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COLLEGE OF
ARCHITECTURE, PLANNING
AND PUBLIC AFFAIRS

WELCOME

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

INTRODUCTION

The **PAPP Ph.D. handbook for the College of Architecture, Planning & Public Affairs (CAPPA)** attempts to provide guidance and useful information to new and current Public Administration and Public Policy (PAPP) 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.

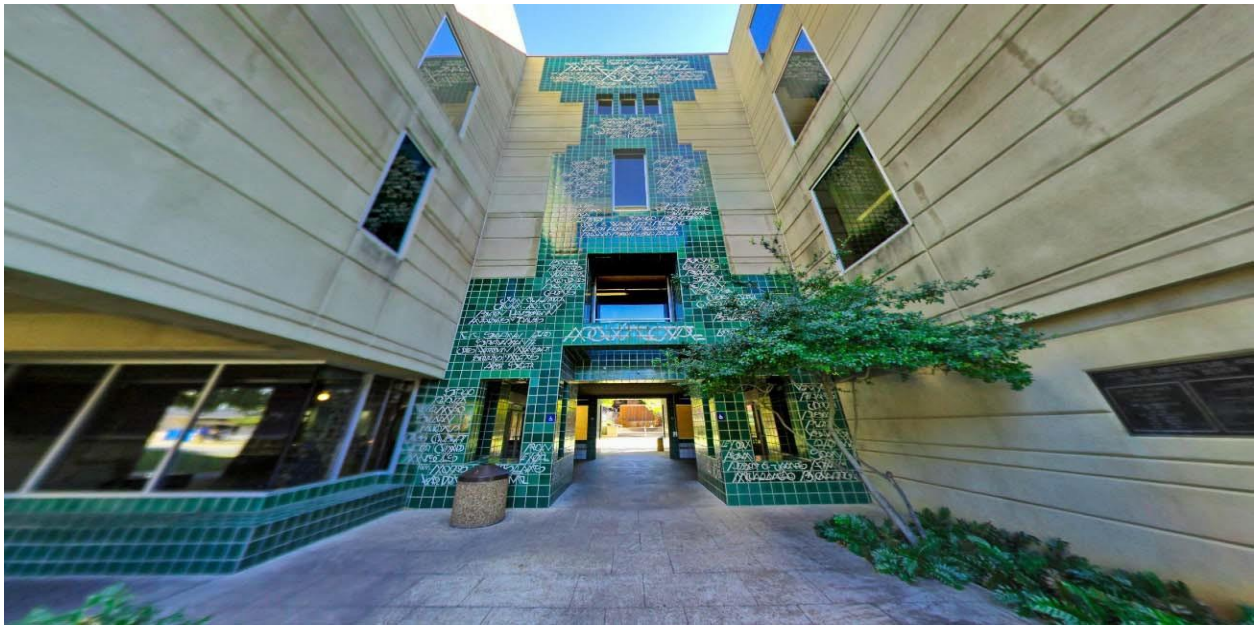
CAPPA's VISION & MISSION

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

Mailing address

College of Architecture, Planning & Public Affairs
University of Texas at Arlington
P.O. Box 19108 Arlington,
TX 76019-0588

Physical Address

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

PROGRAM DIRECTOR & STAFF GRADUATE ADVISOR

Program Director

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

Staff Graduate Advisor

The Staff Graduate Advisor assists 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.

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

For a complete list of the Public Affairs and Planning (PAPL) faculty, please refer to the following list: <https://www.uta.edu/academics/schools-colleges/cappa/about/faculty/public-affairs-planning-faculty>

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.

Net ID

Your NetID and email account are automatically created at the beginning of your first academic semester. Your NetID is a campus computer account. This account is your key to accessing many computing resources on campus.

Once you are registered for classes, you may retrieve your NetID, activate your NetID, manage your NetID identification questions, review your pin number, and/or view information about your accounts, etc. by clicking to [this](#) link for information.

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 click this [link](#).

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. Click [here](#) for more information.

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:

[Academic Regulations](#)

[General Catalog](#)

The Public Administration and Policy program (PAPP) requires all 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.

Ph.D. in PUBLIC ADMINISTRATION AND PUBLIC POLICY (PAPP) PROGRAM

The **Ph.D. in Public Administration and Public Policy (PAPP)** in the Department of Public Affairs and Planning provides students theory based and applied knowledge that integrates public administration and public policy in a unique interdisciplinary approach. The curriculum is based on the synergy between the social dynamics of public policy and the administration of policies designed to address social issues. The program trains Ph.D. students to conduct independent research that makes substantive contributions to their chosen administrative and policy subfields and prepares them for academic careers and for leadership roles in the public or nonprofit sectors.

