



UPPP Ph.D. Handbook

Urban Planning and Public Policy (UPPP) Ph.D.

A guide to doctoral studies at the College of Architecture, Planning and Public Affairs (CAPPA), The University of Texas - Arlington

2021–2022 Edition

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WELCOME

The CAPP Community welcomes you to the College of Architecture, Planning & Public Affairs (CAPP) at The University of Texas at Arlington (UTA). We trust that your experience here will be academically, professionally, and personally rewarding.

INTRODUCTION

The **UPPP Ph.D. Handbook for the College of Architecture, Planning & Public Affairs (CAPPA)** attempts to provide guidance and useful information to new and current UPPP students. However, it is not a statement of official policy of The University of Texas at Arlington nor of The University of Texas System.

In all matters, the Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of The University of Texas at Arlington, and the Graduate Catalog of The University of Texas at Arlington shall supersede this manual.

The contents of this handbook are subject to change without notice as a result of new policies or programmatic changes made by UTA's Graduate- Studies Office or by CAPPA. Every effort has been made in the preparation of this manual to ensure the accuracy of its contents, should the user find any errors please contact the program director.

THE UNIVERSITY OF TEXAS AT ARLINGTON

The University of Texas at Arlington is a comprehensive research institution of more than 50,000 students in campus-based and online degree programs and is the second largest institution in The University of Texas System.

MISSION

The University of Texas at Arlington is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to the promotion of lifelong learning through its academic and continuing education programs and to the formation of good citizenship through its community service learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.

COLLEGE OF ARCHITECTURE, PLANNING AND PUBLIC AFFAIRS (CAPPA)

In 2015, The University of Texas at Arlington's Schools of Architecture (SoA) and of Urban and Public Affairs (SUPA) combined to form the College of Architecture, Planning and Public Affairs (CAPPA).

The College incorporates six professional and two Ph.D. degree programs:

1. Master of City and Regional Planning
2. Master of Public Administration
3. Master of Public Policy
4. Master of Architecture
5. Master of Landscape Architecture
6. Bachelor of Interior Design
7. Ph.D. in Urban Planning and Public Policy
8. Ph.D. in Public Administration and Public Policy

The University of Texas System Board of Regents approved the creation of the new college in May 2015.

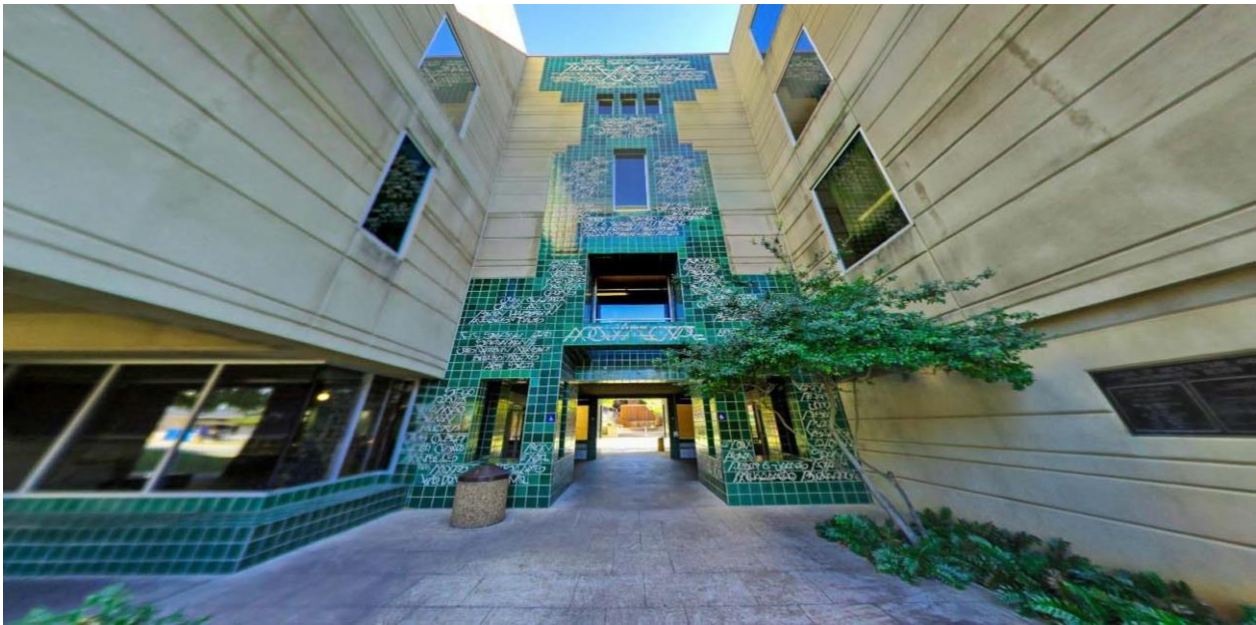
CAPPA's VISION & MISSION

Vision

CAPPA engages the creative and scholarly disciplines through its commitment to provide an outstanding research driven education.

Mission

Together our dynamic group of faculty and dedicated staff inspire, motivate, and educate students to pursue excellence in academic scholarship, design practice, creative thinking and critical reflection. CAPPA provides a comprehensive, collaborative, relevant, and forward-thinking learning experience grounded in the rich traditions of the professional disciplines situated in the college. Located in the heart of DFW, CAPPA is a testing ground for the design and development of healthy, inclusive, environmentally and ecologically responsive communities.



CAPPA MAIN CONTACT INFO

Main office phones

Office: 817-272-2801
Text: 855-202-6815

General E-Mail

cappa@uta.edu

Mailing address

College of Architecture, Planning & Public Affairs
University of Texas at Arlington
Box 19108
CAPP Building, Suite 203
601 West Nedderman Drive
Arlington, TX 76019-0108

Physical Address

601 W. Nedderman Dr., Suite
203 Arlington, TX 76019

PROGRAM DIRECTOR & STAFF GRADUATE ADVISOR

PROGRAM DIRECTOR

Dr. Karabi C. Bezboruah
Office: CAPP A 320
Phone: 817- 272-0727
Email: bezborua@uta.edu

STAFF GRADUATE ADVISOR

The Staff Graduate Advisor assists you in making operational decisions about your academic program such as course scheduling issues, registering, adding and dropping classes. In addition to reviewing your academic plan towards timely graduation, the Staff Graduate Advisor keeps the student's official record of all forms required by the program and by the UTA Office of Graduate Studies. Issuance and removal of academic holds is also a function of this advisor.

