



School of Urban Affairs

COLLEGE OF EDUCATION AND PUBLIC AFFAIRS

Ph.D. Program in Urban Studies and Public Affairs

Student Handbook

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Table of Contents

Ph.D. Mission and Goals	1
Career Opportunities	1
Application and Admission	2
Ph.D. Program of Study	2
Coursework.....	3
Prerequisite Courses	3
Core Courses	4
Specialization Courses	5
Elective Courses	6
Policy on Directed Readings	6
Credit for Courses Taken at the Master’s Level	6
Transfer Credits	7
Research and Dissertation Credit Hours	7
Comprehensive Exams	8
Part 1: Core Exam	8
Part 2: Specialization Exam	9
Dissertation and Prospectus	12
Public Nature of Dissertation and Prospectus Defenses	13
Prospectus	13
Candidacy	15
Dissertation.....	15
Dissertation Submission and Requirements for Graduation.....	18
Continuous Enrollment	19
Graduation and Commencement.....	19
Advising and Registration	19
Advising	19
Registration.....	20
Adding, Dropping, and Withdrawing from Courses.....	20
Active Student Status	21
Financial Assistance	21

Full-Time Students	21
Part-Time Students	22
Academic Standards	22
Readmission to the Ph.D. Program	22
University Information	23
Campus 411 All-in-1: University Student Services.....	23
Email and Technology Services.....	23
College System.....	24
Graduate Catalog.....	24

Ph.D. Mission and Goals

The mission of the program is to prepare scholars for research, teaching, and reflective practice in positions related to urban studies and public affairs in universities or public-policy organizations.

The goals of the program are:

- To graduate scholars who possess a strong methodological foundation within the field of urban studies and public affairs together with an in-depth knowledge that enables them to recognize, identify, and articulate the frontiers of scholarship in a specialization.
- To graduate scholars able to construct, execute, and present scholastically sound, independent research of either a theoretical or applied nature that expands the frontiers of knowledge within the field of urban studies and public affairs.

For updated Ph.D. program information visit:

<https://cepa.csuohio.edu/phd/phd>

Career Opportunities

Individuals receiving a Ph.D. in interdisciplinary urban affairs programs will find career opportunities in the traditional academic market, as well as in the government, private, and nonprofit sectors. Academic opportunities exist in many disciplines, including urban studies, public administration, public policy, political science, planning, and environmental studies. Graduates will find additional applied research opportunities in the government and nonprofit sectors.

Application and Admission

The Ph.D. Program in Urban Studies and Public Affairs admits students for fall semester only. Students are not required to have a master's degree before entering the program.

Applicants to the program are expected to have a grade point average of 3.50 or better in all their previous graduate and undergraduate coursework. They are also expected to have earned a minimum 50th percentile in both the quantitative and verbal sections of the Graduate Record Examination (GRE), plus at least a 4.0 on the analytical writing section. In addition to the application requirements of the College of Graduate Studies, applicants must submit three letters of recommendation (from faculty preferred), a writing sample (preferably a recently graded research paper), resume, and a statement of purpose for seeking a Ph.D. in Urban Studies and Public Affairs. *The application deadline is January 31.*

Non-native English speakers who do not have an earned bachelor's degree or higher from an accredited U.S. institution must demonstrate proof of English-language proficiency. Applicants may do so by submitting Test of English as a Foreign Language (TOEFL) scores or by another of the methods listed in the CSU Graduate Catalog (<http://catalog.csuohio.edu/>). International students should contact the Center for International Services and Programs (CISP) at 216-687-3910 for information on International admission requirements. See this Admissions website (<https://grad.engagecsu.com/apply>) for information on how to apply.

Ph.D. Program of Study

The Ph.D. program of study consists of:

- Coursework
- Comprehensive Exams
- Prospectus and Dissertation

Coursework

The Ph.D. program coursework consists of required core courses, courses within an area of specialization, and electives. Doctoral students admitted with an earned master's degree must complete a minimum of 66 credits, while admitted doctoral students without an earned master's degree must complete a minimum of 90 credits.

