

The University of Akron
Department of Public Administration and Urban Studies

Ph.D. in
URBAN STUDIES and PUBLIC AFFAIRS
DOCTORAL STUDENT HANDBOOK

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Department of Public Administration and Urban Studies
The University of Akron

Doctoral Student Handbook

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DEPARTMENT OF PUBLIC ADMINISTRATION AND URBAN STUDIES

Doctoral Student Handbook

I. INTRODUCTION

The Department of Public Administration and Urban Studies (DPAUS) at The University of Akron offers a variety of graduate programs to students interested in pursuing professional careers in the fields of public administration and urban studies. On the doctoral level, the department offers a PhD in Urban Studies and Public Affairs in conjunction with Cleveland State University's College of Public Affairs. The department also offers masters' programs designed to educate graduate students interested in professional careers in the fields of public administration and urban studies. The department offers a MA in Urban Studies and a Master in Public Administration (MPA), and participates in a joint degree program with the School of Law that leads to the award of an MPA concurrent with a JD.

Department Mission

The mission of the Department of Public Administration and Urban Studies is to improve the capacity of public service in a dynamic urban society through education, scholarship and community engagement.

- We are committed to student success, to research and scholarship, to communications across social and cultural boundaries, to the use of information technologies to serve students and the public, and to recognizing the unique values, perspectives, and capacities of individual students.

We welcome students and alumni to join in achieving this mission, by acknowledging the concept of praxis and becoming our partners in civic engagement, community involvement and scholarly research.

The Doctoral Degree Program

The Doctorate in Urban Studies and Public Affairs has at its core urban public service reflected in the field of public administration and establishes significant links with related social science disciplines. We provide a research based curriculum that reflects these aspects of rigorous academic study of urban studies and public affairs in the field of public administration. With this dynamic approach, we cover in-depth the fields of public affairs and urban studies, while focusing on, and devoting a significant amount of our resources to specializations in the areas of Applied Policy and Public Administration. We offer these two areas as fields of study to primarily prepare our students for academic and research careers in institutions of higher learning; in addition our students may seek positions within public, private and non-profit organizations.

Our doctoral degree in Urban Studies and Public Affairs is offered jointly by The University of Akron and Cleveland State University's Maxine Goodman Levin College of Public Affairs. Students may schedule course work at both institutions to take advantage of the diversity of faculty specialization. Students admitted to University of Akron normally matriculate from The University of Akron.

Akron's Urban Studies and Public Affairs program is designed to allow flexibility in constructing a program of study. Both part-time and full-time students participate in the program, but under university rules, all students must be full time for two consecutive semesters under the residency rules discussed below. The program offers the specializations and resources of both universities. It emphasizes the need for each student to develop as a well-rounded and skilled professional or scholar. As a result, our student/faculty ratio is deliberately kept low to permit more individualized instruction as well as closer working cooperation among students and between faculty and students. Students admitted to the program are encouraged to participate in the teaching and research experiences of the department and to share their research at departmental colloquia.

The Doctoral Program Curriculum and Goals

The curriculum focuses on preparing students of Public Administration and Applied Policy to understand and discuss the practical and theoretical elements that comprise the complex and changing circumstances of public service in government and non-profit organizations. Through our curriculum, we seek to place our program and students at the cutting edge of theory development. We acknowledge the ancient Greek concept of praxis, which emphasizes the need for our students to understand both the theoretical and practical realities of their professions. Further, we aim to be at the forefront of developing new ways for organizing and making informed judgments for the betterment of persons, organizations and society.

As a Department, we use our curriculum to accomplish these goals by:

- Motivating our students to apply theory to comprehend the world around them.
- Using lessons learned from research and practice to modify and enhance theory development in classroom learning.
- Conveying to our students a broad theoretical foundation in decision-making and analysis, as well as in formation of values and ethics.
- Nurturing the analytical and critical abilities necessary for evaluating existing knowledge and for contributing to the growth of knowledge in our areas of specialization.

II. ADMISSION & FINANCIAL AID

A. ADMISSION

Admission Requirements

To begin doctoral course work successfully, applicants will be expected to have mastered prerequisite concepts central to the degree including course work in the following areas:

- Public Administration
- Public Policy
- Research Methods
- Statistics
- Fiscal Analysis

Faculty will consider all of the following criteria for admission to the PhD program as evidence of potential success in advanced study.

Applicants must:

Have earned a Master's degree.

Have a Grade Point Average (GPA) from master's degree above 3.50. However, having a GPA above 3.50 is not in itself sufficient for admission.

Submit official test results from Graduate Record Examination General Test (GRE). . Official results from other equivalent standardized tests used for graduate admissions may be substituted at the discretion of the PhD Coordinator.

Submit three letters of recommendation from individuals familiar with the applicant's recent performance and abilities.

Submit a sample of the applicant's written academic work. This should be a thesis or final project paper from the master's degree program. Students who do not have such a requirement in their Master's program should submit several writing samples, such as research papers, professional reports, or published articles.

Submit a personal statement that details the applicant's intended area of specialization and career aspirations. An applicant will be admitted only if faculty resources are available in the field of study detailed by the applicant.

Those applicants for whom English is not their native language must demonstrate proficiency by scoring a minimum of 570 on the paper-based Test of English as a Foreign Language (TOEFL), 230 on the computer-based TOEFL, or 88 on the internet-based TOEFL. Applicants may also submit an acceptable score on the Test of Written English (TWE) and a minimum of 220 on the Test of Spoken English (TSE).

An applicant may be required to appear before the Doctoral Committee before a decision is made on admission to the program. The Doctoral Committee also may require an applicant to take an admissions examination, which may be written, oral, or both.

Admission Decisions

The PhD Committee reviews the applicant's file in its entirety to determine admission to the program. Some students are admitted conditionally and are advised to read their admission letter carefully. Students admitted with contingencies/conditions must meet the conditions to be admitted fully to the program. Students who fail to fulfill the terms of their admission will remain ineligible for graduation, and may be blocked from registering for courses.

Conditions of Admission & Bridge-up Work

To begin doctoral course work successfully, applicants are expected to have mastered prerequisite concepts central to the degree listed under Admission Requirements. As a result, admission to the doctoral program may be conditional upon successful completion of "bridge-up" course work designed to address deficiencies in previous graduate work. This bridge-up course work will not count toward doctoral degree course requirements and must be taken during the first year of the applicant's program. Applicants will be informed of the bridge-up courses or other conditions in their admission letter. The following table lists the courses or the equivalents from other programs or universities that are prerequisite knowledge and may be required as bridge-up course work.

TABLE 1

Prerequisite and Bridge Up Courses

3980:600	Basic Quantitative Research
3980:601	Advanced Research and Statistical Methods
3980:611	Introduction to the Profession of Public Administration
3980:640	Fiscal Analysis
3980:643	Introduction to Public Policy

B. FINANCIAL AID

Students who plan to attend full-time may be eligible for the limited number of graduate assistantships or tuition scholarships available through the University and the department each year. No university aid is available for part-time students. All students may be eligible for grants or loans from other sources, and students are urged to explore all possibilities and seek information from the Office of Student Financial Aid.

