



CAPPA

College of Architecture, Planning and Public Affairs

Ph.D. Handbook

Urban and Public Administration (PUAD) Ph.D.

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

A guide to doctoral studies at the College of Architecture, Planning and Public Policy
University of Texas, Arlington

2016-2017 Edition

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INTRODUCTION

The Ph.D. Handbook for the College of Architecture, Planning & Public Affairs (CAPPA) attempts to provide guidance and useful information to new and current PUAD and 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 directors.

COLLEGE OF ARCHITECTURE, PLANNING AND PUBLIC AFFAIRS

In 2015, The University of Texas at Arlington's School of Architecture and School of Urban and Public Affairs combined to form the College of Architecture, Planning and Public Affairs. The integration of the two schools strengthened the academic and research opportunities available for students and faculty at UTA.

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

- Master of City and Regional Planning
- Master of Public Administration
- Master of Public Policy
- Master of Architecture
- Master of Landscape Architecture
- Bachelor of Interior Design
- Ph.D. in Urban Planning and Public Policy
- Ph.D. in Public and Urban Administration

The University Of Texas System Board Of Regents approved the creation of the new college in May 2015. Dr. Nan Ellin, founding dean of the new college, said CAPPa brings the best of both schools to the forefront of education and research.

MISSION

The College of Architecture, Planning & Public Affairs (CAPPa) interweaves the unique gifts and expertise of each person and profession to co-create urban, ecological, and social fabrics that unleash the inherent potential of places and communities in the DFW region and beyond.

VISION

“IN CAPPa, WE WORK WITH OUR HANDS, HEADS, AND HEARTS TO CHANGE THE WORLD ONE PLACE AT A TIME”

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.

The University of Texas at Arlington was awarded R-1: Doctoral Universities-Highest Research Activity designation by the Carnegie Classification of Institutions of Higher Education. UTA's mission is the advancement of knowledge and the pursuit of excellence in research, teaching, and service to the community. The mission statement affirms UT Arlington's commitment to expanding academic research; to attracting and retaining high quality faculty scholars who actively engage students; to providing a well-rounded academic experience that promotes student involvement, service learning, and free discourse; to employing alternative access venues to meet students' needs; and to developing public and private partnerships.



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.

PROGRAM DIRECTORS AND STAFF GRADUATE ADVISOR

Public and Urban Administration Ph.D. (PUAD)

Dr. Colleen Casey

Program Director

Office: CAPP-313

Phone: 817-272-3356

Email: colleenc@uta.edu

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

Dr. Ivonne Audirac

Program Director

Office: CAPP-422

Phone: 817- 272-3310

Email: audirac@uta.edu

The Staff Graduate Advisors assist you in making decisions about your academic program. They can guide you on curriculum issues, registering, adding and dropping classes, in addition to reviewing your academic plan towards timely graduation.

PUAD and UPPP Staff Graduate Advisor

Shatavia Thomas

Office: CAPP 203

E-mail: arch.advising@uta.edu

Phone: 817-272-2801

FAX: 817.272.5098

PHD PROGRAMS

Public and Urban Administration Ph.D. (PUAD)

Curriculum and Degree Requirements

The Ph.D. in Public and Urban Administration requires eight core courses, three methods courses, and two emphasis courses plus nine hours of dissertation credits totaling 48 hours beyond the master's degree. Students are expected to declare an emphasis area and complete two courses in addition to the Core Curriculum and the Research Curriculum. After completing the required courses, students must also pass the comprehensive exam, the dissertation proposal and the dissertation defense. Each is detailed below.

Required Core Courses (24 hours):

PAPP 5304 Urban Politics *OR* **PAPP 5309** Intergovernmental Relations
PAPP 5305 Theories of Urban Societies
PAPP 5306 The Urban Economy or **PAPP 5364** Urban Political Economy
PAPP 5311 Public Policy Formation and Analysis
PAPP 6315 Public Administration Theory
PAPP 6320 Advanced Organization Theory
PAPP 6326 Public Budgeting and Finance
PAPP 6349 Decision Making and Public Policy

Methods Requirements (9 hours):

PAPP 5342/ PLAN 5317 Intermediate Data Analysis
PAPP 5344/ PLAN 5346 Qualitative Research Methods
PAPP 6301/ PLAN 6301 Theoretical Foundations and PhD Workshop

Public Administration, Policy or Other Emphasis (6 hours):

Students select 6 hours of emphasis area in consultation with their advisory committee

For more information visit: <http://catalog.uta.edu/coursedescriptions/PAPP/>

Dissertation (minimum 9 hours)

A minimum of nine dissertation hours is required by the program.