A minimum grade of B (3.0) is required in all core courses; a grade below B requires repeating the course, with instructor permission. In specialization and elective courses, no more than eight credit hours of coursework graded below B (3.0) may be applied to the degree.

800-level Ph.D. courses follow a specific rotation, as shown below, although the rotation may occasionally change based on student interest and faculty availability. This rotation allows full time students with all prerequisites completed to finish their coursework in two years.

Core Courses:

UST 800: Urban Theory	Fall odd years
UST 802: Logic of Inquiry	Fall even years
UST 803: Quantitative Research Methods I	Spring odd years
UST 806: Research Methods in Urban Studies	Spring even years

Specialization Courses:

UST 810: Urban Policy & Development Seminar	Spring even years
UST 830: Public Administration Seminar	Spring odd years

Prerequisite Courses

Depending on previous graduate course work, Ph.D. students must complete some or all the following master's level prerequisite courses before enrolling in core or specialization courses. Those entering with a bachelor's degree must complete all prerequisites. The final decision regarding the enforcement of prerequisite requirements rests with the Ph.D. Program Director.

For specific course descriptions, please refer to the CSU Graduate Bulletin. Students must earn a grade point average of 3.00 or better in the following prerequisite courses:

- UST 600: Foundations in Public Administration (Public Administration Track students) or UST 606: Evolution of Human Settlements (Urban Policy and Development Track students)
- UST 601: Applied Quantitative Reasoning I
- UST 603: Public Sector Economics
- UST 605: Regional Theory and Analysis
- UST 616: Systems and Processes of Policy Development

Core Courses

Each student is required to complete a common core of four courses (16 credit hours) *with a grade of B or better in each course*. The core courses are:

UST 800: Urban Theory

Introduces students to fundamental theories in the field of urban studies. This seminar course takes a multidisciplinary approach to exploring how the field has and does analyze urban problems.

UST 802: Logic of Inquiry

Seminar focusing on the paradigmatic (metatheoretical) assumptions of Public Administration theorists. The course examines classifications of such assumptions and their implications for the conduct of research and the structure of findings. Different schools of thought in public administration are examined paradigmatically.

UST 803: Quantitative Research Methods I

Examines statistical models designed to assess a single outcome or criterion variable: bivariate and multiple regression; N-Way and factorial ANOVA; repeated measures ANOVA; and analysis of covariance of the General Linear Model. Examines the analysis and interpretation of a variety of data sets using each of these procedures.

UST 806: Research Methods in Urban Studies

Provides a basic understanding of methods for conducting empirical social science research. Covers the process of social science research, the conduct of the enterprise, obstacles to empirical research, analysis and interpretation of data, and ethical issues in social science research.

Specialization Courses

Students must complete 20 credit hours in a specialization area. For detailed specialization curriculum requirements, please refer to the curriculum sheets available online or from the Graduate Advisor.

Available specializations are:

- Public Administration
- Urban Policy and Development

Students are also permitted to develop their own area of specialization with guidance and approval of the Ph.D. Program Director and a three-member faculty advisory committee. Courses in the approved area of specialization are chosen in consultation with the student's faculty advisor or advisory committee.

Elective Courses

Students complete three elective courses (12 credit hours). Electives are designed to enhance or augment students' understanding of a field of study, and to aid in the development of a dissertation topic. Students choose electives in consultation with their faculty advisor. It is expected that students will take courses within and outside the College of Urban Affairs, in accordance with advice from their academic advisor

Policy on Directed Readings

Ph.D. students are normally limited to eight credit hours of directed readings (UST 897). However, there may be situations in which eight hours is unduly restrictive; for example, in a case where a student wishes to build an area of specialization that differs from the formal areas offered.