The University of Akron and the Department of Public Administration and Urban Studies have been concerned with increasing the opportunities for minorities in graduate education, and the University has established a Minority Award program that provides graduate research or teaching assistantships awarded on a competitive basis. Applicants who are interested in being considered for one of these awards should indicate this on their application to the Graduate School.

Graduate Assistantships

The department offers a limited number of appointments as Graduate Assistants. To receive a stipend, all graduate assistants must fulfill a work commitment of 20 hours per week during the funded semester. In addition, Graduate Assistants must take a minimum of nine credit hours each semester. It is the student's responsibility to maintain contact with the faculty or organizational supervisor assigned under the assistantship and to complete all duties in a timely and satisfactory fashion. The Graduate Assistants must be in good academic standing and maintain the minimum enrollment specified in their graduate assistantship contracts and by the Graduate School.

At the doctoral level, a student may obtain a maximum of four years of assistantship funding beyond the master's degree. The assistantship award includes a tuition waiver that allows students to take up to 15 hours of course work for each semester of the assistantship. Students with assistantships during the spring term are also eligible for a full tuition waiver for up to 15 credit hours during the summer sessions that follow. In addition, the student receives a financial stipend for working 20 hours per week during the assistantship. Most awards cover a 9-month period.

III. GENERAL INTRODUCTORY INFORMATION

A. POLICIES

Graduate School and Department Policies

Successful completion of a graduate program requires planning and attention to detail. The Graduate School Bulletin includes the requirements for all degree programs within the Department of Public Administration and Urban Studies, and departmental requirements are detailed in this handbook. Students are subject to the rules, policies, and procedures established by the University, the Graduate School, and the Department. The University of Akron policies and procedures are published in the *Graduate Bulletin*, available online at www.uakron.edu/gradsch.

Other policies are published in the Graduate School's *Graduate Assistant Handbook* and in this Departmental handbook. Note: Students are subject to the policies and program requirements in place at the time they begin their programs. You are responsible for knowing and understanding the policies and regulations that apply to you and to your program.

Administration of the Doctoral Program

Faculty from Department of Public Administration and Urban Studies govern the administration of the Ph.D. program. Most decisions are delegated to the PhD Committee, composed of full time faculty in the Department of Public Administration and Urban Studies. The Committee is responsible for program admissions and comprehensive exams. The head of this committee is the PhD Program Coordinator. The program coordinator is the primary contact for students regarding questions, policies, program of study guidelines, exams and the dissertation. The PhD Committee may be called on to resolve problems that may arise as the committees and the PhD Program Coordinator carry out their responsibilities. The Department faculty makes policy decisions for programs based on recommendations by the program committees. The Chair of the Department of Public Administration and Urban Studies administers the department.

B. STUDENT RESPONSIBILITIES

Student Professional Behavior

Students are expected at all times to behave in a courteous, cooperative and professional manner. Students should attend classes, arrive on time and come prepared.

Students should show respect to others.

Students are expected to do their part to keep the common areas of the department clean and quiet.

Food and drink are not allowed in the computer lab.

Students may not disrupt the learning of other students.

Students may not give the department phone number as their contact; departmental staff do not provide an answering service for students.

Students should not use cell phones in the lab or lounge.

Students must turn off pagers and cell phone ring tones during classes.

Academic Honesty and Plagiarism

Graduate students are expected to maintain a high level of academic and personal integrity.

Students must comply with the University's *Student Code of Conduct* and with the policies contained in the *Graduate Bulletin*. The *Student Code of Conduct* is available on-line. Violations of the code of conduct will subject students to formal University disciplinary procedures.

Academic dishonesty of any sort will result in disciplinary action including, but not limited to a failing grade on an assignment, a failing grade in a course, probation, or dismissal. Examples of academic dishonesty include, but are not limited to the following:

- Submission of an assignment that is the work of another person in whole or part.
- Failure to cite the work of others appropriately, whether published or unpublished, print or non-print. (Plagiarism is unacceptable.)
- Unauthorized copying of materials, including computer programs.
- Unauthorized possession and/or use of any materials or tools (such as calculators) during examinations or class sessions not expressly authorized by the instructor.
- Providing another student with information or receiving information from another student during examinations or class sessions, unless authorized by the instructor.

- Observing or assisting other students in their work unless authorized by the instructor.
- Conduct of any sort that violates the integrity of examinations and other assignments.
- Participating in or enabling others in academic dishonesty.

C. CLASS FORMATS

The Department delivers its courses through a variety of formats. Students should be sure that the format is compatible with their personal work habits, employment, and other time constraints. The principal formats are explained below.

Weekly Class: Most classes meet once a week for 2.5 hours during a typical 16 week semester and are generally scheduled for the late afternoon or evening.

Web-Enhanced: A small number of courses are delivered through a web-enhanced format. Students who register for such classes must possess sufficient computer literacy to participate in all segments of the course. Web-enhanced courses meet in the classroom at least 50% of the time. Students in these classes must work well without supervision and keep up with weekly assignments with less frequent class meetings.

Weekend Intensive: These classes meet Friday evenings and all day Saturday four times during a term. Students are required to acquire books and syllabi prior to any class meetings and can expect required readings and written assignments prior to the first meeting.

Summer Intensive: These courses meet twice a week over five or ten weeks during the summer and require that students be able to make a significant time investment during these shortened terms. As with weekend courses, students are required to acquire books and syllabi prior to any class meetings and can expect required readings and written assignments before the first meeting.

Urban Tutorials & Individual Study: Individual study allows students to design a course that meets specific programmatic needs. Students meet with a faculty member and develop a series of readings, papers, and activities that meet a set of educational outcomes tailored to the individual student's particular needs. Before enrolling, students must complete a form specifying the course purpose and requirements and file it with the Department office. Only nine credits hours of individual study or tutorials can apply toward the minimum credit hours for a degree.

Directed Research: Under the close supervision of a faculty member, a student will apply accepted social science research methods in research supporting the work of faculty. The goal of this course is to give a doctoral student experience in the application of traditional social science research methods to a project of interest to a DPAUS faculty member. Ideally this research will link to the intended dissertation topic of the student. A student may apply up to nine credit hours of directed research toward the electives in the student's field of study.

D. NOTES ABOUT REGISTERING FOR COURSES

The University has on-line registration for classes, and students must register in a timely manner as class sizes are limited. Students not meeting course prerequisites may be removed from classes in which they are enrolled. The University has strict payment deadlines and if tuition and fee payments are not paid to the University Registrar's office on time, students may be dropped from classes and subject to late fees.

Procedures for Taking Courses at Cleveland State University

Students are encouraged to include courses from Cleveland State University (CSU) in their Program of Study. Before applying for admission to CSU, students must have permission from their Program of Study Committee. (See Section IV B-1 for details on the Program of Study Committee.) Students are urged to work with the department office staff to adhere to the following procedures for registering at CSU:

- Complete the University of Akron form (including required signatures) authorizing classes at Cleveland State. (Students who take courses at Kent State University or Youngstown State University must follow a similar procedure describe for taking courses at Cleveland State University).
- Fax the form to CSU to obtain approval from the Dean's Office of the Levin College.
- Once approval has been granted at CSU, use the closed class form to register at the University of Akron (form 3980:788).
- A copy of the approved form must be placed in the student's file.