Barbara Saenz M.ED
Academic Advisor II
Office: CAPP A 203
Phone: 817-272-2801
Email: barbarasaenz@uta.edu
FAX: 817.272.5098

FACULTY & STAFF

For a complete list of CAPP A faculty and staff, please refer to CAPP A's website:
<https://www.uta.edu/academics/schools-colleges/cappa/about/faculty>

* If an URLs in this handbook are not active, please copy and paste the link to your browser.

GETTING STARTED

MAVEXPRESS CARD

During registration, you will be directed to the MavExpress Office, which is located on the main level in the University Center, across from Starbucks, where your picture will be taken and a University ID card will be issued. This card will allow you access to the library, recreational sports facilities and the Health Center. In addition, it serves as a source of identification to verify that you are a UTA student.

STUDENT E-MAIL ACCOUNT

With the creation of your NetID, you also receive an official UTA email account. To find out about the student MavMail system and to learn how to set up your new email account please go to the following link: <http://www.uta.edu/oit/cs/email/mavmail.php>
All student-University communications (i.e., with faculty, staff, administrators, listservs, etc.) is required to be done through university email.

PARKING

If you plan to park at UTA, then you will need to get a parking permit from UTA Parking and Transportation Services <https://www.uta.edu/pats/>

URBAN PLANNING AND PUBLIC POLICY (UPPP) PROGRAM

The **Ph.D. in Urban Planning and Public Policy (UPPP)** integrates the academic disciplines of urban planning and public policy in training Ph.D. students to conduct independent research that makes substantive contributions to their chosen planning and policy subfields. The program prepares doctoral students for academic careers and for leadership in research positions in the public or nonprofit sectors.

CURRICULUM AND DEGREE REQUIREMENTS

The UPPP Ph.D. program requires a minimum of 48 credit hours beyond the master's degree, including 39 credit hours of coursework and a minimum of 9 dissertation credit hours. The 39 credit hours of coursework include 6 hours of leveling courses, 9 hours in the required core of urban planning and public policy, 12 hours of methods courses and 12 hours of elected field area courses¹. Courses and credit hours may be waived for students with relevant previous coursework upon approval of the dissertation supervisor and program director.

Leveling Courses (6 hours):

PLAN 6303	Planning History, Theory, and Ethics
PLAN 6310	Planning, Urban Development and Structure

Required Core Courses (9 hours):

PLAN 6300	Advanced Urban Theory
PLAN 6311	Spatial Theory and Policy: Urban Form and Structure
PLAN 5322/PAPP 5306	The Urban Economy

Methods Requirements (12 hours):

PLAN 5317/ PAPP 5342	Intermediate Data Analysis
PLAN 6346/ PAPP 6344	Qualitative Methods
PLAN 6301/ PAPP 6301	Research Foundations and Ph.D. Workshop
PLAN 6346/ PAPP 6346	Advanced Data Analysis in Urban and Public Affairs

Urban Planning and Public Policy Field Courses (12 hours):

Students take 12 hours of courses in their elected field area to prepare for the dissertation and beyond. Courses are determined in consultation and with the approval of the student's Chair of the Diagnostic Advisory Committee Chair or of the Dissertation Supervisory Committee.

Field areas include the following:

- Urban Planning and Policy
- Physical Planning, Development and Urban Design
- Land Use/Transportation Analysis, Planning and Policy
- Environmental Planning Policy/Sustainability

¹ Ph.D. students should enroll in the 6000 level of any PLAN course, if available on MyMAV

DISSERTATION (MINIMUM 9 HOURS)

The program requires a minimum of nine dissertation hours.

PLAN 6399	Dissertation (3hrs)
PLAN 6699	Dissertation (6hrs)
PLAN 6999	Dissertation (9hrs)
PLAN 7399	Doctoral Degree Completion (3 hrs).

For more course information visit <https://catalog.uta.edu/cappa/city/#doctoraltext> and consult the CAPPa staff graduate advisor.

COURSE ENROLLMENT REQUIREMENT

Full-time students should expect to take 9 credit hours per semester. Doctoral students in the program are expected to enroll at least 6 credit hours per long semester (Fall & Spring). Please note that PhD students cannot take online courses. When a 5000 and 6000 level of any PLAN course is offered, UPPP students are required to enroll in the 6000 level course.

UPPP DIAGNOSTIC ADVISORY COMMITTEE (DAC)

When students are admitted to the UPPP program, a faculty advisor is assigned to them based on their statement letter, ideally matching a Planning faculty and the student's research interests. The faculty advisor is the chair of the student's Diagnostic Advisory Committee (DAC) and towards the end of the first semester, together with the student, select the other two faculty members of the DAC. While the faculty advisor or another member of the Planning faculty can serve as the DAC Chair, the other two members can be drawn from Planning or CAPPa faculties to form the three-member DAC. All the members of the constituted DAC sign the corresponding Diagnostic Committee form. The committee guides the student's course selection and provides advice about courses based on the student's field area of interest as well as on deficiencies noted during the diagnostic process. The student is required to file the signed form with the CAPPa staff graduate advisor before their second semester in the program.

Holds may be placed on student accounts if the DAC signed form is not on file. If members of a student's DAC leave the university, the student is responsible for identifying replacements. Students can also request a change in their DAC membership through the UPPP Program Director. Selection of the DAC should be done carefully, as given its faculty size, the Planning program strongly discourages students to change committee members, once the committee has begun to work with the student.

WAIVERS OR SUBSTITUTIONS

Based on UT Arlington regulations, no course that has been applied to an earned degree, at any graduate or undergraduate institution, may be applied to any other degree, either directly or by substitution. Graduate-level coursework completed in the student's major area of doctoral study at institutions of recognized standing that grant doctoral degrees in those subject areas may serve to establish the student's competency in equivalent UTA courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some course requirements. Waivers must be recommended by the student's current DAC chair and the recommendation must be approved by the Program Director. Only courses in which the student has earned a B (3.0) or better will be considered for purposes of a waiver. Waived courses must be shown on the student's academic plan. Substitutions are generally not allowed for the Ph.D. program. Waived courses do not affect the total number of degree-required credit hours.

MILESTONE AGREEMENT & MID-PROGRAM REVIEW

Entering students should meet with their faculty advisor in the first 2-3 weeks of their program to complete their DS-PRO (Doctoral Student Progress Report Online) and Milestone Agreement. As a part of this process, the university requires that the Milestone Agreement be completed before the end of the second semester of enrollment. Registration in additional coursework will be blocked until the Milestone Agreement is on file with the Staff Graduate Advisor and DS-PRO goals set with the faculty advisor.