PUAD Advisory Committee

All CAPP Ph.D. Students should be aware of the role of Advisory Committees, Staff Advisors, and Academic Advising Tools in the advising process. The goal of the advising process is to ensure that students remain in good academic standing and make satisfactory progress through the program. Advising consists of the following activities:

- Semester and annual reviews, which include semester reviews between the Ph.D. student and their advisory committee chair and an annual review with the advisory committee;
- Providing information on program requirements, general advisement and information about choosing research emphasis areas;
- Suggestions on course selection;
- Student degree plan reviews 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 milestones form; determining if modifications are necessary;
- Clarification on the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation
- Assistance in assembling a dissertation committee
- Suggestions and recommendations to optimize the student's career opportunities and success

Academic Advising—Advisory Committee Chair and Committee

The **Advisory Committee** is a student's primary advising source during their study. The committee conducts the mid-program review (see below) and signs off that the student is ready to take comprehensive exams. The advisory committee will be primarily responsible for diagnosing student deficiencies and advising on coursework to remedy such deficiencies as well as to build student competencies in the chosen field area. The advisory committee will stay with the student until the student passes the comprehensive exam. After passing the comps, the advisory committee can become the **dissertation committee**, or the student may select new members to form the dissertation committee.

The primary source of contact for the student is their **Advisory Committee Chair**. The advisory chair will be a PUAD faculty member and assigned to the student based on the student's research interest area and/or his/her application essay. Students can request a change of their committee chair with the PUAD Ph.D. Program Director. **Students should meet with their Advisory Committee Chair in the first 2-3 weeks of their program to complete their DS-PRO and Milestone Agreement** (described below).

Before a student completes their second semester, they must identify 2 additional members to serve on their advisory committee. These members must be approved graduate Ph.D. faculty members from CAPP. Students can request a change in their committee membership at any time through the PUAD advisor. Students must obtain signatures of their advisory committee. The form must be on file before a student may register for their third semester. Holds may be placed on student accounts if these documents are not on file. If members of a student's advisory committee leave the university, the student is responsible for identifying replacements.

Staff Graduate Advisors

The Staff Graduate Advisor advises students on administrative matters related to course registration, drops, adds, compliance with Graduate Student Office regulations and deadlines, and other University

administrative requirements. The Staff Advisor is also the student's contact for obtaining all necessary forms.

Waivers or Substitutions

Based on UT Arlington regulations, no course that has been applied to any 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 supervising professor and their 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. programs.

DSPRO, Milestones Agreement & Mid-program Review

Milestone Agreements

The milestone agreement is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree and the timeframe for completion of the milestones. Milestone agreements must be completed within the first month of the student's first semester in conjunction with the student's Advisory Committee Chair. Holds may be placed on student accounts if these documents are not on file. **If milestones are not completed in a timely manner, students may lose their eligibility for financial support and/or may be subject to dismail from the program.**

If a student has ongoing concerns or grievances related to his/her Milestones Agreement, the student may obtain third party consideration of those concerns by following UT Arlington's policies and procedures regarding academic grievances as described in the *Graduate Catalog* -- <http://grad.pci.uta.edu/about/catalog/current/>

DS-PRO

All doctoral students at UTA are required to use DS-PRO, a virtual tracking system that assists the faculty chair and the student to set milestones and track progress towards completion of the dissertation. DS-PRO must be updated each year, and it must be initiated the first semester of the student's enrollment. The student's Advisory Committee Chair initiates the online advisement system by entering the student into the DS-PRO database and setting goals for that year in consultation with the student. The student will receive an email with a link once a professor initiates the process. Additional information is available in the **DS-PRO User's Guide for Students** — <http://grad.pci.uta.edu/faculty/resources/dspro/>

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 advisory committee. 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 allows 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 set a review**

date with their committee within the required timelines.