E. DEPARTMENT GRADING POLICY

The faculty of the department adopted a policy on grades and their definition in 1995. This policy provides the context for faculty to evaluate student performance and assign grades. In 2003 and 2006, the grading policy was reviewed and affirmed.

The faculty of the Department of Public Administration and Urban Studies appreciates that courses vary from one another in important ways and that instructors will have different approaches to evaluating performance and grading. However, we believe that we do share some common perspectives about performance and grading. To this end, we have agreed upon a grading philosophy that reflects our belief that grades should communicate to students, future employers, and graduate schools how our students have performed with reference, as close as we can make it, to the national standards of the field.

First, the faculty agrees that the determinants of graduate students' grades should include:

- Serious attention to all course requirements and expectations;
- Appropriate ability to reason, analyze, and synthesize;
- Ability to express oneself in writing effectively, directly, and without errors;
- Ability to do own work and not copy from other sources;

- Ability to express oneself well in oral discussion and dialogue;
- Active participation and involvement in all learning assignments;
- Appropriate ability to exercise individual initiative and creativity; and
- Ability to work cooperatively with others.

Second, that faculty evaluates student performance and assigns grades in this context. Grades fall into three general categories: Passing; Passing but unacceptable; and Not Passing. Grades in the DPAUS graduate level classes can be expected to mean the following:

A: All assignments and expectations met. All work exceeds expectations and reflects excellence and creativity. Performance well above the expected level of competence for graduate study.

A-: All assignments and expectations met. Most work exceeds expectations. Performance above the average level of competence for graduate study.

B+: All assignments and expectations met. Some work exceeds expectations. Performance somewhat above the average level of competence for graduate study.

B: All assignments and expectations met. Performance reflects the average level of competence for graduate study.

B-: Passing, lowest acceptable grade. Performance below expectations on a significant portion of work. A student who receives only “B-“ grades will not maintain a 3.00 GPA and will not be eligible to graduate.

C-, C, C+: Performance below expectations on a significant portion of work. Up to six credits of “C+”, “C” and “C-“ may be applied to degrees, providing the overall GPA remains 3.00 or better. Students with more than six credits of “C” may be placed on probation or dismissed from the program.

F/D: Performance well below normal expectations. Students cannot graduate with a grade of D or F in required courses, and they must repeat those courses. Repeating a course does not remove the prior unacceptable grade from the GPA at the graduate level. The D or F grade is included in the calculations of the overall GPA. If six credits of “D” and/or “F” are accrued, the department will recommend dismissal from the program.

Incomplete:

All students are expected to complete courses within a semester. It is the policy of both the University and the Department that *Incompletes* be granted only in extraordinary cases based on unforeseeable and unavoidable causes. If an Incomplete is granted, the student must complete the course work for the class within one academic term. Before an Incomplete grade can be entered, the course instructor and the student must complete an Incomplete Course Contract.

In Progress

As consistent with University policy, the *In Progress (IP)* grade is only to be used for courses that are continuing and cannot be completed in a semester. Very few classes in DPAUS can grant an IP, such as 3980:699 Master's Thesis or 3980: 899 Dissertation.

F. POLICY GOVERNING INCOMPLETES & INCOMPLETE COURSE CONTRACT

All students are expected to complete courses within a semester. It is the policy of both the University and the Department that *Incompletes* be granted only in extraordinary cases based on unforeseeable and unavoidable causes. For example, a severe and sudden illness or incapacitating car accident may be acceptable reasons for granting an Incomplete. Being busy with other classes or work is not a valid reason for granting an Incomplete. Before a grade of Incomplete can be entered, a student must request an incomplete and obtain permission from the instructor prior to the exam period. Additionally, an Incomplete Course Contract must be completed.

To indicate the instructor's permission to grant a student an incomplete in a course, the student and instructor must prepare an Incomplete Course Contract. This contract must be submitted to the department before the deadline for submitting semester grades. The contract must include the reason for the incomplete and specify what work must still be completed in the course. The student may be granted up to one semester to complete the outstanding course work, with the decision in the hands of the instructor. (The Incomplete Course Contract form is on the department website.)

IV. PROGRAM STRUCTURE AND REQUIREMENTS

A. OVERVIEW

To complete the doctoral degree successfully, students must develop knowledge, skills, and competencies through classes and especially through individual efforts of independent reading, research, and scholarship. In this section, the steps to successful completion of the program are first outlined and then described in greater detail.

1 Initial Advising & Formation of a Program of Study Committee

During the first week of beginning the program, students need to meet with the PhD Coordinator, develop a preliminary Program of Study Plan (Program Plan), and consider forming the Program of Study Committee.

The Program of Study Committee should be formed during the first semester of study, but must be completed before the student completes two full semesters in the program. This committee of three DPAUS faculty advises the individual student, approves the Formal Program Plan, determines the language proficiency requirement, and is responsible for one portion of the student's comprehensive exam.

2. Course work

Students take a minimum of 52 credit hours of class work: 25 credits in the required core, 12 credits in one Field of Study and 15 credits in individually selected specializations courses. Students take core and specialization courses simultaneously, rather than in a prescribed sequence.

3. Language requirement

The Graduate School requires proficiency in language and offers three options to demonstrate this proficiency. Students work with their Program of Study Committee to schedule courses, projects, or exams to complete this requirement.

4. Good Standing & Residency requirement

Students must maintain a certain GPA and must enroll full time for two consecutive semesters. Students need to consult with their Program of Study Committee to meet this requirement.

5. Comprehensive Exam

Students must demonstrate competency in the program courses, knowledge of subject matter, analytical reasoning, and critical thinking skills through a multi-part comprehensive exam. This exam can be scheduled only after students have completed class work and received the approval of their Program of Study Committee. Students have two chances to pass the exam.

6. Formation of the Dissertation Committee

Once the field of study and specialized exams are completed, the Program of Study Committee is disbanded, and students must form a Dissertation Committee. The members of the dissertation committee do not have to be the same faculty as those who were on the Program of Study Committee. The Dissertation Committee guides the student through the dissertation prospectus, the submission of the Advancement to Candidacy Form, and the research and writing of the dissertation. This dissertation committee determines if the student has performed acceptably in the prospectus and in the written dissertation as well as in the oral dissertation defense. This committee is comprised of three DPAUS faculty members, a University of Akron graduate faculty member from another department, and a faculty member from the Levin College at CSU.

7. Dissertation Prospectus

During this stage, students will develop and write the dissertation Prospectus. The goal at this stage is presentation of the Prospectus at an open meeting at which point the Dissertation Committee determines if the Prospectus is acceptable and if the student is ready to move forward. Students need to remember that scheduling the Prospectus Defense requires at least three weeks of lead time to ensure that the proper notice is given. Between the prospectus work and the dissertation, students take a minimum of 12 dissertation credit hours.

8. Advancement to Candidacy

Once the comprehensive examinations have been successfully completed, the required Advancement to Candidacy Form must be filed with the Graduate School. This form also certifies that the student has met course, language, and residency requirements.