Degree Plan

Students fill out their Degree Plan Form to keep personal track of coursework progress and for course advising with staff or faculty members of the Diagnostic/Advisory Committee. The following forms are available from the staff graduate advisor and in the Appendix 2 at the end of this handbook:

- **The CAPP Selection of Members for Diagnostic/Advisory Committee Form**
- **The Milestone Form**
- **The Degree Plan Form**

MID-PROGRAM (18 HOUR) REVIEW

At or near the completion of 18 hours in the program, students have a formal review of their work with their Diagnostic Advisory Committee (DAC). Mid-program reviews are conducted during each long semester (fall and spring) near the University's census date. The purpose of the review is to make sure the student is on track with their studies and to allow the student to address any concerns with their committee. The mid-program review must be conducted either in the semester where a student would complete 18 hours or more. Registration in additional coursework will be blocked until the review is on file with the Staff Graduate Advisor. It is the student's responsibility to be aware of this requirement and to set a review date with their committee within the required timelines.

CHECKLIST FOR UPPP STUDENTS

- ✓ First Semester Responsibilities:
 - Complete and file your Diagnostic Advisory Committee (DAC) Form in consultation with your DAC Chair
 - Complete the Milestone Agreement Form
- ✓ Second or Third Semester Responsibilities:
 - Complete mid-program review—no later than 18 hours
- ✓ Ongoing Responsibilities during Organized Coursework:
 - Maintain active student status by registering for courses every fall and spring semester
 - Complete all required organized coursework
 - Ph.D. students are expected to enroll in at least six hours per long semester.
- ✓ Responsibilities after Coursework Completion:
 - Form Dissertation Committee in agreement with UPPP program guidelines
 - Work on dissertation pre-proposal (75% complete proposal)
 - Schedule and successfully pass Field Exam
- ✓ Responsibilities after Successful Completion of Field Exam:
 - Within 6 months of field exam, complete and successfully defend your dissertation proposal
 - Apply for Advancement to Candidacy
 - Enroll in required dissertation hours and complete your dissertation
 - Successfully defend your dissertation
 - Submit required documentation to the Graduate Office for completion and graduation.

DISSERTATION SUPERVISING COMMITTEE (DSC)

Toward the completion of the required coursework, the student selects a three-member Dissertation Supervising Committee (DSC) to start working on his/her dissertation proposal. The chair of this committee must be a tenured or tenure-track member of the Planning faculty. The 2nd member may be from the UPPP or PUAD faculty, while the 3rd member from the CAPPa faculty. A non CAPPa faculty may serve as an external 4th member. In all instances, DSC members must hold a Ph.D. and be tenured or tenure-track faculty.

For the benefit of continuity and progress towards the dissertation, the DSC Chair should be the same faculty member chairing the student's Diagnostic Advisory Committee (DAC). If the aforementioned DSC composition criterion is met, the members of a student's DAC may constitute the Dissertation Supervisory Committee. If extenuating circumstances warrant that a non-Planning faculty be selected as chair, a Planning faculty member shall be selected as DSC co-chair. In this case, a special program approval is necessary prior to forming the committee.

Early on when the student has begun preparing his/her proposal, the Dissertation Supervising Committee advises the student on selecting a monograph or a three-article-based dissertation (described below). It also determines the needs for additional coursework based on the deficiencies noted during the dissertation pre-proposal preparation, field exam, and proposal defense stages. Deficiency courses may include courses from the selected field area and other needed courses.

Because both the student and the DSC Chair form a research partnership that culminates in the successful completion of the dissertation, the DSC Chair selection must be done carefully. Changing the DSC Chair is highly discouraged by the program.




The CAPPa Selection of Supervising Dissertation Committee form is available in Appendix 2 at the end of this handbook.

FIELD EXAM

Upon completion of the coursework and when the student's dissertation pre-proposal has been sufficiently developed and also **is fully established in the chosen field area**, the Dissertation Supervisory Committee will give the student a field exam. The exam contains an oral and a written portion. The oral examination, based on the student's dissertation pre-proposal (about 75% of the complete proposal), involves a presentation to the DSC. This is followed by a take-home exam that may include questions in both broader and more specific aspects of the selected field area along with questions designed to guide the student toward completion of the dissertation proposal.

At this phase, the Dissertation Committee may advise the student to take courses, which provide needed theoretical background and/or more knowledge on techniques of analysis, indispensable for adequately completing the dissertation proposal. Once the field exam is successfully completed, the student must continue work on the dissertation proposal, which must be defended within 6 months of passing his/her field exam.

 **The UPPP Field Examination form (Comprehensive Examination Report Form)** is available in the Appendix 2 at the end of this Handbook

DISSERTATION PROPOSAL

The dissertation is not only the first important building block of original research work in the student's field area of expertise, but also a contribution to knowledge in the chosen Planning area. Students must work closely with their dissertation supervisor and committee to develop their dissertation proposal. A formal proposal defense must be held, and the Dissertation Supervisory Committee must formally approve the proposal before the student may be admitted to candidacy and allowed to continue with the proposed dissertation research.

 **The CAPP Dissertation Proposal Defense form** is available in the Appendix 2 at the end of this Handbook

DISSERTATION

All UPPP Ph.D. students are required to successfully defend a dissertation. The dissertation represents the culmination of the student's doctoral efforts. It is expected to demonstrate original and independent research and make a significant scholarly contribution to the field. Effective 2016, students have the option of completing a traditional, monograph-style or a three articles-based dissertation.

MONOGRAPH-STYLE DISSERTATION

The monograph-style dissertation is the canonical form of a dissertation. It contains a series of related chapters written principally to satisfy the degree requirements. Common elements of a dissertation include an introduction chapter, followed by a chapter that provides an extensive literature review relevant to the research problem(s) of the dissertation, a methodology chapter, chapters that convey the analysis results and findings, and a final chapter, which summarizes the work and explores its broader meanings and interpretations. The content in each chapter in a monograph style dissertation exists expressly to provide the background and basis of later chapters. The chapters in a dissertation should be interconnected. The Monograph-Style Dissertation has long been accepted at UT Arlington. For more information:

<https://libraries.uta.edu/services/thesis-dissertation>

THREE ARTICLES-BASED DISSERTATION

A key difference between a monograph-style and a three articles-based dissertation is in the formatting. An article-based dissertation may contain manuscripts written to conform to the standards of the intended publishers. With few exceptions, these formats can be preserved in the dissertation, even if the format varies somewhat between the manuscripts. The only change that must be made is the page numbers of the papers, which must continue consecutively throughout the dissertation.