Checklist for PUAD students

First Semester Responsibilities:

- ✓ Complete and file your Advisory Committee Form in consultation with your Advisory Committee Chair
- ✓ Complete *Milestones Agreement Form*
- ✓ Complete DS-PRO

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:

- ✓ Schedule and successfully pass Comprehensive Exams

Responsibilities after Successful Completion of Comprehensive Exam:

- ✓ Have your Dissertation Committee formed and approved by the Graduate Studies Office
- ✓ Prepare and successfully present 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 studies Office for completion and graduation

All necessary advising forms are in the Appendix of this document.

Comprehensive Exam

Upon completion of all coursework and advisory committee approval, PUAD Ph.D. students can sit for the comprehensive exams in Spring (February) or the beginning of the Fall semester (September or early October). The two-day comprehensive exam integrates key concepts and theories from all coursework.

The Program Director will issue the call for comprehensive exam the semester prior to each exam opportunity. The form will be sent out to all Ph.D. students via the CAPP Ph.D. student listserv. Students must submit the '**Request For Comprehensive Exam**' form the Administrative Assistant for the Public Affairs Department. The form is also attached in the appendix of the handbook.

Students must be registered for at least 3 hours during the semester that they sit for comps; however, there is not a formal course for comps. Course options include an independent study course, organized coursework beyond the required courses or dissertation research hours. Students should consult their advisory committee for recommendations.

Comp Exam Committee: A three-person comprehensive exam committee will select exam questions. Committee members will select questions from a department approved test bank generated by our PAPP faculty. The Committee's composition will be three anonymous PUAD faculty. The responsibility for compiling, finalizing, and grading rests with the Exam Committee. The Committee formally votes on the outcome of the student's exam. The Committee will review exams blindly -- student names will be hidden from graders. Students will be notified of the results of the exam within 5 weeks of completion.

Bibliographies: Students are allowed to access non-annotated bibliographies during the exam periods. The bibliographies must be submitted electronically to the Public Affairs Administrative Assistant as instructed in the call for comps. Staff will examine the bibliographies to ensure they are not annotated and then save each student's bibliography onto a flash drive that will be provided to the student at the exam. Students may have as many cited sources as they wish and organize them in any number of ways. In the past, some students have organized them by general subject areas, with some sources cited numerous times, while others simply had a long list of citations. Students will copy a citation from the bibliography and paste it into the exam while answering the question. Time will not be permitted after the exam period to copy and paste.

Comp Preparation: Students will be tested on four broad areas that draw from all coursework and key works in the discipline: Policy, Public Administration and Organization Theory, Methods and Synthesis. Students should consult their advisory committee for advice on preparing for the comprehensive exam. Students are advised that taking comprehensives is a very challenging endeavor as they are a test of one's knowledge of the field --not just material in the coursework but the domain of a student's field exemplified by required coursework. The PUAD faculty cannot emphasize enough the importance that should be placed on the exam process. Comps are NOT just a big final exam. Students expecting to take their exams should be seeking the advice of their advisory committee in preparing, including studying suggestions. As a preparation aide, all students approved to take comprehensive exams may request a set of sample questions approved by the PUAD faculty. These will be made available by the advisory committee chair and available early June. However, the samples should only be used as a guide as to what to expect -- the same questions are extremely unlikely to appear on the actual exam (though their subject matter may). However, under no circumstances will previous exams or answers be given to students and students are not allowed to obtain copies of previous exams from other sources. Students should expect to devote at the very least a couple of months of calendar time preparing.

Dissertation Proposal

Upon successful completion of the written comprehensive exam students form a three-member faculty committee and prepare their dissertation proposal. Given the research topic and preparedness of the student, the faculty committee may recommend that the student take additional courses that contribute to the student's dissertation. The student will defend a dissertation proposal before her/his committee. The student's committee chair will determine in conjunction with the student when the defense will take place. In general, students should be advised that committee members will need at least two weeks to review the proposal before a defense can take place. Therefore, all timelines should be worked out between the student and the dissertation chair. The proposal must be formally approved by the dissertation committee before the student may continue to complete the dissertation. Successful completion of the dissertation proposal advances the student to the status of candidacy (ABD). The student continues to work closely with her/his dissertation committee to the completion of the dissertation. Upon the successful defense of their dissertation proposal, the student is required to submit an application to the UT Arlington's Institutional Review Board if their research involves human subjects. Detailed information on the application process is available at: [UTA's Human Subjects Research](#).