9. Dissertation

During this stage, the student focuses on the challenging task of researching, analyzing, and writing the dissertation based on the plan set forth in the dissertation prospectus. The culmination of the process is presenting the written dissertation to the committee and presenting the research and findings at an Oral Defense. Dissertation credit hours are graded pass or fail. If the student is making steady progress toward completing the dissertation, an in-progress grade is recorded. Once the dissertation is approved and defended, the grade for all dissertation credit hours are changed to pass. Scheduling a dissertation defense requires at least three weeks of lead time to permit adequate notice. The Graduate School has established stringent deadlines and detailed requirements for formatting and submitting the completed dissertation. Students are responsible for meeting the Graduate School requirements and deadlines.

10. Graduation

Students are encouraged to attend Graduation Ceremonies at the University to be recognized for their accomplishments.

B. DETAILED PROGRAM REQUIREMENTS

1. Advising and the Program of Study Committee

Upon admission to the program, each student should consult with the PhD Program Coordinator to determine a field of study (see Table 2 for details) and specialization area (see p. 15 for details) as well as to select course work for the first year of study. Students should develop a provisional Program Plan during this meeting with the Coordinator. (For copies of all Doctoral Forms, see the Department Website at <http://www.uakron.edu/colleges/artsci/depts/paus>).

Program of Study Committee

The Program of Study Committee helps structure and guide a student's doctoral course work up to the dissertation stage. Once students are fully admitted to the program, they invite faculty members to serve on this committee, who are then approved by the PhD Program Coordinator. This process normally occurs sometime during the first year. This committee advises the student and, with the PhD Program Coordinator, approves the student's program of study, using the form "Program of Study Form" (See Doctoral Forms). Generally this committee works with the student until after all comprehensive exams have been completed and the student is ready to write the dissertation prospectus. (See below under "Establishing a Program of Study Committee"). The Program of Study Committee, once constituted and approved, is the student's official advisor. Prior to the approval of a Program of Study Committee, the PhD Program Coordinator is the student's official advisor.

The Program of Study Committee should include three full-time faculty members of Department of Public Administration and Urban Studies; one will serve as the committee chair. The Committee Chair should represent the student's specialty interest, and as a result, the student may wish to recruit the chair early on. A majority of the committee members must be full-time, Status II Graduate Faculty members from the department. The individual student may decide to add a fourth committee member from the faculty at Cleveland State University.

Establishing a Program of Study Committee

Early during the first semester, students should begin the process of selecting a Program of Study Committee from among the full-time graduate faculty. Full-time students are expected to file approved forms establishing their Program of Study Committee with the PhD Program Coordinator by the end of their first year. Part-time students must file the approved form establishing their Program of Study Committee before completing 12 credit hours.

The selection of a Program of Study committee is expected to involve:

- Advice from the PhD Program Coordinator.
- The agreement of a DPAUS faculty member to serve as Chair of the Committee.
- The advice of the Program of Study Chair on the composition of the Program of Study Committee.
- The completion of a Program of Study Committee appointment form signed by all Program of Study committee members (see Doctoral Forms).
- The signature of the PhD Program Coordinator.

Actions of the Program of Study Committee

The Program of Study Committee shall convene as soon as possible after its creation to prepare a formal plan outlining the student's program of study. Students are responsible for arranging the time and place of the meeting. The program of study identifies all course work and the reasonable time frame for the individual student. A Program of Study listing all members of the Program of Study Committee and approved by the PhD Program Coordinator needs to be filed with the PhD Program Coordinator by the end of the first academic year (i.e., prior to the completion of two semesters of study by full-time students, and prior to the completion of 12 credit hours by part-time students). The Program of Study must be approved by the Program of Study Committee and the PhD Program Coordinator. The course of study may be amended as circumstances warrant, subject to approval by the student's Program of Study Committee and the PhD Program Coordinator.

The Program of Study Committee will meet at least once each academic year to review student progress and report its findings to the PhD Program Coordinator. Students are responsible for arranging the time and place for the meeting their committee. The Program of Study Committee is responsible for determining eligibility and approving a student's request to take the specialization examination. Pursuant to the rules of the department, a draft specialization examination is to be submitted to the PhD Program Coordinator at least three weeks prior to the date of the specialization examination for that student.

2. Course Work

Required Core and Field of Study Courses

Students are expected to develop competency in their doctoral program through the required and specialization courses as well as through independent projects and study of the literature within the field. The program developed a common core of courses that must be completed by all students in the program. This core reflects foundational subject matter knowledge as well as research and analytical skills needed for the degree. Students choose a field of study that also has required foundational courses (Table 2).

The program expects students to choose an area of specialization from two fields of study: Public Administration and Applied Policy. Each student is advised to choose an area of specialization in close consultation with his or her Program of Study Committee. The required courses for the program and specialization core are listed below.

Students take a minimum of 52 hours of course work toward the degree minimum of 64 credit hours required to earn a doctoral degree in Public Administration and Urban Studies.

Collectively, these course credit hours consists of four components: a) A required core of methods and foundational courses totaling 25 credits; b) A field of study core of 12 credit hours, and c) Individually selected specialized electives totaling 15 credit hours; and d) Dissertation hours of at least 12 credit hours.

Two required courses deserve special mention: the Doctoral Colloquium and the Pro Seminar. All students must complete the Doctoral Colloquium during their first year in the program. Students must also take the Pro Seminar course which is designed and intended to help students develop and refine their dissertation prospectus and dissertation research. Students take this credit/noncredit course following successful completion of the core requirements.

TABLE 2

REQUIRED COURSES – PROGRAM CORE AND FIELD OF STUDY

PROGRAM CORE

(All 3 Credits except as noted)

3980:700	Advanced Research Methods I
3980:701	Advanced Research Methods II
3980:705	Economics of Urban Policy
3980:708	Urban Policy: The Historical Perspective
3980:710	Qualitative Research
3980:716	Theoretical Foundations of Public Administration
3980:740	Survey Research Methods
3980:780	Ph.D. Colloquium (1 Credit)
3980:795	Pro-Seminar

FIELDS OF STUDY (chose one)

Public Administration Required Core (12 credits)

3980:711	Seminar in Public Administration
3980:704	Public Bureaucracy
3980:730	Ethics in Government
3980:732	Governance and Administration
Individually Selected Electives (15 Credits)	

Applied Policy Required Core (12 credits)

3980:714	Seminar in Policy Analysis and Evaluation
3980:706	Program Evaluation
3980:709	Systems and Processes of Policy Analysis
3980:741	Economic Analysis in Public Administration
Individually Selected Electives (15 Credits)	

The Individual Specialization

A key aspect of students' course of study in the doctoral program is the selection of a specialization within a field of study. The importance of the specialization cannot be overemphasized. It reflects the courses that students select to develop areas of interest within their field of study. Students are required to complete 15 credit hours of electives in their specialization. The field of study and specialization also reflect the students' research interests and future career, and these courses may provide the critical link between students' course work and their dissertation.

It is anticipated that students will have unique interests within a particular field, so no attempt is made to structure the program of study uniformly. Rather, students and their Program of Study Committees may within reason draw upon the wide range of resources available to complete the field of study suited to their career aspirations. These may be selected from the list of courses presented in the table below. As an alternative, students may be allowed to develop other course alternatives drawn from doctoral courses at Levine College at CSU, from other departments on campus, or, in some circumstances, from other colleges.

