



**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 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, Dean

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: Urban Theory	Fall annual
UST 802: Frameworks of Inquiry	Fall annual
COM731: Multivariate Statistical Methods Or UST 803: Quantitative Research Methods	Spring Annual
UST 806: Urban Research Methods	Spring annual

Specialization Courses

UST 810: Urban Policy and Development Seminar	Spring Even
UST 831: Political Philosophy & Public Administration	Fall Odd
UST 830: Public Administration Seminar	Spring Odd

*Fall Even: 2010, 2012, 2014, etc.

Fall Odd: 2011, 2013, 2015, etc.

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 student's faculty advisor in the specialization area if and when the advisor 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 (Public Administration Track students) or
COM 630: Mass Communication Theory (Communication Track students) or
UST 606: Evolution of Human Settlements (Urban Policy and Development Track students)
- 2) UST 601: Applied Quantitative Reasoning I
COM 512: Communication Research Methods (Communication Track students)
- 3) UST 603: Public Finance and Economics
- 4) UST 605: Urban Spatial Structures
- 5) 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 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.

COM 731: Multivariate Statistical Methods

Advanced methods course on multivariate statistical methods used in analyzing research in human communication. Focuses primarily on understanding these methods and statistics rather than on their actual performance and calculation. Students should be able to critically read and analyze published research in communication, including the methodological and statistical sections of these articles, as well as to use computer programs to apply multivariate statistical tests, including factor analysis, multiple regression, discriminant analysis, MANOVA models, cluster analysis, and multi-dimensional scaling.

UST 803: Quantitative Research Methods I

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.

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
- Urban Policy and 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/or 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 in accordance with advice from their academic advisor that are not on these lists, within and outside the College of Urban Affairs.

All Specializations

UST 801: Urban Theory II
UST 803: Quantitative Methods I
UST 804: Quantitative Research Methods II
UST 805: Qualitative Research Methods in Urban Studies
UST 897: Readings in Urban Studies

Communication

COM 731: Multivariate Statistical Methods
COM 732: Audience/Media Research Methods
COM 733: Content Analysis
COM 734: Ethnographic/Qualitative Methods
COM 795: Seminar in Communication
COM 796: Problems in Communication

Public Administration

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

Urban Policy and Development

UST 710: Urban Development Process/Market Analysis
UST 720: Economic Development: Plans and Strategies
UST 721: Local Labor Market Analysis
UST 726: Workforce Development
UST 742: Introduction to Geographic Information Systems
UST 753: Environmental Planning II
UST 762: Urban Housing Policy
UST 664: Neighborhood Development

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, and may be credited toward the doctoral requirements in accordance with the rules of the College of Graduate Studies, as stated in the Graduate Catalog. 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 Catalog for details.

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 PhD program is close and continuous consultation with a member of the core faculty. This begins as soon as the student enters the program. The PhD Program Director serves as the initial advisor to assist first year students in course selection, approve course registration, and review petitions.

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.

PhD students may not register for doctoral coursework without a faculty signature. In order to receive permission to register for doctoral classes, students should submit a completed, signed Change of Enrollment Form, (<http://www.csuohio.edu/enrollmentservices/registrar/forms/ChangeofEnrollmentForm.pdf>) to the Levin College Graduate Advisor (UR 211). Once permission is granted, students must register for all courses online in CampusNet. Students who do not reside in Cleveland and are completing dissertation research should send an email requesting permission to enroll 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.

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). Students should refer to the current *Academic Calendar* for specific add/drop deadline dates at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>. Courses are refunded at 100% if cancelled by the university.

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

*Note: The official date of withdrawal (the date a course is dropped) will be the basis for computing refunds. **Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.***

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.**

APPLICATION AND ADMISSION

The Ph.D. Program in Urban Studies and Public Affairs admits students for Fall Semester only. 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 15th 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 required 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 Catalog (<http://graduatestudies.csuohio.edu/catalog/?View=entry&EntryID=316>). International students should

contact the International Student Office at 216-687-3910 for information on International 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

FINANCIAL ASSISTANCE

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: <http://www.csuohio.edu/enrollmentservices/financialaid/> or 216-687-5411.

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. Academic regulations are available in the Graduate Catalog or at: <http://graduatestudies.csuohio.edu/catalog/?CategoryID=91>.