Dissertation

All PUAD Ph.D. students are required to successfully defend a dissertation. The dissertation represents the culmination of the student's academic efforts and so is expected to demonstrate original and independent research activity and be a significant contribution to knowledge in the field. Effective 2016, students have the option of completing a traditional, canonical form or a paper-based dissertation. Dissertation options, requirements and the process are discussed in the preceding section. For further details, students should consult their dissertation chair.

PUAD Faculty Profiles and Contact Information

Please follow the link provided below to access information on faculty in the Public Affairs Department, including educational profile and current research interests.

<http://www.uta.edu/cappa/people/faculty-staff/public-affairs.php>

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

The **Ph.D. in Urban Planning and Public Policy** (UPPP) in the Department of Planning and Landscape Architecture (PALA)—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 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, 6 hours of methods courses and 18 hours of elected field area courses. Courses and credit hours may be waived for students with relevant previous coursework upon approval of the dissertation supervisor and program director.

Students take 18 hours of courses in their elected field area of planning and/or policy, preparing the student for the dissertation and beyond. Courses are determined in consultation and approval of the student's Diagnostic/Advisory Committee.

Notes:

- Students starting the program in Fall 2016 will be required to take 9 credit hours of methods courses and 15 credit hours of elective field area courses.
- Full-time International students should expect to take 9 credit hours per semester.
- Student should **at least enroll for six hours/ long semester (Fall & Spring).** '

Required Courses (15 hours):

Leveling (6 hours)

PLAN 5303 Planning History and Theory

PLAN 5310 Introduction to Urban Structure, Policy, and Planning

Core (9 hours)

PLAN 6300 Advanced Urban Theory

PLAN 6311 Spatial Theory and Policy

PAPP 5306 The Urban Economy

Methods Requirements (6 hours)¹

PLAN 5317 Intermediate Data Analysis (also offered as PAPP 5342)

PLAN 5346 Qualitative Methods (also offered as PAPP 5344) **OR**

PLAN 6346 Advanced Data Analysis (also offered as PAPP 6346) **PLAN 6346** Advanced Data Analysis (also offered as PAPP 6346)

PLAN/PAPP 6301 Research Foundations & Workshop

¹ Students starting the program in Fall 2016 will be required 9 hours of methods courses. Among these, PLAN 6301

Deficiency and Field Courses (18 hours)²

Deficiency and Field Courses must be determined in consultation with the student's Diagnostic/Advisory Committee or Dissertation Supervisory Committee (see the listing below).

Dissertation (minimum 9 hours)

A minimum of nine dissertation hours is required by the program.

[Field Areas](#)

The program presently encourages students to use faculty resources and the opportunities offered in CAPPA and UTA to choose one of the following field areas or their combinations:

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

[Possible Courses to Enhance Field Areas](#)

Urban Policy and Planning

- PAPP 5304 Urban Politics
- PAPP 5305 Theories of Urban Society
- PAPP 5311 Social Policy Formation
- PAPP 5309 Intergovernmental Relations

Physical Planning, Development and Urban Design

- PLAN 5305 Land Use, Management and Development
- PLAN 5306 Urban Revitalization
- PLAN 5313 Urban Growth Policies
- PLAN 5340 Environmental/Land-Use Suitability Analysis Using GIS
- PLAN 5311 Urban Design
- ARCH 5306 Urban Design
- LARC 5301 Site Planning and Development Processes
- LARC 5302 Land Development Planning
- LARC 5382 Seminar in Urban Design

Real Estate Development

- PLAN 5313 Urban Growth Policies
- REAE 6390 Seminar in Special Topics in Real Estate
- REAE 5350 Quantitative Methods for Real Estate

Land Use/Transportation Analysis, Planning & Policy, Urban Economics

- PLAN 5305 Land Use, Management and Development
- PLAN 5306 Urban Revitalization
- PLAN 5313 Urban Growth Policies
- PLAN 5340 Environmental/Land-Use Suitability Analysis Using GIS
- PLAN 5315 Transportation Policies, Programs and History
- CE 5328 Air Pollution

² Students starting the program in Fall 2016, will have 15 hrs of field electives.