Credit for Courses Taken at the Master's Level

Appropriate courses taken at the master's level may be credited toward satisfaction of prerequisites for doctoral studies. It is the student's responsibility to provide appropriate documentation, including course syllabi and transcripts, to the Ph.D. Program Director when requesting a waiver of prerequisite courses.

Courses taken at the master's level may be credited toward the doctoral requirements in accordance with the rules of the College of Graduate Studies, as stated in the Graduate Catalog:

Cleveland State University students earning a doctoral degree should earn no more than one third of the credits toward that degree from their CSU master's, other doctoral, or J.D. degree. For example, in a sixty credit hour doctoral program, no more than 20 credits hours can be carried forward from the master's, other doctoral, or J.D. degree. The following conditions must be met:

- The department granting the second or simultaneous degree has determined the acceptability of the credits;
- The credits were earned with a grade of B or better in a master's or

doctoral program or a grade in the Juris Doctor program that the department granting the Ph.D. has determined is equivalent to a “B” in a master’s program;

- The credits were earned within the six-year statute of limitations on course work applicable to fulfillment of graduate degree requirements at the time of graduation from the degree program(s). Work over ten years old at the anticipated point of degree completion also must be reviewed and approved by the College of Graduate Studies Petitions Committee.

Transfer Credits

A student who has taken doctoral-level courses at another institution prior to being fully accepted into the Ph.D. Program must complete a petition requesting that the course or courses be accepted toward degree requirements. Consult the Graduate Catalog for details.

Research and Dissertation Credit Hours

Doctoral students must complete a *combined minimum of 18 credit hours* of UST 895: Doctoral Research, UST 896: Prospectus, UST 898: Doctoral Teaching, or UST 899: Dissertation. Once a student has successfully defended their prospectus and has registered for UST 899, they must maintain continuous enrollment of at least one credit hour of UST 899 each Fall and Spring semester until degree completion.

Comprehensive Exams

Note: This is a new comprehensive examination procedure effective fall 2021. Students who entered the program prior to fall 2021 may choose whether to take comprehensive exams in the new or old format.

The comprehensive examinations will now be in two parts, a core exam taken the August after students complete their core coursework and a specialization exam taken after the student completes all coursework.

Passage of the comprehensive exams implies that the candidate has demonstrated mastery of the body of knowledge in the specialization area, proficiency at analysis within that specialization, and the ability to communicate the results of that analysis clearly. The comprehensive exams will thus be used as an indicator of competence in written English. If, at the time of completion of the comprehensive examinations, the Ph.D. Program Director, in consultation with the examining faculty, believes that a candidate has demonstrated significant writing deficiencies, the Ph.D. Program Director will inform the candidate and recommend that they seek appropriate help.

Part 1: Core Exam

The first comprehensive exam tests students' knowledge in the foundation of urban studies. As such, students must take it the August after they finish their core coursework. The core comprehensive exam will be a one-day, closed book exam proctored by an urban studies department full-time faculty member.

The exam will consist of two questions, one on theory and one on research methods. The instructors who most recently taught the core courses will write and grade the exams. The majority of the faculty grading the exam must agree the student passed that question. If there is a split decision about whether a student passed a question, the Ph.D. Program Director will be the final arbiter. Students must pass all questions to pass the exam. Feedback is only required if the student fails a question.

Students who fail the comprehensive exam may take the exam again the January following the failed exam. They must take and pass the full exam in order to be allowed to continue with the Ph.D. Program. If they fail the exam a second time, they will be dismissed from the program with the option of completing a MSUS degree. This may involve taking additional courses.

The structure, process, and grading of the January exams will be the same as the August exams.

The Ph.D. Director will tell all eligible students the exact exam date at least six weeks prior to the exam.

Failure to take the exam the August after the student finishes their core coursework will constitute a fail on the exam. Students who fail the August exam and do not re-take the exam in January will be considered to have failed the exam a second time and will be dismissed from the program. Exceptions to the timing of the exam will only be granted in extraordinary circumstances and with prior approval from the Ph.D. Program Director.