In extenuating circumstances and upon written approval of a doctoral student's Program of Study Committee and the PhD Program Coordinator, courses other than those listed in the required core or required field of study may be substituted for the required classes.

Suggestions for Individual Specializations

Administration and Management

3980:731 Theories of Public Budgeting and Finance
3980:733 Theories of Public Sector Human Resource Management
3980:734 Conceptual and Legal Foundations of Public Administration
3980:735 Leadership
3980:736 Comparative Administration
3980:798 Directed Research (maximum 9 credit hours)
3980:799 Urban Tutorial (maximum 9 credit hours)
(Required Courses from either Field of Study)
(Courses from CSU)

Urban Public Policy

3980:707 Urban Planning and Management
3980:715 Urban and Regional Planning
3980:720 Comparative Planning Strategies
3980:798 Directed Research (maximum 9 credit hours)
3980:799 Urban Tutorial (maximum 6 credit hours)
(Required Courses from either Field of Study)
(Courses from CSU)

Health Policy

3980:760 Seminar in Health Policy

3980:735 Leadership

3980:798 Directed Research (maximum 9 credit hours)

3980:799 Urban Tutorial (maximum 9 credit hours)

(Required Courses from either Field of Study)

(Courses from CSU)

Transfer of Course Credits

Except under extraordinary circumstances, up to a limit of 24 credit hours may be transferred into the doctoral program. Only graduate work beyond the master's degree from accredited academic institutions in the United States can be transferred. Only graduate courses that are not counted toward another graduate degree can be transferred. To be acceptable, the student must have received a grade of "B" or better in the course, and the course must comply with the 10-year time limit for the degree.

All requests for transfer of credits must be accompanied by full documentation, which consists of syllabi and course-related material. The student's Program of Study Committee and the PhD Program Coordinator approve the requests for transfer. Requests for transfer of credits should be directed to the student's Program of Study Chair, and the decision to approve the transfer should be made as part of the formal Program of Study. An approval must include the signatures of the Program of Study Committee and the PhD Program Coordinator. The Graduate School must also approve the transfer of credits from another university; however, the Graduate School will not review transfer petitions until a student has completed 12 hours in a degree program.

3. Language Requirement

The Graduate School has established a broad framework of options for fulfilling the foreign-language requirements for doctoral study. Within this framework, the Ph.D. Program in Urban Studies and Public Affairs has established the following options for doctoral students:

Plan A: Students are required to have a reading knowledge of two approved foreign languages with the aid of a dictionary. The Department of Modern Languages administers the graduate foreign language reading proficiency exam twice a year, once in the fall and once in the spring. In the exam, students are asked to translate approximately 1,000 words from a passage in a foreign language to English. The Modern Language Department can evaluate translations from Russian, German, French, Spanish, Italian, Japanese, and Portuguese into English. The exam is three hours in length, and dictionaries, including computerized dictionaries, are permitted. The exam is graded pass (75% or better) or fail (74% or below). There is no fee for the exam, and it can be taken more than once if the student fails. For further information, contact the Modern Language Department at ext. 7486.

Completion of a second year in a college-level course of study in a language (or completion of course work beyond the second year in a college-level course of study) with 3.0 GPA will be accepted as evidence of proficiency in reading knowledge of that language.

English may be considered as one of the approved foreign languages for a student whose first language is not English, and satisfactory performance in course work in the doctoral program will constitute acceptable evidence of proficiency in English for purposes of the language requirement. A TOEFL score of 570 will fulfill the complete language requirement for foreign students whose first language is not English.

Demonstrated competence in a research technique (e.g., graduate-level statistics and/or computers) as demonstrated by completion, with a grade of “B” or better of a master’s or doctoral level quantitative research or statistical methods course (e.g., 3980:600; 3980:601; 3980:674; or 3980:675) may be substituted for *one* of the two foreign languages. Note that the courses used to meet this requirement are not to be part of the program of study and will not apply to the minimum doctoral program courses. Completion of two graduate level courses of this type with a grade of “B” or better will fulfill the foreign language requirement.

Plan B: Comprehensive knowledge of one approved foreign language, including reading without the aid of a dictionary.

Plan C: Students must demonstrate competence in research and statistics through *two parts of this plan* that includes course work and a publication-quality research paper.

*Part 1-*Students demonstrate competence in a research methodology through the completion of one 3 credit graduate-level statistics or research methodology course with a grade of B+ or better, (e.g., 3980:600; 3980:601; 3980:674; or 3980:675, or the equivalent). Masters’ level courses used to meet this requirement are not part of the program of study and do not apply to the minimum doctoral program credit hour requirements. Note that the required courses in the PhD program will not count towards this requirement and neither will independent studies, but elective research or methods courses as part of a PhD program can be included as part of the 3 hour requirement.

*Part 2-*The research paper component of Plan C requires that the student complete a research project using data analysis and advanced statistics from the required statistics and research methods courses. This means demonstrating appropriate use of concepts from courses such as 3980:600, 3980:601, 3980:674, or 3890:675. In this case, the project must yield a paper that can be published in a professional social science journal. A refereed article using such analysis and statistics will be prima facie evidence of satisfying the requirement. An unpublished manuscript using such research methods and statistics may fulfill the requirement if the Program of Study Committee evaluates the manuscript and decides that it is of sufficient quality to be published in a professional social science journal. When the requirement is fulfilled in accordance with this plan, copies of the article or manuscript (along with the written evaluation by the Program of Study Committee for an unpublished work) shall be forwarded to the PhD Program Coordinator for final approval.

Students must fulfill the language requirement before advancing to the dissertation stage. Generally it is fulfilled before the specialization examination is completed.

4. Important Information about Residency and Good Standing

A number of conditions regarding credit hours, grades, and time limits to complete the degree affect students. For a student to be in good standing, these conditions must be met, including those set by the Graduate School dealing with the time available to complete the degree. These requirements are discussed in detail below.

Minimum Course Load and Registration

The minimum course load for full-time doctoral students is 9 credit hours per semester, but we recommend that full-time students consider taking four courses, 12 credits each semester. Students receiving financial assistance must comply with the terms of their contracts or agreements. Doctoral students are also expected to participate in various colloquia, which are held periodically. Students receiving financial aid are expected to make satisfactory progress toward the degree to be eligible for continued funding. Satisfactory progress is generally considered satisfactory completion of a minimum of three courses per semester. The Ph.D. Program Committee reviews students' progress yearly prior to awarding financial aid.

Students register for dissertation research hours only when both field of study and specialization examinations have been successfully completed. The Program of Study Committee Chairperson must approve registration for dissertation research hours, and the approval must then be filed with the PhD Program Coordinator.

Continuing Registration Requirement

Effective Fall Semester 1992, all students admitted to the doctoral program must register for a minimum of one (1) graduate credit hour as approved by their Program of Study Chairperson each fall and spring semester. This is necessary for students to maintain active status and to be cleared for the final degree. .

Residency Requirements

A doctoral student may meet the residency requirements of the graduate school through full-time study or a combination of full-time and part-time study. The minimum residency requirement for a doctoral candidate in all programs is at least two consecutive semesters of full-time study. Full-time study is defined as 9-15 semester credits.