Curriculum and Degree Requirements

The PAPP 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. Students are required to complete a specific set of eight courses (24 hours) that comprise the core curriculum. The core courses address the social sciences and public administration literature critical to the integrative approach of the program. Equal weight is given to social sciences and public administration with the goal of integrating them and providing context to understanding policy formation and implementation. Students also complete twelve hours of coursework in research methods and design. The courses address theory and theory construction, research design and quantitative and qualitative research methods. Courses and credit hours may be waived for students with relevant previous coursework upon approval of the dissertation supervisor and program director.

Core Courses (24 hours):

PAPP 6305	Advanced Theories of Urban Society
PAPP 6307	The Urban Economy
PAPP 6309	Intergovernmental Relations in Administration and Public Policy
PAPP 6311	Advanced Public Policy Formation and Analysis
PAPP 6315	Public Administrative Theory
PAPP 6320	Advanced Organization Theory
PAPP 6326	Public Budgeting & Finance
PAPP 6349	Decision Making and Public Policy Analysis

Research Methods Requirements (12 hours):

PAPP 5342/PLAN 6317	Intermediate Data Analysis
PAPP 6301/PLAN 6301	Theoretical Foundations and Ph.D. Workshop
PAPP 6344/PLAN 6346	Qualitative Methods
PAPP 6346/PLAN 6346	Advanced Data Analysis in Urban and Public Affairs

Dissertation (minimum 9 hours)

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

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

For more course information visit this [link](#) and consult the 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 in at least 6 credit hours per long semester (Fall & Spring). Please note that doctoral students cannot take online courses. When a 5000 and 6000 level of any PAPP course is offered, PAPP PhD students are required to enroll in the 6000-level course.

PAPP Diagnostic Advisory Committee

When students are admitted to the PAPP program, a faculty advisor is assigned to them based on their application statement, ideally matching a faculty and the student's research interests. Toward the end of their first semester and in consultation with their faculty advisor, students select the chair and the other two faculty members who serve on the Diagnostic Advisory Committee (DAC). While the faculty advisor or another member of the Public Affairs and Planning department faculty can serve as DAC Chair, the other two members can be drawn from Public Affairs and Planning Department or CAPPA faculty 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. In the student's first academic year, the DAC advises the student on selecting a monograph or a three-article-based dissertation (described below). It also determines any need for additional coursework based on the deficiencies noted during the preparation for comprehensive exams and proposal defense stages. Deficiency courses may include courses from the selected field area and other needed courses. The student should file the signed form with the CAPPA staff graduate advisor before their third semester in the program.

Holds may be placed on students' 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 PAPP Program Director. Selection of the DAC should be done carefully. Students are strongly discouraged from changing 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 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.

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 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 PAPP students

First Semester Responsibilities:

- ✓ Complete and file your Diagnostic Advisory Committee (DAC) Form in consultation with your DAC Chair. Discuss dissertation format options.
- ✓ 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.
- ✓ Sit for Comprehensive Examination first long semester after completing coursework

Responsibilities after Coursework Completion:

- ✓ Form Dissertation Committee in agreement with PAPP program guidelines
- ✓ Work on dissertation proposal
- ✓ Schedule and present dissertation proposal

- ✓ Apply for Advancement to Candidacy
- ✓ Enroll in required dissertation hours and complete your dissertation
- ✓ Successfully defend your dissertation
- ✓ Submit required documents to the Graduate Studies Office for completion and graduation.

PAPP Comprehensive Examination

The PAPP comprehensive exam is an important transition point where students demonstrate their mastery over the foundational and methods courses. It is a test of students' knowledge of the field - not just the material in the coursework but the domain of the fields as exemplified by the coursework. It is taken when all required coursework has been completed. The Call for Comps is issued by the Program Director to students 2-3 weeks prior to the end of the preceding semester along with the required forms, which must be completed and returned to the department's administrative assistant.

The PAPP comprehensive exam is scheduled each long semester (Fall and Spring) on the Monday and Tuesday during the week after UTA census day. The exam is over these two-day periods and is divided into morning and afternoon sessions. Typically, the sessions are as follows: Sec A - Policy; Sec B - Public Administration/ Org Theory; Sec C - Methods; and Sec D - Synthesis. The exam is closed notes except for a non-annotated bibliography that students prepare and submit to the department's administrative assistant ahead of the exam. Electronics such as cell phones, personal digital devices etc are not allowed during the exam. The department provides the laptops/ computers for the exam. Students expecting to take their exams should seek the advice of their DAC in preparing and studying. As a preparation aide, all students approved to take comprehensive exams may request a set of sample questions approved by the PAPP faculty. These will be made available by your DAC chair.