The article-based dissertation is made of chapters that contain complete manuscripts which may be in preparation for publication, in press, or published. The manuscripts may be for scholarly peer-reviewed journals, scholarly peer-reviewed book chapters, or other scholarly peer-reviewed research approved by the student's committee. Pay-to-print, or predatory journals, even if they are peer-reviewed, are not acceptable. Other "open access" journals may be permitted, but they must be vetted and approved by the student's committee. For the CAPPa Ph.D. student, at least one paper must have been accepted for publication; one can be in the revise and resubmit phase; and the third must be ready for submission, with approval of the dissertation committee, after the dissertation defense. Papers submitted for publication before the student begins studying at CAPPa are ineligible. All submitted papers must be written under the guidance of CAPPa faculty. The original purpose for writing these manuscripts may or may not have been to satisfy current master's or doctoral degree requirements. Nonetheless, they may be used to demonstrate the author's capacity for independent scholarship and his or her contribution to knowledge.

Coherence across the chapters of article-based dissertations is of major concern because the dissertation must not be a collection of unrelated manuscripts. The manuscripts must address related issues. In addition to the careful selection of manuscripts, an article-based dissertation must include introductory and concluding chapters that show readers how the articles relate to each other and contribute to the central theme of the dissertation. The common theme or problem that the manuscripts address is identified and discussed in an introductory chapter. A final concluding chapter discusses the theme or problem in light of the information contained in the manuscripts and provides an opportunity for the writer to explore the broader implications of the work. In the article-based option, the chapters are entire research papers as prepared or accepted for publication. The organization of chapters generally takes this form: Chapter 1: General Introduction; Chapter 2: Paper 1; Chapter 3: Paper 2; Chapter 4: Paper 3; Chapter 5: General Discussion/Conclusions.

The use of published research for this style require adherence to additional requirements regarding authorship, co-authorship, copyright permission, and formatting.

Authorship

The author of the dissertation must be the sole author of the articles included in the dissertation

document. Co-authored articles may be included if the dissertation author is the primary author of the article. However, the contributions of the dissertation writer and his or her co-authors to the paper must be clearly stated in the dissertation. Descriptions of the contributions of the co-authors are normally presented in a subsection of the introductory chapter of the dissertation. Articles co-authored with peers or fellow students are not acceptable.

Copyright Permission

If the article has been published or has been accepted for publication, the author must secure written permission from the publisher (who owns the copyright to the paper), giving the author permission to use the material in the dissertation. Contact the Thesis and Dissertation Desk at the UTA Library for information on how to obtain it. Permission to use material must be indicated at the beginning of each chapter containing copyrighted material.

Co-author Permission

Co-authors should be informed of the dissertation writer's intention to use co-authored work in their dissertation and co-authors should agree to permit it.

To meet dissertation requirements, students pursuing the article-based dissertation must have by the time of their dissertation defense at least: one article accepted, one in the revise and resubmit stage and one formally submitted as a refereed journal article or book chapter.

For further details, students should consult their Dissertation Supervisory Committee Chair and the Graduate School Guidelines for the Article Based Dissertation:

<https://cdn.web.uta.edu/-/media/project/website/grad-school/documents/dissertation-resources/article-based-thesis-dissertations-final-22616.ashx?revision=ea4cf3f2-b554-434d-9d62-df2bdaf29a6>

UPPP FACULTY PROFILES AND CONTACT INFORMATION

Please follow the link provided below to access information on Planning and other CAPP program faculties, including their educational profile and current research interests.

<https://www.uta.edu/academics/schools-colleges/cappa/about/faculty>

CHANGES TO A DISSERTATION SUPERVISORY COMMITTEE

Only in extenuating circumstances, the student may petition a change of Chair of a Dissertation Supervisory Committee. The petition should be made in writing to the UPPP Graduate Studies Committee stating the reasons. If a student changes Chair of the Dissertation Supervisory Committee before or after the dissertation proposal has been defended, a new research proposal may be required.

SUMMARY OF STEPS AND RECOMMENDED TIMING FOR UPPP STUDENTS

Step	Timing	Progress
1	<ul style="list-style-type: none"> At admission 	<ul style="list-style-type: none"> Program assigns temporary advisor
2	<ul style="list-style-type: none"> By the end of 1st semester 	<ul style="list-style-type: none"> Student forms a 3- member Diagnostic Advisory Committee (DAC), Completes Milestone form
	<ul style="list-style-type: none"> At 18 Hrs. of coursework 	<ul style="list-style-type: none"> Mid Program review
3	<ul style="list-style-type: none"> By 4th semester or 39 credit hrs. (6. 5 semesters for part-time students) 	<ul style="list-style-type: none"> Coursework Completion
4	<ul style="list-style-type: none"> First Long semester after coursework completion 	<ul style="list-style-type: none"> Student forms Dissertation Supervisory Committee (DSC)*
5	<ul style="list-style-type: none"> About 5th semester 	<ul style="list-style-type: none"> Enrolls in dissertation credit hours Works on dissertation pre-proposal (at least 75% of formal proposal) Applies for & completes the oral and written (take-home) field exam Completes the dissertation proposal
6	<ul style="list-style-type: none"> About 6th semester 	<ul style="list-style-type: none"> Must defend proposal within 6 months of passing the field exam Formally defends the proposal
7	<ul style="list-style-type: none"> About 7th or 8th semester 	<ul style="list-style-type: none"> Obtains Ph.D. Candidature
8	<ul style="list-style-type: none"> About 9th semester 	<ul style="list-style-type: none"> Enrolls in dissertation credit hours Works on dissertation
9	<ul style="list-style-type: none"> About 10th semester Last semester 	<ul style="list-style-type: none"> Enrolls in PLAN 7399 Dissertation defense
10	<ul style="list-style-type: none"> 5th or 6th year [*penalties apply if all requirements not completed within 4 years of passing the field exam; see CAPP Inadequate Academic Progress Point System] 	<ul style="list-style-type: none"> Graduation

*Students must begin preparing their dissertation proposal and register at least 3 dissertation hours under their Dissertation Committee Chair

**If the student chooses the 3 articles-based dissertation option, it is recommended that the student begins work on the papers during the coursework phase.

