edu/gradcollege/admissions/apply.html">http://www.csuohio.edu/gradcollege/admissions/apply.html</a>       |
| Affirmative Action Office          | (216) 687-2223 | <a href="http://www.csuohio.edu/offices/affirmativeaction/index.html">http://www.csuohio.edu/offices/affirmativeaction/index.html</a> |
| Athletics Dept. and Intramurals    | (216) 687-4800 | <a href="http://csuvikings.com/">http://csuvikings.com/</a>   |
| Black Studies Program              | (216) 687-5461 | <a href="http://www.csuohio.edu/class/blackstudies/">http://www.csuohio.edu/class/blackstudies/</a>                                   |
| Bookstore                          | (800) 325-3252 | <a href="http://www.csuohiobookstore.com/">http://www.csuohiobookstore.com/</a>   |
| Office of Treasury Services        | (216) 687-3615 | <a href="http://www.csuohio.edu/offices/treasuryservices/">http://www.csuohio.edu/offices/treasuryservices/</a>                       |
| Career Services Center             | (216) 687-2233 | <a href="http://www.csuohio.edu/offices/career">http://www.csuohio.edu/offices/career</a>   |
| Counseling/Testing Center          | (216) 687-2277 | <a href="http://www.csuohio.edu/offices/counselingtesting/">http://www.csuohio.edu/offices/counselingtesting/</a>                     |
| Continuing Education               | (216) 687-4850 | <a href="http://www.csuohio.edu/ce">http://www.csuohio.edu/ce</a>   |
| Disabilities Services              | (216) 687-2015 | <a href="http://www.csuohio.edu/offices/disability/">http://www.csuohio.edu/offices/disability/</a>                                   |
| Financial Aid                      | (216) 687-9370 | <a href="http://www.csuohio.edu/enrollmentservices/financialaid/">http://www.csuohio.edu/enrollmentservices/financialaid/</a>         |
| Housing (On-Campus)                | (216) 687-5196 | <a href="http://www.csuohio.edu/services/reslife/index.html">http://www.csuohio.edu/services/reslife/index.html</a>                   |
| Housing (Off-Campus)               | (216) 687-2011 | <a href="http://www.csuohio.edu/services/reslife/offcampus/">http://www.csuohio.edu/services/reslife/offcampus/</a>                   |
| ID Center (Viking Card Office)     | (216) 687-9888 | <a href="http://www.csuohio.edu/services/vcard">http://www.csuohio.edu/services/vcard</a>   |
| International Student Services     | (216) 687-3910 | <a href="http://www.csuohio.edu/offices/international/">http://www.csuohio.edu/offices/international/</a>                             |
| Library Services                   | (216) 687-2486 | <a href="http://www.ulib.csuohio.edu/">http://www.ulib.csuohio.edu/</a>   |
| Parking Operations                 | (216) 687-2023 | <a href="http://www.csuohio.edu/services/parking/">http://www.csuohio.edu/services/parking/</a>                                       |
| Police Department & Safety Escorts | (216) 687-2020 | <a href="http://www.csuohio.edu/offices/police/">http://www.csuohio.edu/offices/police/</a>   |
| Registrar's Office                 | (216) 687-3700 | <a href="http://www.csuohio.edu/enrollmentservices/registrar/">http://www.csuohio.edu/enrollmentservices/registrar/</a>               |
| Student Life                       | (216) 687-2048 | <a href="http://www.csuohio.edu/studentlife/">http://www.csuohio.edu/studentlife/</a>   |
| Tutorial Services                  | (216) 687-2012 | <a href="http://www.csuohio.edu/academic/advising/tutoring/">http://www.csuohio.edu/academic/advising/tutoring/</a>                   |
| Student Government Association     | (216) 687-2262 | <a href="http://www.csuohio.edu/studentlife/studentorgs/sga.html">http://www.csuohio.edu/studentlife/studentorgs/sga.html</a>         |
| Women's Comprehensive Program      | (216) 687-4674 | <a href="http://www.csuohio.edu/class/wcp/">http://www.csuohio.edu/class/wcp/</a>   |

PhD Program Homepage: <http://urban.csuohio.edu/academics/graduate/phd/>

PhD Handbook: [http://urban.csuohio.edu/academics/graduate/handbooks/phd\\_handbook.pdf](http://urban.csuohio.edu/academics/graduate/handbooks/phd_handbook.pdf)

Cleveland State University Graduate Catalog: <http://www.csuohio.edu/gradcollege/catalog/>