- CE 5338 System Evaluation
- CE 6306 Public Transit Planning and Operations
- CE 6308 Analytical Models in Transportation

Environmental Planning Policy/Sustainability

- PLAN 5327 Introduction to Green Cities and Transportation
- PLAN 5341 Environmental Regulations: Laws and Planning
- PLAN 5350 Environmental Planning
- PLAN 5340 Environmental/Land-Use Suitability Analysis Using GIS

Environmental Science & Engineering

- EVSE 5310 Environmental Systems – Chemical Aspects
- EVSE 5311 Environmental Systems – Geological Aspects
- CE 5324 Transportation and Air Quality
- CE 5329 Environmental Risk Based Corrective Action
- CE 5355 Environmental Permitting

For more information visit: <http://catalog.uta.edu/coursedescriptions/PLAN/>

UPPP Diagnostic/Advisory Committee

When students are admitted to the UPPP program a faculty advisor is assigned to them based on their statement letter, ideally matching faculty and student's research interests. This planning faculty member will be the Chair of the three-member Diagnostic/Advisory Committee. The Committee will provide advice about courses based on the student's field area of interest as well as on deficiencies noted during the diagnostic process. Toward the end of their first semester and in consultation with their faculty advisor, students select the other two faculty members who can be drawn from planning or public policy faculties to form the Diagnostic/Advisory Committee. The constituted Diagnostic/Advisory Committee signs the corresponding Diagnostic Committee form and guides the student's course selection thereafter. The student should file the signed form with the Staff Graduate Advisor.

Deficiency & Field Courses

The Advisory Committee provides student guidance on coursework based on the deficiencies noted during the diagnostic process. Likewise, the Dissertation Supervisory Committee determines needed additional coursework based on the deficiencies noted during the dissertation proposal preparation and proposal defense stages. Deficiency courses may include courses from the selected field area and other needed courses.

Waivers or Substitutions

Based on UT Arlington regulations, no course that has been applied to any 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 supervising professor and their 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. programs.

DSPRO, 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 DSPRO (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 DSPRO 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 in the Appendix 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 committee. 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 allows 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 set a review date with their committee within the required timelines.**

Checklist for UPPP students

First Semester Responsibilities:

- ✓ Complete and file your Diagnostic Committee Form in consultation with your Diagnostic Committee Chair
- ✓ Complete the *Milestone Agreement Form*
- ✓ Complete DS-PRO

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
- ✓ Work on dissertation 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 studies Office for completion and graduation

Dissertation Supervising Committee

The Diagnostic/Advisory Committee (DAC) disbands toward the completion of the required coursework and the student selects a three-member Dissertation Committee to start working on his/her dissertation proposal. The members of this committee can be new or the same three members serving on the DAC. For the benefit of continuity and progress toward the dissertation, the Dissertation Committee Chair should ideally be the same faculty member chairing the DAC. If a public policy faculty is selected as chair, the remaining two members should be planning faculty members.

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

Field Exam

Upon completion of the coursework and when the student's dissertation proposal has been sufficiently developed and also is fully established in the chosen field area, the student will be given a take-home field exam by the Dissertation Committee. The exam may include questions in both broader and more specific aspects of the selected field area as well as questions designed to guide the student toward completion of 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 his/her field exam.

 **The UPPP Field Examination form (Comprehensive Examination Report Form)** is available in the Appendix 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. At this phase, the Dissertation Committee may advise the student to take courses, which provide theoretical background and techniques of analysis to further prepare the student for completing the dissertation proposal. Students must also work closely with their dissertation supervisor and committee to develop their dissertation proposal. A formal proposal defense must be held, and the dissertation committee must formally approve the proposal before the student may continue to complete the dissertation.



The CAPPA Dissertation Proposal Defense form is available in the Appendix 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 academic efforts; it is expected to demonstrate original and independent research activity and be a significant contribution to knowledge in the field. Effective 2016, students have the option of completing a traditional, canonical form or a paper-based dissertation. For further details, students should consult their Dissertation Committee Chair.

UPPP Faculty Profiles and Contact Information

Please follow the link provided below to access information on faculty in the PALA department, including educational profile and current research interests.