For more information: <https://cdn.web.uta.edu/-/media/project/website/grad-school/documents/outline-of-steps-required-to-earn-a-doctoral-degree-revisions.ashx?revision=59514a12-28f2-4334-8320-786dc8ce11a3>

PHD CANDIDACY

REGISTRATION REQUIREMENTS FOR DISSERTATION

A student receiving advice and assistance from his/her Dissertation Supervisory Committee in the preparation of a dissertation must register for the appropriate 3-, 6- or 9-credit hour PLAN Dissertation course. Once the student is enrolled in the dissertation course, continuous enrollment is required. The student must accumulate a minimum of nine dissertation hours to graduate. International students must enroll PLAN 6999 every long semester (Fall & Spring).

Doctoral students must enroll in a minimum of 3 dissertation hours (PLAN 6399 DISSERTATION) every long semester (Fall & Spring). Once the student's committee has reviewed the completed dissertation and agreed that the student is ready to defend, the student may enroll in PLAN 7399 DOCTORAL DEGREE COMPLETION in the term designated as their completion term. Students may designate only one term as the completion term.

Doctoral students who do not graduate at the end of their completion term will receive a grade of R, W or F and must enroll in a minimum of 6 hours of dissertation research (PLAN 6699 DISSERTATION or PLAN 6999 DISSERTATION) every term until graduation. Failure to maintain continuous enrollment may invalidate previous dissertation work. For more information about UTA continuous enrollment policy visit:

<http://catalog.uta.edu/academicregulations/registration/#graduatetext>

DISSERTATION COURSE GRADING

Dissertation courses are graded on a pass/fail basis. A grade of R (research in progress) is given for dissertation courses prior to the semester in which the Dean of the Office of Graduate Studies accepts the dissertation. The grade of R is a permanent grade that does not carry any credit value.

DISSERTATION DEFENSE

The dissertation defense is a public oral examination open to all members (faculty, student and invited guests) of the University community. Questioning of the candidate will be directed by the student's Supervisory Dissertation Committee. All members of the student's committee must be present at the defense. Although the defense is concerned primarily with the dissertation research and its interpretation, the examining committee may explore the student's knowledge of areas relevant to the core of the dissertation problem.

The student is responsible for downloading the appropriate forms (The Request for Dissertation Defense form, the dissertation Defense Report Form) and having them available

to the Committee Chair in a timely manner. In addition, the student must negotiate a defense date with committee members and should expect to accommodate the members' schedules. Since many faculty members are not available during the summer months, students planning to defend their dissertation should carefully plan their schedule, and consult with her/his committee on their availability, and allow for enough time for the committee to review the dissertation and provide comments to the student in preparation for the defense

The Request to Hold the Dissertation Defense (Final Doctoral Examination) must be filed at least two weeks prior to the defense date. Failure to adequately plan for timely completion of the dissertation may delay the defense and graduation. This delay may require the student to pay tuition for additional semesters. It is imperative that the student carefully review UTA's Graduation and CAPPa deadlines to ensure they are met in order to graduate on time.

The dissertation defense may result in a decision that the candidate has: 1) passed unconditionally; 2) passed conditionally with remedial work specified by the committee; 3) failed, with permission to be re-examined after a specified period; or 4) failed and is dismissed from the program. The dissertation must be approved unanimously by the student's Dissertation Supervisory Committee and by the Dean of Graduate School. If a student's dissertation defense receives decision 2 or 3 (above), the student will work with his/her committee chair to determine an appropriate course of action.

UTA's Virtual Graduate Advisor contains the required information on important dates, doctoral degree requirements, as well as specifics on mechanical check of dissertations and final submission criteria.

For more information on formatting, forms, submission and tips for Thesis and Dissertation visit <https://libraries.uta.edu/services/thesis-dissertation>

 **The CAPPa Request for Dissertation Defense Form** is available in the Appendix 2 at the end of this handbook.

 **The CAPPa Dissertation Defense Report Form** is available in the Appendix 2 at the end of this handbook.

GRADUATE STUDENT RESPONSIBILITIES

Student responsibilities are governed by the catalog under which they are enrolled or the catalog of any subsequent year in which the student was in residence.

Please refer to Student Responsibilities at:

<https://catalog.uta.edu/academicregulations/studentresponsibility/>

The Planning program requires all UPPP students to download and familiarize themselves with the different doctoral forms required throughout their doctoral studies. URLs to these forms are available in Appendix 2 at the end of this handbook. The forms can also be obtained from the Staff Graduate Advisor.

MAKING ADEQUATE PROGRESS TOWARD GRADUATION

All CAPPA Ph.D. Students should be aware of the advising process and the role and functions of the Staff Advisor as well as of their respective Diagnostic or Dissertation Committees. The goal of the advising process is to ensure that students remain in good academic standing and make satisfactory progress toward graduation through the following:

- General advice and information about program requirements and electives;
- Semester reviews between Ph.D. students and their DAC or DSC chair;
- Student degree plan review to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on the milestone form; determining if modifications are necessary;
- Clarification on the timetable for completing any remaining course requirements, examinations, and other requirements;
- Assistance in assembling a Dissertation Supervisory Committee;
- Assistance in understanding the requirements for successful completion of the dissertation;
- Suggestions and recommendations that help optimize the student's career opportunities and success.

MAINTAINING STUDENT ENROLLMENT

Students must pay all fees by the census date (as listed in the academic calendar). **Failure to pay the required school fees by the deadline** means that a student will be dropped from class rolls and will be ineligible to receive course credit. See the UTA academic calendar for important deadlines: <https://www.uta.edu/academics/academic-calendar>

CONTINUOUS STUDENT ENROLLMENT

UTA Continuous Enrollment Policy requires students to remain enrolled throughout the duration of their studies. UPPP students must comply with this policy by enrolling in at least three or six credit hours each fall and spring semester, depending on the stage in their program of studies. Enrollment in summer sessions is not required.

If a legitimate reason requires a student to interrupt his/her studies, the student can petition a leave of absence by following the university policies at <https://www.uta.edu/records/graduate/leave-of-absence-loa.php> Students who are granted a leave of absence are subject to the university's policy on readmission.

READMISSION

Students who have been absent without approval of leave of absence, but wish to resume their graduate work, will need to follow the university's readmission policy published at:

<https://catalog.uta.edu/academicregulations/admissions/graduate/>

Students who have been absent from the program for four or more long semesters will, in addition to the university policies, be subjected to the program's admission criteria and the program's new procedures, guidelines, curriculum and degree requirements existing **at the time of the readmission application**. UPPP readmission policy and application instructions can be found in Appendix 2 at the end of this handbook and from the Staff Graduate Advisor.