Name \_\_\_\_\_

CSU ID # \_\_\_\_\_

Term Admitted \_\_\_\_\_

**COMMUNICATION CURRICULUM PLAN  
DOCTOR OF PHILOSOPHY IN URBAN STUDIES AND PUBLIC AFFAIRS**

**The PhD program consists of 66 credit hours broken down into the following areas: prerequisites, core courses, specialization area, electives, a comprehensive exam, and dissertation research.**

**PREREQUISITES**

|  | <u>Date Taken/Scheduled</u> | <u>Grade</u> |
|--|-----------------------------|--------------|
| UST 601: Applied Quantitative Reasoning I – <i>prior to UST 803</i>  | _____                       | _____        |
| UST 602: Applied Quantitative Reasoning II <b>OR</b>                 | _____                       | _____        |
| COM 512: Communication Research Methods – <i>prior to UST 806</i>    | _____                       | _____        |
| UST 603: Public Finance & Economics – <i>prior to UST 605</i>        | _____                       | _____        |
| UST 605: Urban Spatial Structures                                    | _____                       | _____        |
| UST 616: Systems & Processes of Policy Development <b>OR</b>         | _____                       | _____        |
| PSC 636: Policy Development & Evaluation                             | _____                       | _____        |
| COM 630: Mass Communication Theory – <i>prior to all COM courses</i> | _____                       | _____        |

**CORE (16 credit hours)**

|  |       |       |
|--|-------|-------|
| UST 800: Urban Theory                  | _____ | _____ |
| UST 802: Frameworks of Inquiry         | _____ | _____ |
| UST 803: Quantitative Research Methods | _____ | _____ |
| UST 806: Urban Research Methods        | _____ | _____ |

**SPECIALIZATION (20 credit hours) - bold indicates required courses**

|  |       |       |
|--|-------|-------|
| <b>COM 650: Urban Communication</b>                | _____ | _____ |
| <b>COM 660: Strategic Communication</b>            | _____ | _____ |
| COM 510: Organizational Communication Theory       | _____ | _____ |
| COM 542: Technology & Mediated Communication       | _____ | _____ |
| COM 541: Political Communication                   | _____ | _____ |
| COM 530: Mass Communication Theory                 | _____ | _____ |
| COM 540: Persuasion Communication & Campaigns      | _____ | _____ |
| COM 520: Interpersonal Communication Theory        | _____ | _____ |
| COM 670: Intercultural Communication & Negotiation | _____ | _____ |

**COMMUNICATION METHODS AND ELECTIVES (12 credit hours)****Two courses from this list:**

|   |       |       |
|---|-------|-------|
| COM 531: Multivariate Statistical Methods             | _____ | _____ |
| COM 532: Audience/Media Research Methods              | _____ | _____ |
| COM 533: Content Analysis                             | _____ | _____ |
| COM 534: Ethnographic/Qualitative Methods             | _____ | _____ |
| COM 535: Participant Observation/Interviewing Methods | _____ | _____ |

**Plus one of the following courses:**

|  |       |       |
|--|-------|-------|
| COM 595: Seminar in Communication                                    | _____ | _____ |
| COM 543: Theory Building   | _____ | _____ |
| Any above listed communication course or other social science course | _____ | _____ |

**COMPREHENSIVE EXAM**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

**RESEARCH & DISSERTATION (18 credit hour minimum)**

|                                  |       |       |
|----------------------------------|-------|-------|
| UST 895: Doctoral Research       | _____ | _____ |
| UST 896: Dissertation Prospectus | _____ | _____ |
| UST 899: Dissertation            | _____ | _____ |

Name \_\_\_\_\_

CSU ID # \_\_\_\_\_

Term Admitted \_\_\_\_\_

**ENVIRONMENTAL POLICY AND ADMINISTRATION CURRICULUM PLAN  
DOCTOR OF PHILOSOPHY IN URBAN STUDIES AND PUBLIC AFFAIRS**

**The PhD program consists of 66 credit hours broken down into the following areas: prerequisites, core courses, specialization area, electives, a comprehensive exam, and dissertation research.**

**PREREQUISITES**

|   | <u>Date Taken/Scheduled</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| PAD 600: Introduction to Public Administration<br>or PSC 605/PAD 617: Public Administration and Political Process | _____                       | _____        |
| UST 601D: Applied Quantitative Reasoning I  | _____                       | _____        |
| UST 602: Applied Quantitative Reasoning II  | _____                       | _____        |
| UST 603: Public Finance & Economics   | _____                       | _____        |
| UST 605: Urban Spatial Structures   | _____                       | _____        |
| UST 616: Systems & Processes of Policy Development<br>or PSC 636: Policy Development & Evaluation                 | _____                       | _____        |