<http://www.uta.edu/cappa/people/faculty-staff/planning-landscape-architecture.php>

Summary and Recommended Timing

Steps & Timing	PUAD	UPPP
1	At admission	Program assigns temporary Advisor
2	By the end of 2nd Semester	Student forms Advisory Committee, completes Milestone form & initiates DSPRO
	At 18 Hrs. of Coursework	Mid program review
3	By 4th semester or 39 credit hrs. (6 1/2 semesters for part time students)	Coursework Completion
4	First Long Semester after Coursework Completion	Student obtains approval and takes the Comprehensive Exam (supervised by Comp Exam Committee)*
5	After comp exam completion (3 1/2 years for part-time students)	Student forms Dissertation Committee
		Student works on dissertation proposal
6	Student enrolls in dissertation credit hours	Student works on dissertation proposal until 75% complete
		Student applies for & completes the take-home field exam
7	Student enrolls in dissertation credit hours	Student formally defends the proposal
		Student completes the dissertation proposal
8	Student enrolls in dissertation credit hours	Student formally defends the proposal
9	Student enrolls in dissertation credit hours	Student obtains Ph.D. Candidature
	Student enrolls in PAPP or PLAN 7399	Works on Dissertation
10	5th or 6 th year	Defends Dissertation
	Penalties apply if: PUAD: more than 5 yrs after passing the comp exam. UPPP: more than 5 yrs after proposal defense.	Graduation

*PUAD students must be registered in at least 3 hours the semester they take comps. Student should consult their advisory committee for recommendations, and they may be eligible to enroll in dissertation hours during this semester.

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

PHD CANDIDACY

Registration Requirements for Dissertation

A student receiving advice and assistance from his/her Dissertation Committee in the preparation of a dissertation must register for the appropriate 3-, 6- or 9-credit hour PLAN or PAPP 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 PAPP/PLAN 6999 every long semester (Fall & Spring).

Doctoral students must enroll in a minimum of 3 dissertation hours (PAPP 6399 /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 enrolls in PAPP 7399 /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 (PAPP 6699/PLAN 6699 DISSERTATION or PAPP 6999/PLAN 6999 DISSERTATION) every term until graduation. PAPP students select the PAPP courses and PLAN students select the PLAN courses. Failure to maintain continuous enrollment may invalidate previous dissertation work. For more information about the 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 dissertation is accepted by the Dean of Graduate Studies. 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 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, student 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 dismissed from the program. The dissertation must be approved unanimously by the student's dissertation supervisory committee and by the Dean of Graduate Studies. 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.

The 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 <http://library.uta.edu/etd>



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



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

STUDENT RESPONSIBILITIES

Making Adequate Progress toward Graduation

All CAPP Ph.D. Students should be aware of the advising process and the role and functions of the Staff Advisors as well as their respective Advisory, 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 advisory/diagnostic committee chair and annual DS-PRO review;
- 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 committee;
- Assistance in understanding the requirements for successful completion of dissertation;
- Suggestions and recommendations that help optimize the student's career opportunities and success.

Complying with UTA and CAPP Policies

The UTA Graduate Catalog states: "All students are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework, plagiarism (offering the work of another as one's own) and unauthorized collaboration with another person. Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation, suspension or expulsion from the University. In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System (Part One, Chapter VI), institutional procedures regarding allegations of academic dishonesty are outlined in Part Two, Chapter 2, of the UT Arlington Handbook of Operating Procedures. This information may be obtained from: <https://www.uta.edu/policy/hop/9>

For a complete discussion of UT Arlington's academic dishonesty and associated disciplinary procedures, see <http://www.uta.edu/conduct/code-of-conduct/index.php>

DS-PRO

All doctoral students at UTA are required to use DS-PRO, a virtual tracking system that assists the faculty chair and the student to set milestones and track progress towards completion of the dissertation. DS-PRO must be updated each year, and it must be initiated the first semester of the student's enrollment. The student's Advisory/Diagnostic Committee Chair initiates the online advisement system by entering the student's name into the DS-PRO database and setting goals for that year in consultation with the student. The student will receive an email with a link once a professor initiates the process. Additional information is available in the **DS-PRO User's Guide for Students:**

<http://grad.pci.uta.edu/faculty/resources/dspro/>

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: <http://www.uta.edu/uta/acadcal/list-all.php>

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.