MAINTAINING AN ADEQUATE GRADE POINT AVERAGE (GPA)

The University requires a 3.0 grade point average (GPA) in all coursework taken as a graduate student. If the student's GPA falls below a 3.0 GPA, the Graduate Studies Office will automatically place the student on academic probation. If placed on academic probation, the student is no longer eligible to hold a research or teaching assistant position, thus the student may lose her/his support while on probation. Students on probation have one long semester to raise their GPA.

CAPPA INADEQUATE ACADEMIC PROGRESS POINT SYSTEM

The CAPPA Committee on Graduate Studies (CGS) approved a policy whereby doctoral students that accumulate 4 deficiency points during their Ph.D. program, may be dismissed. Students who complete a CAPPA master's degree will not carry deficiency points into their Ph.D. work. Deficiency points may not be removed from a student's record by repeating a course or through additional coursework. Deficiency points may be accumulated in the following manner:

- F = 3 deficiency points
- D = 2 deficiency points
- Incompletes = 1 deficiency point
- Withdrawals = 0.5 deficiency points
- 1 per year after failure to complete degree within four years of passing the field exam.

Ph.D. students who do not complete all requirements for the doctoral degree within four years after passing the field examination will accrue 1 deficiency point per year beyond the four-year mark.

Incomplete grades are typically used when a student has satisfactorily completed a substantial part of the coursework (more than 2/3 of the course work) and when due to extenuating circumstances, the student is unable to complete all the assigned work. **Students eligible to petition an incomplete grade must use the Incomplete Application form, secure all signatures and the instructor's description of the work to be performed.** Once completed, the form must be filed with the Staff Graduate Advisor, the form can be found in the Appendix 2 at the end of this handbook.

TIME LIMITS AND STATUTE OF LIMITATIONS

All requirements for the doctoral degree must be completed within five years after the student passes the field examination.

Termination due to inadequate academic progress is a decision made by the program's Director and Graduate Studies Committee. A student's Dissertation Supervisory Committee Chair may recommend to the program's Director and to the Graduate Studies Committee termination for failure to prepare dissertation proposal, prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time. Such decisions to terminate a student must be communicated to the Dean of CAPPA in writing giving the specific reasons involved, all warnings provided to the student, a description of the procedures and actions leading to the recommendation and the recorded votes of the Program Director and Graduate

Studies Committee. The student may appeal his or her termination to the Dean of CAPP in writing within one year of the date of the decision by the Program Director and Graduate Studies Committee. The student may continue enrollment during the termination process (Approved by UT Arlington Graduate Assembly 2-15-07).

ADHERING TO GRADUATION AND CAPP A DEADLINES

Not being aware of these deadlines can seriously hinder the student's degree progress. It is the student's responsibility to be aware of deadlines and complete and file the necessary forms.

- Students should monitor graduation and project deadlines identified by the Graduate Studies Office 'Information for Current Students'
<https://www.uta.edu/gradstudies/admitted/index.php>
- Completing their "Milestone Agreement" with their major professor by the end of their first semester (form available from the Staff Graduate Advisor or in Appendix 2).
- Downloading, completing, and obtaining faculty member signatures for the various UTA forms required for degree progress and graduation. Doctoral forms are available at: <https://resources.uta.edu/gradschool/advisors/forms-for-doctoral-students.php>
- Application for Graduation forms must be completed through your MyMav account.
- At admission, consulting with the program director or with the assigned faculty advisor and thereafter with the student's Diagnostic Advisory Committee Chair for assistance in selecting courses and discussing degree progress.

PREPARING FOR ACADEMIC SUCCESS

Typically graduate-level classes require between three and four hours of preparation for every one hour spent in the classroom. For a three-hour class, this means nine to twelve hours of study time. The part-time student must be especially careful in planning her or his course load. Class discussion is an important component of graduate courses, and each student is expected to actively engage in class discussion. If the student fails to keep up with course requirements or to participate fully, the student's grade may be negatively affected.

IRB (INSTITUTIONAL REVIEW BOARD)

Graduate students who will be conducting research involving human subjects must obtain permission from UTA's Office of Regulatory Services. A human subject is defined as a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual; or (2) identifiable private information. The IRB application process is entirely done online, and students will need their UTA username and password to access the system. Students should work closely with their dissertation committee on this process as the Dissertation Chair will need to review the IRB proposal online before it can be submitted to the IRB administrator

<https://resources.uta.edu/research/regulatory-services/human-subjects/index.php>

Compliance with these policies is critical for students planning to conduct interviews, focus groups, etc. for dissertations. If the student's research project involves more than using secondary data such as Census Bureau information or other publicly available data, then the student might well be required to receive training and obtain approval from the Office of Research Integrity and Compliance before conducting research. Certification training can be obtained on-line and usually takes only a few hours. See

<https://resources.uta.edu/research/regulatory-services/rcr/index.php>

PREPARING PROFESSIONAL-QUALITY PAPERS AND PRESENTATIONS

Written assignments and presentations in graduate school are expected to be of professional quality. Students must carefully edit and proofread written work for stylistic, spelling, and grammatical errors and to ensure clarity of thought. Bibliographical references and footnotes must conform to the citation style required by the instructor.

COMPLETING ASSIGNMENTS ON TIME

The student is responsible for timely completion of assignments in accordance with course syllabi. Students in their final term must be especially vigilant about completing assignments on time in order to avoid a course grade of Incomplete that would interfere with graduation plans.

HONORING CLASSROOM ETIQUETTE

Class discussion should at all times be collegial. No student or group of students should

dominate the discussion. Use of electronic devices in the classroom can be distracting to the instructor or fellow students. The instructor's permission should be requested before using a recorder as lectures are proprietary information, and recorded discussions may inhibit some students from participating freely.

Students should always turn off (or mute) cell phones, PDAs, or pagers during class.

COMPLYING WITH UTA AND CAPPA POLICIES

The UTA Graduate Catalog states: "All students are expected to obey the civil and penal statutes of the State of Texas and the United States, the Regents' Rules and Regulations of The University of Texas System, the rules and regulations of the University, and the orders or instructions issued by an administrative official of the University or The University of Texas System in the course of his/her duties and to observe standards of conduct that are compatible with the University's functions as an educational institution."

In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System ([Rule 50101](#)), institutional procedures regarding allegations of scholastic dishonesty are outlined in Part Two, Chapter 2, of the [UT Arlington Handbook of Operating Procedures](#). Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation to suspension or expulsion from the University.