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) to the PhD Program Director by the end of May (Fall exam) or December (Spring exam). Students in the Communications specialization must also submit the application to the School of Communication Graduate Program Director.

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 may register for up to twelve 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)

The In-Class and Take-Home components of the comprehensive exam are generally comprised of 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 Urban Policy & 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 specialization 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.

PARTICIPATING FACULTY

The following are faculty members in the College of Urban Affairs and School of Communication participating in the PhD program and their specializations and concentrations. Click on their name to be taken to their university profile.

Dr. Jennifer Alexander

Public administration, nonprofit organizations, ethics, public budgeting, organizational leadership, public management

Dr. William M. Bowen

Decision science and computer applications, energy policy, environmental issues, public administration, urban policy analysis, research methods

Dr. Jeffrey L. Brudney

Public administration, nonprofit sector studies and volunteerism

Dr. Ronnie Dunn

Public administration, urban policy analysis, urban sociology, racial and social justice, crime and the criminal justice system

Dr. Joel A. Elvery

Economic development, intersections of labor economics, urban economics, public policy

Dr. Edward W. Hill

Economic development, public policy and education reform, regional labor markets, economic development banking

Dr. Sung-Gheel Jang

Geographic Information Systems/Science, planning support systems

Dr. Mittie Davis Jones

Urban planning, program evaluation, law and public policy analysis, urban politics, parent empowerment, children and families

Dr. Sanda Kaufman

Urban planning, urban policy analysis, decision making in conflict management, organizational leadership, environmental issues

Dr. W. Dennis Keating

Urban planning, housing policy, urban policy, land use law, neighborhood planning

Dr. Wendy A. Kellogg

Environmental planning and policy, community development, urban planning

Dr. Sugie Lee

Geographic information systems, urban and regional planning, land use, sprawl/smart growth, spatial analysis, housing/neighborhood development, research methods

Dr. Christine Ledvinka Rush

Public administration, law and public policy, public management

Dr. Helen Liggett

Urban theory, discourse analysis and visual culture and photography

Dr. Nancy Meyer-Emerick

Organizational Behavior, public administration, environmental policy and administration, public safety & justice

Dr. Brian A. Mikelbank

Housing analysis, quantitative and spatial data analysis, research methods, urban geography, urban development and urban geographic information systems

Dr. Robert A. Simons

Urban planning, housing/neighborhood development, economic development, real estate, environmental real estate economics

Dr. Michael W. Spicer

Public administration, public management, tax compliance, public economics

Dr. Camilla Stivers

Public administration theory, feminist theory, non-profit management

Dr. Nicholas Zingale

Public management and sustainability, nonprofit management, environmental studies, organizational theory and behavior

Dr. Cheryl Bracken

Mass Media, Media Effects, Psychological Processing of Media

Dr. Leo W. Jeffres

Methods, professional journalism, communication theory

Dr. Gary R. Pettey

Public relations, mass communication, methods, statistics

Dr. Kimberly A. Neuendorf

Film Studies and research methods

Dr. Paul Donald Skalski

New media technologies, media effects, video games, and research methods

Dr. Richard M. Perloff

Persuasion, news media, and health communication

GENERAL INFORMATION

Most university information can be found in the **Graduate Catalog**: <http://www.csuohio.edu/gradcollege/catalog/>. It is students' responsibility to familiarize themselves with the academic regulations contained in this catalog.

Campus 411: CSU Student Services

Campus411 provides general information and assistance with registration, academic records, student billing, and financial aid. Visit Campus411 in MC116 or online at <http://www.csuohio.edu/enrollmentservices/campus411/>.

Email and Internet Access

Information on e-mail options, instructions, features, and training is available through the CSU Information Services & Technology website, <http://www.csuohio.edu/offices/ist/studentcomputing/email.html>. For information on CSU technology services including internet access, laptop loaner programs, and wireless service, please go to <http://www.csuohio.edu/offices/ist/>. Information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

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

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

Graduation and Commencement

All students are required to complete a graduation application well in advance of their projected graduation date. Graduation and commencement information can be found online at: <http://www.csuohio.edu/enrollmentservices/registrar/graduation.html>. Requirements for doctoral student participation in graduation ceremonies can be found at: http://www.csuohio.edu/gradcollege/students/pdf/doctoral_hooding_requirements.pdf.