Before a doctoral student begins residency, the Chair of the Program of Study Committee and the student shall prepare a statement indicating the manner in which the residency requirement will be met. Any special conditions must be detailed and require the approval of the student's Program of Study Committee, the faculty members of the Doctoral Program Committee who are approved to direct doctoral dissertations, the Dean of the college, and the Dean of the Graduate School before the student begins the residency.

Grades

All students must maintain a minimum 3.0 average for graduation. Any student whose average falls below 3.0 during any semester is no longer in good standing in the Graduate School and is considered to be on probation. No more than 6 semester credits of “C+, C, C-“ grades may be counted toward the degree. In computing cumulative averages, “D” grades are treated as “F” grades. The Dean of the Graduate School, after consultation with the PhD Program Coordinator, may dismiss anyone who fails to make satisfactory progress toward declared goals, or who accumulates 6 semester credits of “C+” or below. The accumulation of 6 semester credits of “D” or “F” will result in automatic dismissal. Any student who accumulates more than 8 hours of IP’s (In Progress), other than in Dissertation credits or Internship, will be ineligible to register for further courses until the IP’s have been completed.

Time Limits for Graduation

The Graduate School Bulletin should be consulted regarding the time limits for completing degree requirements. The limit is 10 years from beginning course work toward the degree. Students who do not meet these requirements, or who are not granted extensions, will not be readmitted to the program. Each student is responsible for meeting Graduate School deadlines.

5. Comprehensive Examinations

All doctoral students are required to complete their comprehensive examinations to be eligible for Advancement to Candidacy, and the subsequent preparation of a prospectus and a dissertation. To schedule the comprehensive examinations, students must complete all the core and departmental requirements. The comprehensive examinations have two parts that all students pass: the General Field of Study Exam and the Specialization Exam.

The first part, also known as the “field of study” examination, tests a students’ general knowledge of the field and may include materials drawn from the program’s theoretical and foundational courses. The examination covers theory, methods, and content identified under “program core requirements and field of study,” and should not be viewed as course-specific tests on material already assessed in the required core courses. As a result, this examination is not course-driven or limited to specific courses taken by a student. Instead, it requires students to demonstrate a mastery of the integrated knowledge the faculty identifies as representing either the field of Public Administration or the field of Applied Policy, and leading to the doctorate in Urban Studies and Public Affairs.

The second part is a specialization examination, prepared by the student’s Program of Study Committee. This exam is based on course work and a proposed dissertation topic or area of interest the student has identified . As such, the exam is designed to: (a) mirror the student’s specialized area, and (b) integrate the field of study knowledge with the specialization courses actually taken.

Readiness for Examinations

Students should carefully plan course work and schedule the examination in consultation with their Program of Study Committee. A doctoral examination is generally taken after a suitable period of reading and preparation. This period of reading is usually the duration of one semester, or the length of an entire summer, and spread over five to six months.

A student may elect to take the field of study examination prior to, or at the same time as the individualized specialization examination. A student who takes both examinations at the same time must successfully pass the “field of study” examination to have the specialization examination evaluated. Passing the field of study exam is prerequisite for the specialization exam. At the same time, the student retains the right of taking the specialization examination independently twice. Therefore, the decision to take both examinations at the same time must be evaluated carefully, and in close consultation with the student’s Program of Study Committee.

For students who do not opt to take both exams together, the specialization exam is taken during the regularly scheduled examination period after the student has passed his or her field of study examination and completed a suitable period of reading in preparation for the specialization examination. At that point the student, in close consultation with and the approval of the Program of Study Committee, will submit a letter of intent to the PhD Program Coordinator so that the examination may be scheduled during the exam period.

Examination Schedule and Time Table

The PhD Program Coordinator is required to release the annual examination schedule by the end of the third week in September of each academic year. The schedule will indicate the tentative dates for the field of study and specialization examinations. These examinations will be scheduled twice a year; in May, during the final examination week, just prior to the end of the spring semester; and in December, during the final examination week, prior to the end of the fall semester.

The format for the field of study examination will be a one-day in-class examination. Each exam day will have 8 hours in the session (8:30 A.M. - 12:30 P.M. and 1:30 P.M. - 5:30 P.M.). Students are required to take a 1-hour mandatory lunch break, from 12:30 P.M. to 1:30 P.M.

The specialization examinations will be offered over a one-day period and consist of in-class examinations. Each examination day will be approximately 8 hours in duration, from 8:30 A.M. to 5:30 P.M. Students are required to take a one hour mandatory lunch break, from 12:30 P.M. to 1:30 P.M.

Grading Exams

The field of study examination will be graded initially by all members of the Doctoral Committee who hold appointment during the academic year in which the examination is offered and are appointed by the DPAUS faculty to serve on the Committee. The majority view determines whether the examination passes or fails. A student has two opportunities to pass the field of study examination.

The members of a student's Program of Study Committee will assess the overall quality of the specialization examination with a grade of pass or fail, based on the view of the majority. A student has two opportunities to pass this examination. The Ph.D. Coordinator may be invited to participate as a reader for the specialization examination when needed.

After the grading session, the committee will notify the PhD Program Coordinator of the student's performance. Depending on the judgment of the Program of Study Committee and the PhD Program Coordinator, there may be a take-home examination and/or an oral defense to further demonstrate the competence of a student.

Reporting Examination Results

The PhD Program Coordinator will inform students of the results of the field of study and specialization examinations, with copies provided to the Program of Study Committee and the Dean of the Graduate School.

6. Advancement to Candidacy

Students can apply for advancement to candidacy after completing the course work specified in their program of study, successfully passing the field of study and area of specialization examinations, and satisfying the language requirements. Students must be in good standing to be advanced to candidacy.

It is the student's responsibility to ensure that the Advancement to Candidacy Form is filed on time. Advancement to Candidacy Forms must be submitted to the Graduate School in accordance with the deadlines established by the Graduate School. This form must be signed by the PhD Program Coordinator and the Department Chair before it is submitted to the Graduate School.

7. The Dissertation Committee

The Dissertation Committee is selected by the student and approved by the PhD Program Coordinator. Its purpose is to guide dissertation work. This committee does not necessarily have the same members as the Program of Study committee. It is not unusual, however, for faculty members to serve on both committees, and there are some advantages to this arrangement. The committee has at least 5 faculty members, with 3 of these members full-time graduate faculty in the department. One additional member must be from the Levin College at Cleveland State and one an “outside representative,” who is a University of Akron faculty member but not a member of the Department of Public Administration and Urban Studies. The head of this committee is called the Dissertation Committee Chair, and the chair should be a department faculty member. The student should begin considering the composition of this committee early in the program; the committee needs to be established after the comprehensive exams are completed. Because the Dissertation Committee must have an “outside representative,” who is a University of Akron faculty member who is not a member of the Department of Public Administration and Urban Studies, students and Program of Study Committees may wish to identify the “outside representative” early on and include this representative on the Program of Study Committee. For this purpose, an additional member may be added to the Program of Study Committee. This outside faculty member is involved in the development of the dissertation prospectus and throughout the research process. Graduate School guidelines require that the Doctoral Dissertation Committee membership form be submitted no later than three (3) months before the dissertation defense (see Doctoral Forms). However, the department recommends that the student complete and submit this form as soon as the committee has been selected.