Part 2: Specialization Exam

Once a student passes the Core Exam and completes all their core, specialization, and elective coursework, they will take the second part of the exam. This specialization part of the exam is based on the student's area of expertise and functions as scaffolding for the dissertation prospectus. The examination must be taken within *six months* of completing all coursework. Failure to take the exam within six months of completing the required coursework constitutes a failure of the examination. Exceptions to the timing of the exam will only be granted in extraordinary circumstances and with prior approval from the Ph.D. Program Director.

Students planning to sit for the specialization exam should submit an application form to the Ph.D. Program Director at least *two months* prior

to the expected exam date. The application is located at:
<https://cepa.csuohio.edu/phd/phd>.

The specialization exam will address cover two topics, generally one question each: broad issues related to the student's subfield or specialization and the student's specialty area. The students have one week to complete this open-book take-home exam. The exam may be taken at any time during the year that is agreeable to the student and comprehensive exam committee.

The specialization exam procedures are as follows.

Students must establish a comprehensive exam committee, consisting of an exam committee Chair and at least two other members, all of whom must be associated with the urban studies department and hold Level I or II Graduate Faculty status, as per the bylaws of the College of Graduate Studies: <https://graduate-studies.csuohio.edu/graduate-faculty/bylaws-faculty-graduate-college>. The Chair must be a full-time urban studies faculty member at the time of the exam. The expectation is this committee will become the student's dissertation committee, although students and/or faculty members have the right to change the committee after the comprehensive exam if they choose. The Ph.D. Program Director must approve all comprehensive exam committees.

The candidate meets with the exam committee Chair to define the major specialization area(s) for testing and research. The boundaries of the exam shall be clarified by a Plan of Work statement prepared by the candidate and distributed to all members of the exam committee.

A Plan of Work statement includes the following components:

- a. A list of specialization courses the candidate has taken with brief summary of each course and list of any resources from those courses that relate to the fields of study relevant to the dissertation research project.

b. An annotated bibliography of other material from fields of study relevant to the upcoming dissertation research. This can include suggestions by the members of the exam committee, and/or be drawn from courses (see above), from directed readings, independent study, and the student's own research.

c. A 3-4 page summary description/characterization of the body of knowledge that constitutes the student's specialization area.

d. A 3-4 page summary statement outlining the proposed dissertation research area in broad terms and tying it to relevant field literature.

2. When the exam committee Chair determines that the candidate is ready, the candidate presents the Plan of Work to the Exam Committee at a meeting. The exam committee then continues meeting without the candidate. Members discuss the Plan of Work and the presentation and decide in broad terms which areas should be addressed to demonstrate the candidate's knowledge of the relevant fields and to contribute to formulating the prospectus. Members then divide these areas among themselves for writing questions. If the committee feels the presentation was too weak to continue, then members specify what more is needed and the candidate is given the opportunity to present again. The candidate is informed of whether they pass Plan of Work. Once students pass the Plan of Work, they move on to take the exam.

The comprehensive exam committee may choose to offer the student one revise and resubmit if they are unsatisfied with the exam. This revise and resubmit can take the form of written changes or an oral exam. Submission of a revise and resubmit does not guarantee the student will pass the exam.

Students must pass all questions to pass the exam. In the case of disagreement about the passage or failure of any given answer among Exam Committee members, the majority of the committee shall be the

determining factor.

If a student fails the examination, they *must retake the exam within one academic year*. A student who fails the specialization exam will be permitted to retake the examination only once. On the second examination, the student must pass all questions. Failure to retake the examination within one academic year without the explicit permission of the Ph.D. Program Director shall be deemed a Fail.

A student who fails the specialization exam twice is dismissed from the program, with the option of completing a MSUS degree. This may involve additional requirements.