A three-person comprehensive exam committee, comprised of PA faculty, selects the exam questions from a department approved test bank generated by the whole PA faculty. The Committee is anonymous and responsible for the exam and grading. The Committee reviews exams blindly -- student names are hidden from graders. The Committee formally votes on the outcome of the student's exam.

A Ph.D. student who fails to pass a comprehensive examination is allowed to retake the examination once. In this case, the exam must be retaken the following semester (excluding Summer semester). If the student fails to pass the examination a second time, the student is not permitted to continue in the doctoral program.

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.

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.

Dissertation Supervising Committee (DSC)

Toward the completion of the required coursework, students select a three-member Dissertation Supervising Committee (DSC) to start working on their dissertation proposal. The chair of this committee must be a tenured or advanced tenure-track member of the Public Affairs program. The 2nd member may be from the PAPL faculty, while the 3rd member may be 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 can be, though not need 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. 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.

 **The CAPPa Selection of Supervising Dissertation Committee form** is available in 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 of expertise, but also a contribution to knowledge in the chosen public administration or policy 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 CAPPa Dissertation Proposal Defense form** is available in the Appendix 2 at the end of this handbook.

Dissertation Format

All PAPP 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. Students have the option of completing a traditional, monograph-style dissertation 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 visit <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 another 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 a CAPP A PhD 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 CAPP A are ineligible. All submitted papers must be written under the guidance of CAPP A 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 Article Based dissertations: <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-df2bdafe29a6>

CAPPA Faculty Profiles and Contact Information

Please follow the [link](#) to access information on Public Affairs and Planning and other CAPPA program faculty, including educational profile and current research interests.

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 PAPP Graduate Studies Committee stating the reasons. If a student changes the Chair of the Dissertation Supervisory Committee before or after the dissertation proposal has been defended, a new research proposal may be required.

Summary and Recommended Timing for PAPP students

Steps	Timing	Progress
1	<ul style="list-style-type: none"> • At Admission 	<ul style="list-style-type: none"> • Program assigns Faculty advisor
2	<ul style="list-style-type: none"> • By the end of 2nd semester 	<ul style="list-style-type: none"> • Forms Diagnostic Advisory Committee (DAC) • Completes Milestone form
	<ul style="list-style-type: none"> • At 18 hrs. of coursework 	<ul style="list-style-type: none"> • Diagnostic Exam with DAC
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"> • Takes Comprehensive Examination
5	<ul style="list-style-type: none"> • Upon successful completion of Comprehensive Examination 	<ul style="list-style-type: none"> • Forms Dissertation Supervisory Committee (DSC)* and • Begins work on dissertation proposal**
6	<ul style="list-style-type: none"> • About 5th semester 	<ul style="list-style-type: none"> • Student enrolls in dissertation credit hours • Works toward completion of the dissertation proposal
7	<ul style="list-style-type: none"> • About 6th semester 	<ul style="list-style-type: none"> • Student presents dissertation
8	<ul style="list-style-type: none"> • Student enrolls in dissertation 	<ul style="list-style-type: none"> • Student works on dissertation
9	<ul style="list-style-type: none"> • About 10th semester - last semester 	<ul style="list-style-type: none"> • Student enrolls in PAPP 7399 • Dissertation defense
10	<ul style="list-style-type: none"> • About 5th or 6th year [penalties apply if more than 5 years after proposal defense] 	<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 (DSC) in the preparation of a dissertation must register for the appropriate 3-, 6- or 9-credit hour PAPP Dissertation course. Once the student is enrolled in the dissertation course, continuous enrollment is required. The student must accumulate a minimum of 9 dissertation hours to graduate. International students must enroll in PAPP 6999 every long semester (Fall & Spring). Doctoral students must enroll in a minimum of 3 dissertation hours (PAPP 6399) 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 PAPP 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 or PAPP 6999) every term until graduation. Failure to maintain continuous enrollment may invalidate previous dissertation work. For more information about UTA continuous enrollment policy visit [here](#).

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 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, Dissertation Rubrics form, and the Dissertation Defense Report Form) and having them available to the Committee Chair in a timely manner. In addition, the student must schedule a mutually agreed upon 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 CAPP A 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) pass unconditionally; 2) pass conditionally with remedial work specified by the committee; 3) fail, with permission to be re-examined after a specified period; or 4) fail 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 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.

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 Thesis and Dissertations visit [here](#).