**CORE (16 credit hours)**

|  |       |       |
|--|-------|-------|
| UST 800: Urban Theory                  | _____ | _____ |
| UST 802: Frameworks of Inquiry         | _____ | _____ |
| UST 803: Quantitative Research Methods | _____ | _____ |
| UST 806: Urban Research Methods        | _____ | _____ |

**SPECIALIZATION (20 credit hours)**

|   |       |       |
|---|-------|-------|
| UST 752: Environmental Policy & Administration  | _____ | _____ |
| UST 753: Environmental Planning II: Regional Landscapes   | _____ | _____ |
| LAW 671: Environmental Law & Regulation   | _____ | _____ |
| PHY 570: Environmental Physics  | _____ | _____ |
| UST 897: Readings in Environmental Finance and Economics  | _____ | _____ |
| UST 897: Readings in Environmental & Human Affairs  | _____ | _____ |
| UST 897: Readings in Environmental Planning and Urban Sustainability  | _____ | _____ |
| GEO 510: Environmental Geology in an Urban Context<br>or CHEM 540: Environmental Chemistry<br>or BIO 551: Ecosystem Biology | _____ | _____ |

**ELECTIVES (12 credit hours) – please see page 5 for suggestions**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COMPREHENSIVE EXAM**

|       |       |
|-------|-------|
| _____ | _____ |
|-------|-------|

**RESEARCH & DISSERTATION (18 credit hour minimum)**

|                                  |       |       |
|----------------------------------|-------|-------|
| UST 895: Doctoral Research       | _____ | _____ |
| UST 896: Dissertation Prospectus | _____ | _____ |
| UST 899: Dissertation            | _____ | _____ |

Name \_\_\_\_\_

CSU ID # \_\_\_\_\_

Term Admitted \_\_\_\_\_

**HOUSING AND NEIGHBORHOOD DEVELOPMENT CURRICULUM PLAN  
DOCTOR OF PHILOSOPHY IN URBAN STUDIES AND PUBLIC AFFAIRS**

**The PhD program consists of 66 credit hours broken down into the following areas: prerequisites, core courses, specialization area, electives, a comprehensive exam, and dissertation research.**

**PREREQUISITES**

|   | <u>Date Taken/Scheduled</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| PAD 600: Introduction to Public Administration<br>or PSC 605/PAD 617: Public Administration and Political Process | _____                       | _____        |
| UST 601D: Applied Quantitative Reasoning I  | _____                       | _____        |
| UST 602: Applied Quantitative Reasoning II  | _____                       | _____        |
| UST 603: Public Finance & Economics   | _____                       | _____        |
| UST 605: Urban Spatial Structures   | _____                       | _____        |
| UST 616: Systems & Processes of Policy Development<br>or PSC 636: Policy Development & Evaluation                 | _____                       | _____        |

**CORE (16 credit hours)**

|  |       |       |
|--|-------|-------|
| UST 800: Urban Theory                  | _____ | _____ |
| UST 802: Frameworks of Inquiry         | _____ | _____ |
| UST 803: Quantitative Research Methods | _____ | _____ |
| UST 806: Urban Research Methods        | _____ | _____ |

**SPECIALIZATION (20 credit hours)**

|   |       |       |
|---|-------|-------|
| UST 820: Seminar in Housing Policy & Programs | _____ | _____ |
| UST 760: Neighborhood Planning                | _____ | _____ |
| UST 761: Legal Developments in Housing        | _____ | _____ |
| UST 762: Urban Housing Policy                 | _____ | _____ |

|                           |       |       |
|---------------------------|-------|-------|
| UST 563: Housing Analysis | _____ | _____ |
|---------------------------|-------|-------|

**ELECTIVES (12 credit hours) – please see page 5 for suggestions**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COMPREHENSIVE EXAM**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

**RESEARCH & DISSERTATION (18 credit hour minimum)**

|                                  |       |       |
|----------------------------------|-------|-------|
| UST 895: Doctoral Research       | _____ | _____ |
| UST 896: Dissertation Prospectus | _____ | _____ |
| UST 899: Dissertation            | _____ | _____ |

Name \_\_\_\_\_

CSU ID # \_\_\_\_\_

Term Admitted \_\_\_\_\_

**ECONOMIC DEVELOPMENT CURRICULUM PLAN  
DOCTOR OF PHILOSOPHY IN URBAN STUDIES AND PUBLIC AFFAIRS**

**The PhD program consists of 66 credit hours broken down into the following areas: prerequisites, core courses, specialization area, electives, a comprehensive exam, and dissertation research.**