Any student who appeals any issue related to the comprehensive examination shall have the right to appeal to the Ph.D. Program Director. The Ph.D. Program Director shall generally take no part in the comprehensive examination process except for appeals. The Ph.D. Program Director may on occasion serve on an exam committee if an alternative appeal authority has been agreed upon by the student, Ph.D. Program Director, and the designated faculty member prior to the commencement of the comprehensive exam process. The decision of the Ph.D. Program Director on the appeal shall be the final decision of the Program.

Dissertation and Prospectus

Upon successful completion of the comprehensive examinations, a student proceeds to the dissertation stage of the program. A Dissertation Committee will be established after student consultation with their primary advisor and the Ph.D. Program Director. A Dissertation Committee has three to five members, one of whom is the Dissertation Chair and another of whom is not a member of the department of urban studies faculty (called the outside member). Committee members must be members of the University's Graduate Faculty. The Dissertation Committee Chair must hold Graduate Faculty Level I status at the time the dissertation is completed and be an active full-time urban studies

department faculty member at the time of the prospectus defense. At least two of the Dissertation Committee members must be associated with the urban studies department. All Dissertation Committees must be approved by the Ph.D. Program Director prior to the Prospectus Defense. Specific guidelines and forms may be found at the following website:

<http://www.csuohio.edu/graduate-studies/current-students/thesis-dissertation>.

A completed Thesis & Dissertation Proposal Approval Form is required before students are eligible to register for dissertation coursework (UST 899). This form is available online through the College of Graduate Studies at:

<https://graduate-studies.csuohio.edu/sites/csuohio.edu/graduate-studies/files/proposalform.pdf>.

Public Nature of Dissertation and Prospectus Defenses

Prospectus and dissertation defenses are open to the public and must be announced to the College community. In order to ensure sufficient notice, students must inform the Departmental Secretary at least one week prior to the scheduled defense date, at which time a location will be reserved, and an announcement made. Students should provide an electronic copy of the prospectus or dissertation to the Departmental Secretary during the week prior to the defense.

Prospectus

The first significant task in developing the dissertation is the development of a prospectus, which must be approved by the student's Dissertation Committee and placed in the student's file. The prospectus is presented formally at an open meeting (defense). Any member of the Graduate Faculty may attend and ask questions.

The prospectus becomes the basis for the dissertation research. The prospectus should review and critically assess the literature in a particular problem area, identify the problem to be addressed in relation

to this literature, and define the methodology for addressing the research question. While it is not expected that all problems of the research can be fully anticipated at the prospectus stage, the student should have a sufficiently firm grasp of the subject matter to be able to produce a strong and convincing argument for a particular line of research.

The following is a suggested format and set of guidelines for the dissertation prospectus. The student should be guided by their committee in adjusting these suggestions to the particular research plans. In some cases, the prospectus need not be long – 15 to 20 pages may be sufficient. The prospectus is not to be confused with a partial draft of the dissertation. It is simply a statement of the student's research problem and the proposed research on that problem.

1. Title (or subject)

2. Statement of Problem

A statement of a problem is not simply a matter of announcing a subject or stating a topic. It should clearly indicate the general questions and concerns that prompt the inquiry while also showing why the academic community would be interested in the problem and the research being proposed. Thus, the student must state a problem, show why it merits attention, and discuss the contribution that will be made by the research.

3. Statement of Major Hypotheses or Thesis

The student must state the major proposition or propositions that their research will be designed to explore. In developing this proposition or set of propositions, the student should draw upon and take cognizance of scholarly literature and research that bears significantly on the problem.

4. Scope of Proposed Research

The student must indicate the database or range of evidence that will be used to explore their hypotheses or thesis. This may be

done in terms of some temporal, spatial, and/or substantive frame of reference.

5. Method or Technique of Research

The student should indicate clearly that they have thought through the questions of what kind of knowledge or information is required to answer the questions being posed, how this knowledge or information can be obtained, and how it can be used once it is obtained.