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).

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.

Active Student Status

A CSU 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.

PhD students who have successfully defended a prospectus must maintain continuous enrollment in UST 899: Dissertation each Fall and Spring semester until graduation.

**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>	_____	_____
COM 512: Communication Research Methods	_____	_____
OR UST 602: Applied Quantitative Reasoning II – <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 OR	_____	_____
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	_____	_____
COM 731: Multivariate Statistical Methods	_____	_____
OR UST 803: Quantitative Research Methods	_____	_____
UST 806: Urban Research Methods	_____	_____

SPECIALIZATION (20 credit hours) - bold indicates required courses

COM 750: Urban Communication	_____	_____
COM 760: Strategic Communication	_____	_____
COM 710: Organizational Communication Theory	_____	_____
COM 742: Technology & Mediated Communication	_____	_____
COM 741: Political Communication	_____	_____
COM 730: Mass Communication Theory	_____	_____
COM 740: Persuasion Communication & Campaigns	_____	_____
COM 720: Interpersonal Communication Theory	_____	_____
COM 770: Intercultural Communication & Negotiation	_____	_____

COMMUNICATION METHODS AND ELECTIVES (12 credit hours)

Two courses from this list:

COM 731: Multivariate Statistical Methods	_____	_____
COM 732: Audience/Media Research Methods	_____	_____
COM 733: Content Analysis	_____	_____
COM 734: Ethnographic/Qualitative Methods	_____	_____

Plus one of the following courses:

COM 795: Seminar in Communication	_____	_____
COM 796: Problems in Communications	_____	_____
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	_____	_____

**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 or PSC 605/PAD 617: Public Administration and Political Process	_____	_____
UST 601D: Applied Quantitative Reasoning I – <i>prior to UST 803</i>	_____	_____
UST 603: Public Finance & Economics – <i>prior to UST 605</i>	_____	_____
UST 605: Urban Spatial Structures	_____	_____
UST 616: Systems & Processes of Policy Development or PSC 636: Policy Development & Evaluation	_____	_____

CORE (16 credit hours)

UST 800: Urban Theory	_____	_____
UST 802: Frameworks of Inquiry	_____	_____
COM 731: Multivariate Statistical Methods OR UST 803: Quantitative Research Methods	_____	_____
UST 806: Urban Research Methods	_____	_____

SPECIALIZATION (20 credit hours) – bold indicates required course

UST 830: Public Administration Seminar	_____	_____
UST 704: Organizational Behavior	_____	_____
UST 731: Law & Public Administration (3)	_____	_____
UST 733: Budget Policy and Management	_____	_____
UST 734: Ethics in the Public Sector	_____	_____
UST 831: Political Philosophy & Public Administration	_____	_____
UST 897: Readings in Urban Studies	_____	_____

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

COMPREHENSIVE EXAM

<u>RESEARCH & DISSERTATION (18 credit hour minimum)</u>		
UST 895: Doctoral Research	_____	_____
UST 896: Dissertation Prospectus	_____	_____
UST 899: Dissertation	_____	_____

**URBAN POLICY AND 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>
UST 606: The Evolution of Human Settlements	_____	_____
UST 601D: Applied Quantitative Reasoning I – <i>prior to UST 803</i>	_____	_____
UST 603: Public Finance & Economics – <i>prior to UST 605</i>	_____	_____
UST 605: Urban Spatial Structures	_____	_____
UST 616: Systems & Processes of Policy Development or PSC 636: Policy Development & Evaluation	_____	_____

CORE (16 credit hours)

UST 800: Urban Theory	_____	_____
UST 802: Frameworks of Inquiry	_____	_____
COM 731: Multivariate Statistical Methods OR UST 803: Quantitative Research Methods	_____	_____
UST 806: Urban Research Methods	_____	_____

SPECIALIZATION (20 credit hours) – bold indicates required course

UST 810: Urban Policy and Development Seminar	_____	_____
PDD 609: Planning Law	_____	_____
UST 722: Economic Development Policy	_____	_____
UST 723: Urban Development Finance	_____	_____
UST 752: Environmental Policy & Administration	_____	_____
UST 762: Urban Housing Policy	_____	_____
UST 764: Neighborhood and Community Development	_____	_____
UST 897: Readings in Urban Studies	_____	_____

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	_____	_____