For more information visit:

<https://nextcatalog.uta.edu/academicregulations/academicstanding/#graduatetext>

CAPPA Deficiency 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:

D = 2 deficiency points

F = 3 deficiency points

Incompletes = 1 deficiency point

Withdrawals = 0.5 deficiency points

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 at the end of this handbook.

Time Limits and Statute of Limitations

UT Arlington Graduate Catalog 2015-16: <http://grad.pci.uta.edu/about/catalog/>

All requirements for the doctoral degree must be completed within four years after the student passes the comprehensive examination (PAPP) or field examination (PLAN).

Termination due to inadequate academic progress is a decision made by the program's Director and Graduate Studies Committee. A student's Dissertation 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 CAPPa 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 GSO Deadlines

Not being aware of the following deadlines can seriously hinder the student's degree progress. It is the student's responsibility to be aware of deadlines, complete the necessary forms, and submit them to CAPPa's Staff Graduate Advisor or the GSO.

- Student should monitor graduation and project deadlines identified by the Graduate Studies Office 'Information for Current Student' <http://grad.uta.edu/currentStudents/>
- The Graduate Studies Office's New Student Handbook may also be helpful and is available at <http://grad.pci.uta.edu/students/>
- Consulting with the student's Diagnostic/Advisory Committee Chair at the beginning of each semester to check degree progress and for assistance in selecting courses.
- Completion of annual DS-Pro review. DS-Pro is open from March 28th to October 15th (<http://grad.pci.uta.edu/faculty/resources/dspro/>)
- Completion of "Milestone Agreement" with major professor by the end of their first semester.
- Downloading, completing, and obtaining faculty member signatures for the various UTA forms required for degree progress and graduation. As well as all other forms discussed in this handbook. Please see the Appendix.
- Doctoral forms are available at <http://grad.pci.uta.edu/students/forms/doctoral/>
- Application for Graduation forms must be completed through the student's MyMav account.

Keeping up with Advising through 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, Ph.D. 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.

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. Important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through e-mail. All students are expected to use their UTA email account in any university correspondence with university staff, faculty and administrators. Information about activating and using the students UTA email account 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 e-mail regularly. To activate their email accounts, students should go to the OIT webpage: <http://www.uta.edu/oit/>

Complying with UTA's authorship guidelines for publications

Students opting to complete their dissertation, under the three-manuscript format instead of the traditional canonical format, should acquaint themselves with the university's authorship guidelines.

Students working with their supervising professors and other faculty in CAPPA and across the university are required to adhere to these guidelines that offer clarity regarding order of authors as well as information on self-plagiarism. Students can read these guidelines at:

<http://www.uta.edu/research/administration/departments/rs/conduct-of-research/authorship.php>

Similar guidelines from American Psychological Association

(<http://www.apa.org/research/responsible/publication/>) and Office of Research Integrity

(<http://ori.hhs.gov/Chapter-9-Authorship-and-Publication-Introduction>) may also be useful sources of information.

APPENDIX*

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

The CAPP Selection of Members for Diagnostic/Advisory Committee Form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215481_1-t_vNxYq09f

The Milestone Form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215474_1-t_vNxYq09f

The UPPP Degree Plan Form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215385_1-t_zjNK5Gew

The CAPP Selection of Supervising Dissertation Committee form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215479_1-t_vNxYq09f

The UPPP Field Examination form (same as Comprehensive Examination Report Form)

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215475_1-t_vNxYq09f

The CAPP Dissertation Proposal Defense form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215480_1-t_vNxYq09f

The CAPP Request for Dissertation Defense Form

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215390_1-t_d25iARhM

The CAPP Dissertation Defense Report Form is available online

<http://grad.pci.uta.edu/resources/pdf/DissertationDefenseReport.pdf>

The CAPP Request Scheduling of Room for Graduate Student Exam, Defense, etc.

https://mavspace.uta.edu/xythoswfs/webui/_xy-5215478_1-t_vNxYq09f

The UTA Incomplete Application Form

<https://www.uta.edu/english/pages/grad/graddocs/Incomplete%20form.pdf>

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