6. Phases of the Research

The student should include some initial plan of research indicating the phases that will be required to complete the research and tentative estimates of the time that will have to be devoted to each phase.

7. Bibliography

The prospectus should include a bibliography containing references from the social science literature that are immediately relevant to the proposed problem and research. The bibliography need not be exhaustive but should clearly indicate the primary sources of data, theory, and methodology that will be used as a starting point for the research.

Candidacy

After successful completion of the comprehensive examinations and prospectus, the student advances to candidacy. At that point, the student's title is now "Ph.D. Candidate."

Dissertation

The dissertation is the last major stage of the doctoral program. The dissertation demonstrates the student's ability to plan and carry through to successful completion a comprehensive research project. The dissertation should contribute to the body of knowledge and scholarship about the topic chosen.

Once a student has entered the dissertation stage, the student must register for a minimum of one thesis/dissertation credit each Fall and Spring semester until the completion of the thesis/dissertation, acceptance by the program committee, and submission for final approval to the College of Graduate Studies. A minimum of eighteen combined credit hours of dissertation (UST 899), prospectus (UST 896), dissertation teaching (UST 898), and doctoral research (UST 895) are required; there is no maximum.

The Dissertation Committee must approve the completed dissertation. Upon acceptance of the dissertation by the committee, the student must hold a formal, public defense. Successful oral defense of the dissertation, determined by the Dissertation Committee, is the final step in completing the Ph.D. degree program.

The College of Graduate Studies has specific requirements for the format of the dissertation. These involve paper size and quality, margins, spacing, headings, and submission of bound copies to the library. Format Guidelines are available online at: <http://www.csuohio.edu/graduate-studies/current-students/thesis-dissertation-format-guidelines>.

While there is no set time limit for completion of the dissertation, students should be aware of the University requirements for completing a degree program. Students must complete all doctoral degree requirements *within ten years of admission to the doctoral program*. If their program of study extends beyond ten years, students must petition the College of Graduate Studies for an extension. Petition approval is not guaranteed and may require students to repeat coursework that will be over ten years old at the time of completion. Students are advised to consult the Graduate Catalog for detailed requirements.

Program policies for ensuring high quality dissertations and fairness to students and faculty throughout the process are as follows:

1. Doctoral dissertation committee members will be members of the CSU graduate faculty. Only those graduate faculty members who have an earned doctorate and Level I status may serve as Chair of a committee. Those individuals who are not graduate faculty may serve as non-voting members of a committee.
2. Prior to successful defense of a prospectus, any committee membership consistent with College of Graduate Studies rules is tentative and subject to change at the discretion of the student and/or the prospective committee members. There is no obligation or requirement on behalf of the Ph.D. program to guarantee a committee member or Chair for any given dissertation research project.
3. Once a prospectus has been successfully defended and a dissertation committee has been appointed, changes in the composition of the committee, including Chair and/or member(s), require a completed and approved Change of Dissertation Committee Member Form.
4. In accordance with Graduate School policies, a student may seek to obtain the agreement of faculty members of their choice to serve on a dissertation committee.
5. A student may change the composition of their committee, including the Dissertation Chair, at any time in the dissertation process, in accordance with the above provisions.
6. In circumstances where the Ph.D. Program Director must exercise their discretion with regard to the membership of a dissertation committee to ensure the quality of a dissertation, decisions made by the Ph.D. Program Director may be appealed to the Dean of the College of Education & Public Affairs. The Dean's review is strictly limited to the integrity of the evaluation process through which the quality of the dissertation is established, and to insuring that all undue or unwarranted obstacles to a student's successful completion of their dissertation have been eliminated.
7. A dissertation is completed only upon receipt of the signatures of not less than three voting members of a duly appointed dissertation committee.