The student’s Dissertation Committee is responsible for facilitating the preparation and presentation of the dissertation prospectus once all other program requirements have been satisfied. The prospectus shall conform in style to the guidelines provided by the department and the Graduate School. A manual titled *Guidelines for Preparing a Thesis or Dissertation*, available from the Graduate School, describes the guidelines and deadlines required for all prospectus and dissertation projects.

8. The Dissertation Prospectus

The dissertation demonstrates the ability to undertake and successfully complete independent activity of a scholarly nature. An acceptable dissertation should address a significant question in either public administration or applied policy. In addressing the question, students must make an original contribution to knowledge in their discipline. It is expected that students will develop acceptable dissertation topics while completing their course work, although some may already have topics in mind when they begin their study. A dissertation prospectus must be developed by the student and approved by the student’s Dissertation Committee after all comprehensive examinations have been completed successfully.

The dissertation prospectus represents an understanding between the student and the faculty that outlines the focus and methodology of the proposed dissertation. The prospectus will review and critically assess the literature in a particular problem area, identify the problem to be addressed by the dissertation in relation to this literature, define the methodology for answering the research questions, and note the implications and significance of the research. Suggested outlines are presented in Doctoral Forms.

It is the responsibility of the student's Dissertation Committee to facilitate the preparation and presentation of the dissertation prospectus. This is done after all other program requirements have been satisfied. The prospectus shall conform in style to acceptable guidelines and shall conform to guidelines which the program may offer. (See *Guidelines for Preparing a Thesis or Dissertation*, available from the Graduate School.)

The Chair of the Dissertation Committee schedules the dissertation prospectus defense. The scheduling occurs after the Chair has consulted with the student's Dissertation Committee and the PhD Program Coordinator to determine if the student is ready to move forward. Prospectus defenses may be scheduled year round—during the fall, spring, or summer semester. Summer defenses occur when all committee members are available.

Students need to complete a Prospectus Defense Authorization Form, which must be signed by the Chair of the Program of Study Committee, the PhD Program Coordinator, and the Department Chair. A copy of the authorization form can be found with the Doctoral Forms.

The student's Dissertation Committee must attend and interested doctoral students are invited to attend a defense of the prospectus. The committee will send out invitations no later than three weeks before the presentation and will place a copy of the prospectus in final draft form on file with the department office staff by this date. Upon request, the department office staff will provide a copy of the prospectus to any faculty member or will lend a copy to any Ph.D. program student on request. The chair of the student's Dissertation Committee will also provide a copy of the prospectus to the PhD Program Coordinators at the University of Akron and Cleveland State University at least two weeks prior to the presentation and will notify the Cleveland State Program Coordinator at least three weeks prior to the prospectus presentation.

The student's Dissertation Committee will determine the result of the student's prospectus defense after considering the advice of faculty members present at the defense, whether the defense is a success, failure, or if there are conditions to be met before going forward. The Dissertation Committee shall provide written notification to the PhD Program Coordinator of the result of the defense. This notification consists of a proper completion of an approved Form with signatures, which will be placed in the student's permanent file.

A student must successfully defend the prospectus before beginning dissertation research. At this time, the student also needs to get the signatures of the Chair of the Dissertation Committee, the PhD Program Coordinator, and the Department Chair on the Advancement to Candidacy forms, so that the form can be filed with the Graduate School. The student and Chair of the Dissertation Committee are responsible for making sure the forms are filed. Filing the Advancement to Candidacy Form is a milestone– the student moves from Doctoral Student to Doctoral Candidate. The student may also sometimes be informally referred to as “ABD” meaning “all-but dissertation.” However, the hard work of completing and defending the dissertation lies ahead.

9. Completing the Dissertation Research, Writing and the Oral Dissertation Defense

The student’s Dissertation Committee, particularly the Chair, is responsible for facilitating the preparation and presentation of the dissertation defense. The dissertation defense will follow the same procedures, time frame, and notification, as those for the prospectus presentation. Doctoral candidates will present their dissertation defenses to both faculty and students. In cases where corrections are required on the dissertation, the Dissertation Committee Chair will be responsible for ensuring that the proper corrections are made and the final document is ready for submission. Should substantial revision be necessary, the Dissertation Committee will reconvene at a later date. A majority of the committee will determine if “substantial” or “minor” revisions are necessary.

When the dissertation has been satisfactorily completed, the Dissertation Committee Chair shall notify the Department Chair and the PhD Program Coordinator in writing. The student must complete the Dissertation Defense Authorization Form, which must be signed by the Committee Chair, the PhD Program Coordinator, and the Department Chair. This notification will be a part of the student’s file. (See Doctoral Forms.)

The dissertation and oral dissertation defense must be approved by the Dissertation Committee, Ph.D. Coordinator, and the Department Chair before the dissertation is submitted to the Graduate School. Copies of the error-free dissertation, accompanied by the “Doctoral Dissertation Defense Report” form, are due in the Graduate School approximately three weeks before commencement. The Graduate School insists the final copies be “error-free,” and the student and Dissertation Committee Chair are responsible for making sure this is the case prior to submission to the Department Chair and the Graduate School. These copies are signed by the Dissertation Committee chair, all Dissertation Committee members, the Department Chair, and the College Dean prior to submission to the Dean of the Graduate School.

In addition to the two required dissertation copies, one bound copy of the final copy must be presented to the Chair of the Department of Public Administration and Urban Studies for the department files and one bound copy must be presented to the Chair of the Dissertation committee; these four copies are to be prepared and bound in accordance with the Graduate School’s instructions for the Graduate School copies. It is a courtesy to also present each committee member with the final copy of the dissertation. The guidelines for Preparing a Thesis or Dissertation, available from the Graduate School, provides the preliminary dissertation and final dissertation deadlines.

10. Graduation

Graduation ceremonies are conducted at the end of Fall, Spring and Summer terms. At the ceremonies, Doctoral Graduates are individually recognized, and the hood, the symbol of the degree is placed on the graduate by a faculty member of their choice. Students are urged to attend. However there are requirements and procedures to complete as listed below.

To be cleared for graduation, a candidate must meet the following requirements:

- Completion of the academic program with a GPA of at least 3.0.
- Advancement to candidacy approved by the Graduate School (completed all comprehensive examinations, language requirements, residency requirements, dissertation prospectus and oral defense; and formally advanced to candidacy).
- Application for graduation filed with the Registrar (meeting the same date requirements as advancement to candidacy).
- Completion of the written dissertation research and the oral dissertation defense.
- Payment of all applicable fees and outstanding obligations.
- Completion of any other departmental and university requirements.

V. EXTENUATING CIRCUMSTANCES

In rare circumstances, it may be necessary to modify the program structure and requirements described above. Should the need arise the student must seek approval through their Program of Study or Dissertation Committee, and then through the PhD Program Coordinator, from the PhD Committee and the department chair. The request to modify the departmental process must be made in writing and it must explain and justify why modifications should be made.