For a complete discussion of UT Arlington's academic dishonesty and associated disciplinary procedures, see <https://policy.uta.edu/>

COMPLYING WITH UTA'S E-CULTURE POLICY

UTA has adopted the student's university e-mail address as an official means of communication with students. Through the use of e-mail, UTA is able to provide students with relevant and timely information designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through e-mail. All students are assigned an e-mail account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their e-mail account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UTA. Students are responsible for checking their UTA e-mail regularly as all official communications are sent through this email. To activate their email accounts, students should go to the OIT webpage: <https://oit.uta.edu/index.php#oit-services>

APPENDIX 1: LIST OF RESOURCES

CAPPA RESOURCES

CAPPA-Ph.D. listserv – CAPPA maintains this listserv to transmit announcements, distribute job announcements, and as a vehicle for open discussion of university and public issues. All CAPPA faculty, students, and staff have access to CAPPA-L postings and may post messages. All CAPPA students are automatically subscribed to the listserv (via their UTA e-mail addresses) early in their first semester.

UTA RESOURCES

A-Z Index on the UTA [home page](#). The index is helpful in finding university offices and services

1. Graduate School: <https://www.uta.edu/academics/schools-colleges/gradschool>
2. Academic Calendar: <https://www.uta.edu/academics/academic-calendar>
3. UTA Library: <https://libraries.uta.edu/>
 - Extensive collection of books and journals (including many electronic volumes) on all aspects of urban affairs, urban planning, public policy, and public administration.
 - Central Library a short walk away across Cooper Avenue; Architecture Library is in the first floor of the CAPPA building.
 - Reference Librarians: Assistance with online databases and journals as well as printed materials. Accessible face-to-face (Central Library, 2nd floor) and via phone (817-272-3394), e-mail, web chat, and IM, or <https://ask.uta.edu/>
 - Interlibrary Loan: Retrieval of journal articles and books not available in the UTA collection (usually free): <https://libraries.uta.edu/services/interlibrary-loan>
 - Resources: Tutorials & Guides: <https://libraries.uta.edu/research/how-to>
 - Librarians dedicated to the College of Architecture, Planning & Public Affairs:

CAPPA	Antoinette Nelson Troy Christenson	817-272-7433 817-272-6064	nelsona@uta.edu troy.christenson@uta.edu
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4. *Division of Student Success* (<http://www.uta.edu/uac/student-success-home/>;)– The University supports a variety of programs to help students connect with the University and succeed academically, socially, and personally. They include learning assistance, developmental education, advising and mentoring, and assistance with admissions, transition, and obtaining federal funding.
5. *Office of International Education* (<https://www.uta.edu/oie/>) Provides resources and assistance for international students.
6. *Graduate Student Senate* (<https://www.uta.edu/studentgovernance/student-government/legislative-branch/student-senate/index.php>); Provides information about general issues, rights, and welfare of graduate students. With representation from all

UTA departments and colleges, the GSS addresses policy and programming issues that are important to graduate students.

SCHOLARSHIPS

UTA Funding Opportunities

There are several types of financial aid offered:

- Graduate Research Assistantship
- CAPPAs are available through [MAV Scholarship](#)

Please review specific scholarship requirements for the following:

- Edward S. Overman Urban Scholarship
- R.L. “Jerry” Mebus Public Service Scholarship
- George C. Campbell Endowed Scholarship
- Jerry and David Tees Delbert Scholarship
- Delbert A. Taebel Scholarship
- Paul Geisel Scholarship
- John W. Jackson, Jr. Endowed Scholarship
- Trey and Shana Yelverton Endowed Scholarship

FINANCIAL AID RESOURCES

Financial Aid Resources

Information on non-CAPPA financial aid opportunities can be found [here](#)

1. [UTA Financial Aid Office](#)
2. [UTA Office of Grant and Contract Services](#): maintains an extensive list of funding opportunities.

PROFESSIONAL ORGANIZATIONS

Joining one or more professional organizations provides important networking opportunities, and some memberships include free or discounted subscriptions to top journals in their respective fields as well as discounted registration fees for annual conferences. Most of these organizations offer resources geared specifically to students and job seekers and offer scholarships and prizes for outstanding student publication. Most also have specialty sections (aka, divisions, interest groups) focusing on important topics. Attending an organizational conference is an excellent way to get to know the discipline.

Presenting a paper at a conference is an excellent way to showcase work, receive feedback, and get practice in public speaking. Some of the main organizations relevant to CAPP students are:

Urban Affairs Association (UAA), <http://urbanaffairsassociation.org/>, Publications include Journal of Urban Affairs.

American Planning Association (APA), <https://www.planning.org/Publications> Journal of the American Planning Association. Divisions include City Planning and Management, Economic Development, and Regional and Intergovernmental Planning.

Texas Chapter, American Planning Association, www.txplanning.org

Association of Collegiate Schools of Planning (ACSP), <https://www.acsp.org/>? Publications include the *Journal of Planning Education and Research*.

American Association of Geographers (AAG), <http://www.aag.org/>. Publications include *Professional Geographer* and the *Annals of the Association of American Geographers*. Specialty groups include Urban Geography, Cultural Geography, and Geographic Information Systems among many others.

Planners Network (PN), <http://www.plannersnetwork.org>. Publications include Progressive Planning magazine. See Student Disorientation Guide, <http://www.plannersnetwork.org/news-knowledge/student-disorientation-guide/>

Some Relevant Publications/ Journals include:

Environment and Planning A: Economy and Space
Environment and Planning B: Urban Analytics and City Science
Environment and Planning C: Politics and Space
Environment and Planning D: Society and Space
Environment and Planning E: Nature and Space
The Journal of Planning Education and Research
Landscape and Urban Planning
European Urban and Regional Studies
The Journal of Planning Literature
Urban Affairs Review
The Journal of Urban Affairs
Planning Theory
The Journal of Urban History
Papers in Regional Science
Environment & Urbanization
The International Journal of Urban and Regional Research
The Journal of Transport and Land Use
The Journal of Urban Economics
Public Policy and Administration
Science and Public Policy

The Journal of Public Administration Research and Theory
Journal of European Public Policy
Policy Studies Journal
Policy and Society

STUDENT ORGANIZATIONS

Student Planning Association (SPA): SPA is a registered student organization, formally approved by the UTA Committee on Student Organizations. It is also registered with the American Planning Association as a recognized Planning Student Organization. SPA is open to all CAPP students with an interest in planning and welcomes students from any UTA program who has an interest in planning. Visit the SPA Facebook page at <https://www.facebook.com/SPAatUTA>

Phi Alpha Alpha (PAA): PAA is a prestigious national honor society for public affairs and administration. The organization annually holds both a leadership-training conference and a competition for the best student paper in the field. The CAPP chapter sponsors officer attendance at the conference. It also sponsors activities for its members that provide hands-on experience and networking opportunities in public administration. Membership is limited. The faculty advisor is Dr. Karabi Bezboruah (bezborua@uta.edu).