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



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

STUDENT RESPONSIBILITIES

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 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;
- 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 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](#).

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 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:

F = 3 deficiency points

D = 2 deficiency points

Incompletes = 1 deficiency point

Withdrawals = 0.5 deficiency point

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 comprehensive examination.

Termination due to inadequate academic progress is a decision made by the Program 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 CAPP 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 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 the necessary forms.

- Students should monitor graduation and project deadlines identified by Graduate Studies '[Information for Current Students](#)'
- Completing their "Milestone Agreement" with their 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. See: <https://resources.uta.edu/gradschool/advisors/forms-for-doctoral-students.php>
- Application for Graduation forms must be completed through your MyMav account.
- Consulting with the Program Advisor at the beginning of each semester to check degree progress and get assistance in selecting courses.

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 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. For more information, click

<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. For more information, click

<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 CAPP 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 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
 - [Interlibrary Loan](#) – Retrieval of journal articles and books not available in the UTA collection (usually free).
 - [Tutorials and Guides](#)
 - 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/studentssuccess-home/;](http://www.uta.edu/uac/studentssuccess-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 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
- John W. Jackson, Jr. Endowed Scholarship
- Jerry and David Tees Scholarship
- Delbert A. Taebel Scholarship
- Paul Geisel Scholarship
- Trey and Shana Yelverton Endowed Scholarship
- Richard L. Cole Memorial Graduate Fellowship in Public Affairs

Financial Aid Resources

Information on non-CAPPAs 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 (such as 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 PAPP doctoral students are:

1. [Alliance for Nonprofit Management](#)
2. [American Society of Public Administration](#)
3. [Association for Public Policy Analysis & Management](#)
4. [Association for Research on Nonprofit Organizations and Voluntary Action](#)
5. [Association for Public Policy Analysis & Management](#)
6. [The International Public Management Association for Human Resources](#)
7. [National Academy of Public Administration](#)
8. [National Association of Schools of Public Affairs and Administration](#)
9. [National Forum for Black Public Administrators](#)
10. [Network of Schools of Public Policy, Affairs, and Administration](#)
11. [PA Theory Network](#)
12. [PhD Conference on Real Estate and Housing](#)
13. [Public Management Research Association](#)
14. [SouthEastern Conference For Public Administration](#)
15. [Urban Affairs Association \(UAA\)](#)

Scholarly Journals:

Some Relevant Publications/ Journals include:

1. Journal of Urban Affairs
2. The Journal of Public Administration Research and Theory
3. Public Administration Review
4. The American Review of Public Administration
5. Public Policy and Administration
6. Administration and Society
7. Review of Public Personnel Administration
8. The International Review of Administrative Sciences
9. Public Personnel Management
10. Voluntas: International Journal of Voluntary and Nonprofit Organizations
11. American Sociological Review
12. Policy and Society
13. Policy Studies Journal
14. Nonprofit and Voluntary Sector Quarterly
15. Policy Sciences
16. Administrative Science Quarterly
17. Nonprofit Management and Leadership
18. Journal of Public Affairs and Nonprofit Management

19. Public Affairs Quarterly
20. American Journal of Political Science
21. Journal of Politics
22. Journal of Peace Research
23. Journal of Organizational Behavior
24. Public Opinion Quarterly
25. Journal of Public Affairs Education
26. Public Money & Management

Student Organizations

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)

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 [here](#).

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](#)

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. PAPL offers one course (PAPP 5341/ PLAN 5335) on professional writing. If students need additional direction in writing, resources available include:

[UTA Writing Center](#) – This Web page offers extensive guidance, and the staff offers one-on-one assistance, including online tutoring.

Research Help - <https://libguides.uta.edu/researchcentral/tutoring>

Writing courses 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. CAPPA 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 CAPPA 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: IMPORTANT CAPP/PAPP FORMS*

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

1. [PAPP Milestone Form](#)
2. [PAPP Diagnostic Committee Form](#)
3. [Diagnostic Evaluation Report](#)
4. [The CAPP Selection of the *Dissertation Supervisory Committee* form](#)
5. [The CAPP Dissertation Proposal Defense Report](#)
6. [The CAPP Request for *Dissertation Defense*](#)
7. [The CAPP Dissertation Defense Report Form](#)
8. [The UTA Incomplete Application Form](#)
9. Readmission Policy: <http://catalog.uta.edu/academicregulations/admissions/graduate/>

These forms can also be assessed from the PAPP Graduate Adviser or from:

<https://www.uta.edu/academics/schools-colleges/cappa/academics/public-affairs-planning/public-affairs/phd-in-public-administration-and-public-policy>