VI. UNIVERSITY FACILITIES

Libraries

The university has facilities to support both research and teaching. The main university library has over 1,000,000 volumes and subscribes to more than 5,000 periodicals. The library is also a repository for government documents, provides access to the full ERIC system, and provides computer research services (for a fee). Research carrels are also available to graduate students at the doctoral level . . . In addition to the University library, graduate students are eligible for borrowing privileges at Kent State University (1,500,000 volumes) and the Akron-Summit County Public Library whose main facility is located a few blocks away from the campus in downtown Akron. Interlibrary Loan services (including computer search and request from a consortium of Ohio libraries) also make the acquisition of many documents relatively simple.

Library Carrel Privileges

Bierce Library has a number library carrels that can be assigned for one semester to doctoral students actively engaged in dissertation research that requires use of the library. This privilege is restricted to full-time doctoral students actively engaged in dissertation research requiring extensive use of Bierce Library. Assignments are for one semester only, but the assignment may be renewed on re-application..

In the event that the number of applications exceeds the number of available carrels, preference in assignment will be given on a first-come, first-served basis. Students can apply for a library carrel with the circulation desk librarian. Remember that these carrels are not secure, and materials are left there at the student's own risk. Carrel holders must follow all library rules. Failure to do so will result in revocation of library carrel privileges. The Dissertation Committee Chair can assist students in securing a library carrel.

Computers and Data Bases

Students can check out laptop computers at the library and at the student union. Computer access is widely available at multiple locations across campus including the Department's computer lab. Computer center staff offer free training seminars on both mainframe and microcomputer applications throughout the year. Other support facilities at the university include audio-visual services, test-scoring services, computer-assisted instruction, and an instructional television center.

The department has an in-house microcomputer laboratory with twenty computers. SPSS Windows, STATA, SAS Windows, word processing, and software such as Lotus 1-2-3, D-base, Harvard Graphics, and Paradox are available on all machines. All machines are also fiber-optically connected to the mainframe.

Graduate students also have access to the data files and research staff of the Center for Urban Studies. Quite often urban studies graduate students are able to find employment in Center related research projects. Doctoral students are invited to use Center data files during dissertation research.

Student Union and Student Recreation Center

The student union on campus offers a wide variety of services including a food court, and book store. The theater at the student union shows first-run movies throughout the semester.

As part of student fees, students have access to the Student Fitness Center with swimming pools, basketball courts, handball courts, exercise equipment, and a climbing wall. This center also rents out canoes, kayaks, and tents.

VIII. THE DEPARTMENT AND THE COMMUNITY

The department offers space for graduate student work and study. Students have also established representative organizations and organized social events. Many of the graduate students are actively involved in the Public Administration and Urban Studies Student Association (PAUSSA), the University of Akron local chapter of Pi Alpha Alpha, the honor society for public affairs and administration as well as the University of Akron Graduate Student Council.

These professional student groups organize and facilitate field trips and participation in national professional meetings. . In addition, functions are held between Ph.D. students in the program at Cleveland State University and The University of Akron.

Other Department Degree Programs and Certificates

Master of Arts in Urban Studies

This degree is designed to provide background in the important public policy issues facing our urban areas, and the focus of this degree is on applied policy. Students receive a contextual grounding in analysis methods and implementation methodology for areas of specialization. Students gain an understanding of the operation of urban services and program evaluation. There are 18 credits of required core courses, with a total of 33 credits for the degree. Students then may select specialization courses in a one of three tracks, Urban Policy Management, Health Policy, or Aging Policy, depending on their individual career aspirations.

Master of Public Administration

The MPA degree program is specifically designed to prepare students for careers in public service at every level of government as well as for non-profit organizations. The program consists of 48 credit hours, including 30 credits of core classes, 15 credits of structured electives in a selected specialization track, and 3 credits of internship. If students have sufficient appropriate work experience, the 3-credit internship requirement may be waived.

Juris Doctor / Master of Public Administration

The JD/MPA degree is designed to prepare students for careers in public service in government or non-profit organizations who plan to combine law with public service. This joint degree is offered only to students who are admitted separately to the School of Law and to the MPA program. The MPA requires 33 core credit hours of classes and the law school requires 76 credit hours. JD/MPA students must complete either a clinical course in law or an internship in public administration.

Certificate Program in Urban Studies

In addition to its degree programs, the department offers non-degree professional certificates in several areas. These certificates are intended for students who are already well along in their careers. Students who are pursuing degrees may not enroll in certificate programs .

The University and the Region

The University is centrally located in downtown Akron. Affordable housing for students, restaurants, and shopping are available within walking distance. Frequent bus service expands the living range considerably for those without cars. Graduate dormitory rooms are available through Student Housing Services. The range of apartment costs can vary quite widely, particularly if students locate outside the university area. In general, however, Akron is a low-cost housing region compared to other areas in the United States.

The Akron area offers a broad variety of recreation and entertainment. The university campus is home to the E.J. Thomas Performing Arts Hall. University students are eligible for discounted prices for events at E. J. Thomas. The Akron Art Museum, the Civic Theater and the Akron Aeros (AA minor league baseball team) are within a few blocks of the campus. Within a few miles of campus are the period showplaces of Stan Hywet Hall and Hale Farm and Village. Blossom Music Center (the summer home of the Cleveland Symphony Orchestra, and the host to diverse musical performances) is a short drive. The Portage Lakes in southern Summit County provides 75 miles of shoreline for fishing and boating. Lake Erie is within an hour's drive of the campus.

The City of Cleveland, less than an hour away, offers a wide variety of cultural and educational amenities including museums, music, and major league sports.

**VIX. DEPARTMENT OF PUBLIC ADMINISTRATION & URBAN STUDIES
FACULTY**

Sonia A. Alemagno, Ph.D., Case Western Reserve University
Medical Sociology, Health Services Research, Drug Abuse Prevention and Criminology
Interim Chair

Julia Beckett, Ph.D., University of Colorado at Denver
Public Law, Public Budgeting and Finance, and Local Government

RaJade M. Berry-James, Ph.D., Rutgers University, Newark
Research Methods, Program Evaluation, Social Equity

Raymond W. Cox III, Ph.D., Virginia Polytechnic Institute and State University
Public Management, Politics and Administration, Governance, Ethics and Organization Theory

Lucinda M. Deason, Ph.D., Michigan State University
Quantitative and Qualitative Research Methods, Health, Aging and Public Health Disparities,
Health Literacy and Cultural Competence.

Francois K. Doamekpor, Ph.D., University of Pittsburgh
Public Sector Finance and Economics, Statistics and Methods, and Comparative Administration

Nancy K. Grant, Ph.D., University of Texas at Arlington
Public Administration, Policy Analysis, and Emergency Management

Ralph P. Hummel, Ph.D., New York University
Philosophy of Work and Governance, Political and Organization Theory, Bureaucracy,
Personnel Management

Ramona Ortega, D.P.A., Arizona State University
Public Administration, Ethics, Leadership and Decision Making

Gregory K. Plagens, Ph.D., University of South Carolina
Social Capital, Public Policy, Public Administration

Margaret Stephens (Tonkin), Ph.D., University of Akron,
Research Methods, Health Policy, Substance Abuse Prevention