8. While copy editing of a final dissertation by a third party is permitted, substantive content or manuscript editing by a third party is forbidden.
 - a. Copy editing refers to relatively minor changes focused upon tidying up the document – ensuring consistent style, correcting misspellings, and attending to grammar, punctuation, and usage. Copy editing is done primarily for purposes of readability and meeting the format guidelines of the College of Graduate Studies. Copy editing does not include making changes to enhance the substance or coherence of the document.
 - b. Substantive content or manuscript editing involves making substantive changes in the document, including deleting redundant information, shortening verbose text, reformatting figures and tables, clarifying the scientific content of the document, and working closely with the author. Content or manuscript editing is done primarily for the purposes of clarifying, elucidating, or otherwise improving upon the evidential reasoning and/or thought processes of the author.

Dissertation Submission and Requirements for Graduation

Graduating doctoral students must successfully defend their dissertation no later than the *last day of classes in the term of their anticipated graduation* in order to participate in commencement ceremonies. In order for a degree to post and a diploma to be issued, the final dissertation must be submitted to the College of Graduate Studies for a format check *before the beginning of the next academic term*.

In the event that final revisions are not completed in time to meet this deadline, it will be necessary to defer graduation to the following academic term (during which copies will be submitted).

Before the University will issue a diploma, a Notice of Completion Form (NOC) must be completed. This form is available online through the College of Graduate Studies at: <https://graduate->

studies.csuohio.edu/sites/csuohio.edu.graduate-studies/files/nocdoctoral.pdf. This form should be signed and submitted to the College of Graduate Studies when you have completed all degree requirements and are ready to submit your final dissertation to the library for binding.

Continuous Enrollment

Ph.D. students who have successfully defended a prospectus must maintain continuous enrollment on dissertation credit hour each fall and spring semester until graduation.

Graduation and Commencement

All students are required to complete a graduation application well in advance of their projected graduation date. Graduation and commencement information can be found online at: <http://www.csuohio.edu/registrar/graduation-information>.

Advising and Registration

Advising

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

Whenever possible, students are matched with faculty advisors within their intended specialization areas, based upon expressions of particular student interest and the need to balance advising load among the faculty. The advisor helps determine the student's schedule of classes for each semester, answers general questions about the program, helps the student define a research orientation, and assists with research skill preparation. The advisor is the first point of contact for problems that may arise. They should be kept up to date when a student intends to make any decisions regarding the program and must be consulted before any program changes are made. In addition, the advisor serves as primary

facilitator for the program's evaluation of the student's progress in the program. The advisor is the student's advocate. The student should develop a professional relationship with them. It is to the student's advantage to keep the advisor up to date on their progress and any special situations and circumstances that might arise.

Depending on the student's dissertation topic, it may be necessary to begin working with a different faculty advisor prior to the prospectus defense. After completion of coursework and comprehensive exams, the advisor serves as Chair of the student's dissertation committee, and helps with formation of the committee.

Registration

Ph.D. students may not register for doctoral coursework without a faculty signature. Once permission is granted, students must register for all courses online in CampusNet.

In order to register for UST 895 or UST 899, students must obtain faculty approval and submit it to the Graduate Advisor before the beginning of the semester.

Adding, Dropping, and Withdrawing from Courses

Adding, dropping, and withdrawing from classes are the sole responsibility of the student. Students should refer to CampusNet for specific deadlines. Questions may be directed to the Graduate Academic Advisor. Consult the University Academic Calendar for specific add/drop deadline dates at:

<http://www.csuohio.edu/enrollmentservices/registrar/calendar/>

Adding classes can be done online through CampusNet through the first week of the term. All subsequent adding must be done with the appropriate late add form and must have confirmation of payment from the Office of Treasury Services. Please follow all directions and deadlines stated on the appropriate late add form, which is available

online at: <http://www.csuohio.edu/graduate-studies/current-students/graduate-students-downloadable-forms>

Dropping/Withdrawing from classes is done through CampusNet. *Non-attendance does NOT constitute an official withdrawal from classes.*

Students who wish to withdraw from a course after the deadline must file a petition with the College of Graduate Studies. Petition approval is not guaranteed. Petition forms are available in the College of Graduate Studies website at: <https://graduate-studies.csuohio.edu/sites/csuohio.edu.graduate-studies/files/petitionform.pdf>. Courses are refunded at 100% if cancelled by the university.