**PREREQUISITES**

|   | <u>Date Taken/Scheduled</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| PAD 600: Introduction to Public Administration<br>or PAD 617/PSC 605: Public Administration and the Political Process | _____                       | _____        |
| UST 601D: Applied Quantitative Reasoning I  | _____                       | _____        |
| UST 602: Applied Quantitative Reasoning II  | _____                       | _____        |
| UST 603: Public Finance & Economics   | _____                       | _____        |
| UST 605: Urban Spatial Structures   | _____                       | _____        |
| UST 616: Systems & Processes of Policy Development<br>or PSC 636: Policy Development & Evaluation                     | _____                       | _____        |

**CORE (16 credit hours)**

|  |       |       |
|--|-------|-------|
| UST 800: Urban Theory                  | _____ | _____ |
| UST 802: Frameworks of Inquiry         | _____ | _____ |
| UST 803: Quantitative Research Methods | _____ | _____ |
| UST 806: Urban Research Methods        | _____ | _____ |

**SPECIALIZATION (20 credit hours)**

**Bold type indicates required courses**

|  |       |       |
|--|-------|-------|
| <b>UST 722: Economic Development Policy</b>                    | _____ | _____ |
| <b>UST 810: Economic Development Seminar</b>                   | _____ | _____ |
| UST 710: Development Process/Market Analysis                   | _____ | _____ |
| UST 720: Economic Development: Plans & Strategies              | _____ | _____ |
| UST 721: Local Labor Market Analysis                           | _____ | _____ |
| UST 723: Urban Development Finance                             | _____ | _____ |
| UST 724: Anti-Poverty Policy                                   | _____ | _____ |
| UST 725: Strategic Thinking                                    | _____ | _____ |
| UST 726: Workforce Development                                 | _____ | _____ |
| UST 727: Urban Tourism, the Urban Core, & Economic Development | _____ | _____ |
| UST 715: Economic Development & Budgetary Policy               | _____ | _____ |

**ELECTIVES (12 credit hours) – please see page 5 for suggestions**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COMPREHENSIVE EXAM**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

**RESEARCH & DISSERTATION (18 credit hour minimum)**

|                                  |       |       |
|----------------------------------|-------|-------|
| UST 895: Doctoral Research       | _____ | _____ |
| UST 896: Dissertation Prospectus | _____ | _____ |
| UST 899: Dissertation            | _____ | _____ |

Name \_\_\_\_\_

CSU ID # \_\_\_\_\_

Term Admitted \_\_\_\_\_

**PUBLIC ADMINISTRATION CURRICULUM PLAN  
DOCTOR OF PHILOSOPHY IN URBAN STUDIES AND PUBLIC AFFAIRS**

**The PhD program consists of 66 credit hours broken down into the following areas: prerequisites, core courses, specialization area, electives, a comprehensive exam, and dissertation research.**

**PREREQUISITES**

|   | <u>Date Taken/Scheduled</u> | <u>Grade</u> |
|---|-----------------------------|--------------|
| PAD 600: Introduction to Public Administration<br>or PSC 605/PAD 617: Public Administration and Political Process | _____                       | _____        |
| UST 601D: Applied Quantitative Reasoning I  | _____                       | _____        |
| UST 602: Applied Quantitative Reasoning II  | _____                       | _____        |
| UST 603: Public Finance & Economics   | _____                       | _____        |
| UST 605: Urban Spatial Structures   | _____                       | _____        |
| UST 616: Systems & Processes of Policy Development<br>or PSC 636: Policy Development & Evaluation                 | _____                       | _____        |

**CORE (16 credit hours)**

|  |       |       |
|--|-------|-------|
| UST 800: Urban Theory                  | _____ | _____ |
| UST 802: Frameworks of Inquiry         | _____ | _____ |
| UST 803: Quantitative Research Methods | _____ | _____ |
| UST 806: Urban Research Methods        | _____ | _____ |

**SPECIALIZATION (20 credit hours) – bold indicates required courses**

|  |       |       |
|--|-------|-------|
| <b>UST 830: Public Administration Seminar</b>          | _____ | _____ |
| UST 731: Law & Public Administration (3)               | _____ | _____ |
| UST 734: Ethics in the Public Sector                   | _____ | _____ |
| UST 831: Political Philosophy & Public Administration  | _____ | _____ |
| UST 833: Public Finance Seminar                        | _____ | _____ |
| UST 835: Organization Theory for Public Administration | _____ | _____ |
| UST 897: Readings in Urban Studies (1)                 | _____ | _____ |

**ELECTIVES (12 credit hours) – please see page 5 for suggestions**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COMPREHENSIVE EXAM**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

**RESEARCH & DISSERTATION (18 credit hour minimum)**

|                                  |       |       |
|----------------------------------|-------|-------|
| UST 895: Doctoral Research       | _____ | _____ |
| UST 896: Dissertation Prospectus | _____ | _____ |
| UST 899: Dissertation            | _____ | _____ |