Women's Transportation Seminar (WTS): The Women's Transportation Seminar (WTS) UT-Arlington Student Chapter is made up of male and female students interested in the transportation field. Its main goal is to advance students in the transportation industry. WTS is an international organization with more than 4,000 members in the U.S. The local organization is the Greater Dallas/Fort Worth Chapter. The UTA Student Chapter offers networking opportunities, speakers and is working on establishing a mentoring program so students can get first-hand experience in the transportation field.

Links to

[WTS International](#)

[Greater DFW Chapter](#)

Students for the New Urbanism (SNU): The Student for the New Urbanism at UTA is the first student chapter of the Congress for the New Urbanism (CNU) in Texas. Founded in November 2012 at CAPP, the chapter's mission is to be a forum for exploring, evaluating and discussing the principles of the New Urbanism; raise issues about the built environment and how New Urbanism can address them, support local community initiatives which advance New Urbanism as a design alternative, and organize and conduct events that promote the organization's goals. Membership is open to graduate and undergraduate students, faculty and staff interested in fostering the growth of healthy, prosperous, and culturally vibrant communities; and in planning and developing livable cities for everyone. SNU strives to be a forum for professional networking between students and working professionals in the Dallas-Fort Worth Metroplex and beyond. The national chapter Facebook page is found [here](#).

CAMPUS RESOURCES FOR IMPROVING WRITING

CAPPA graduates typically enter careers that require a high degree of fluency and competency with both spoken and written English, and many CAPPA students need assistance in improving their writing skills. Because CAPPA courses provide only limited instruction in writing, students often need to seek other alternatives for improving their writing skills. Numerous resources are available:

UTA Writing Center: <http://www.uta.edu/owl/services.htm>. This Web page offers extensive guidance, and the staff offers one-on-one assistance, including online tutoring.

Paper's Due Drop Inn <http://www.uta.edu/library/> – This Library service “offers one-on-one research help for students needing assistance with all aspects of library research including, narrowing topics, finding and evaluating resources, and citing information.”

Continuing Education (<http://www.uta.edu/uta/ced.html>) – workshops are offered on topics such as
effective business writing and writing technical documents.

Writing courses in other UTA academic programs – Courses are offered by the English Department, the School of Business Administration, and the Center for Bilingual and ESL Education. These courses will not yield CAPPA credit, but they will help the student improve her/his performance in CAPPA courses.

Basic Reference Books

Having the most recent edition of these or similar books at the ready will make it easier to craft effective sentences, paragraphs, compositions, and tables and cite references accurately.

1. Wayne C. Booth, *The Craft of Research* (4th ed.), 2016
2. Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *A Manual for Writers of Research Papers, Theses, and Dissertations* (8th ed.), 2013.
3. Kenneth G. Wilson, *The Columbia Guide to Standard American English*, 1996.
4. William Strunk and Richard De A'Morelli, *The Elements of Style: Classic Edition*. 2018.
5. Creswell, John W., and J. David Creswell. *Research design: Qualitative, quantitative, and mixed methods approaches*. 2017.
6. Karen Elizabeth Gordon, *The New Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*, 2003

Style Manuals/ Guides

In the context of academic writing, style refers to conventions of punctuation, documentation, and presentation of text, graphical material, and numerical data. CAPP faculty members may require different styles based on the norms prevailing in their respective disciplines. Knowing the basics of the styles that prevail in the CAPP disciplines and across much of academia – is a valuable asset in graduate school and beyond:

1. The Chicago Manual of Style: <https://www.chicagomanualofstyle.org/home.html>
2. American Psychological Association (APA): https://libguides.uta.edu/apa/writing_style
3. Modern Language Association (MLA): <https://style.mla.org/>
4. UTA Dissertation Example: <https://libraries.uta.edu/sites/default/files/2021-04/Examples%20of%20Elements%20of%20Theses%20and%20Dissertations%20final.pdf>

Guidelines for Using Web Resources in Academic Writing

The World Wide Web is a valuable resource for academic research, but the quality of materials it provides ranges from stellar to abysmal. Use only materials that are appropriate for academic research at the graduate level, and use these materials in ways that are appropriate for the specific context. Guidelines for evaluating the quality of web documents can be found [here](#).

Remember that use of materials obtained on the web is subject to rules regarding plagiarism. For guidelines on citing materials from the web, see a recent [stylebook](#).

APPENDIX 2: CAPP/UPPP FORMS & DOCUMENTS*

*Please copy & paste the URL into your browser if the link fails to automatically download the file.

The CAPP Selection of the Dissertation Supervisory Committee form

1. Diagnostic Evaluation Report:
https://resources.uta.edu/gradschool/documents/forms/doctoral/Diagnostic_Evaluation_Form.pdf
2. The UPPP Field Examination form (same as Comprehensive Examination Report Form):
https://resources.uta.edu/gradschool/documents/forms/doctoral/Comprehensive_Examination_Report.pdf
3. The CAPP Dissertation Proposal Defense form: <https://cdn.web.uta.edu/-/media/project/website/cappa/documents/public-affairs-and-planning/public-affairs/dissertation-proposal-defense-report.ashx?revision=52e1e5c8-ee05-4820-928a-253d00dad3bf>
4. The CAPP Request for Dissertation Defense Form: <https://cdn.web.uta.edu/-/media/project/website/cappa/documents/public-affairs-and-planning/public-affairs/request-for-dissertation-defense.ashx?revision=22d4b69c-ce5b-4f5c-884a-f3353855677d>
5. The CAPP Dissertation Defense Report Form:
<https://resources.uta.edu/gradschool/documents/forms/doctoral/Dissertation%20Defense%20Report.pdf>
6. The UTA Incomplete Application Form: <https://cdn.web.uta.edu/-/media/project/website/cappa/documents/public-affairs-and-planning/public-affairs/incomplete-grade-form.ashx?revision=b287f039-258b-4e56-b118-7c46a85dccc5>
7. UPPP Readmission Policy & Procedure: <http://catalog.uta.edu/academicregulations/admissions/graduate/>

These forms can also be assessed from the UPPP Graduate Adviser.