Note: The official date of withdrawal (the date a course is dropped) will be the basis for computing refunds. *Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.* For details and the CSU refund schedule, refer to: <https://www.csuohio.edu/bursar/refunds>.

Active Student Status

A CSU student must be registered for courses in at least one semester during the academic year to be considered an active student in the program. Students who interrupt their enrollment in the University for three or more consecutive semesters, including summer, are placed on a voluntary Leave of Absence. In order to return to active status, students must submit a Request to Return from their Leave of Absence. This form is available online at:

https://www.csuohio.edu/sites/default/files/media/registrar/documents/leave_Absence.pdf.

Financial Assistance

Full-Time Students

In accordance with University regulations, to qualify for a full-time graduate assistantship, a student must be registered for a minimum of nine graduate hours in the semester of the assistantship. The student is

required to work 20 hours a week as a graduate assistant in research, teaching, or on an alternative mutually agreed-upon assignment. Full-time assistantships are awarded on a competitive basis. Several assistantships per year are awarded to selected students with two-to four-year commitments subject to satisfactory performance in the Ph.D. program and the continuing financial health of the University.

To apply for a Graduate Assistantship in the College of Urban Affairs, students must complete the application online at: <https://cepa.csuohio.edu/oses/graduate-assistantships>. We encourage students who wish to be considered for GA positions to submit their GA application prior to the March 1st priority deadline.

Part-Time Students

Students seeking financial assistance other than a graduate assistantship or tuition grant should contact the CSU Financial Aid Office: <http://www.csuohio.edu/financial-aid/financial-aid-office> or by calling 216-687-5411.

Academic Standards

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Academic regulations are available in the Graduate Catalog (<http://catalog.csuohio.edu/>).

Readmission to the Ph.D. Program

An academically dismissed student may re-apply to the Ph.D. program after twelve months have passed. In order to pursue readmission, students should follow these steps:

1. Work with a faculty advisor who supports the request for readmission to design an action plan for program completion.
2. Write a letter to the Graduate Program Committee requesting to be readmitted to the Ph.D. program. In this request, the student should

clearly identify the specific deficiencies that led to dismissal and explain how they have been remedied.

3. Submit the petition to the Graduate Academic Advisor, who will circulate the petition to the Graduate Programs Committee for consideration.

If re-admitted, students will be subject to conditions for continuation in the Ph.D. program. At a minimum, the following University-wide conditions will apply: An academically dismissed student who is readmitted to the same graduate program, or enters a different graduate program, will again be dismissed by the College of Graduate Studies if the individual receives in 400-800 level courses: a) one or more grades of “F” or b) two or more grades of “B-” or less.

A graduate student who receives a second academic dismissal from the University is not eligible for further graduate study at the University. Additional conditions may apply.

University Information

Most university information can be found in the Graduate Catalog: <http://catalog.csuohio.edu/index.php>. It is student’s responsibility to familiarize themselves with the academic regulations contained in this catalog.

Campus 411 All-in-1: University Student Services

Campus411 provides general information and assistance with registration, academic records, student billing, and financial aid. Visit Campus411 All-in1 in BH116 or online at <http://www.csuohio.edu/all-in-1/all-in-1>.

Email and Technology Services

Email is one of the most important means of communication among students, faculty, and administrative offices in the College and throughout Cleveland State University. Students are expected to check

their University email accounts regularly or forward to a personal address via CampusNet.

College System

Students enrolled in the School of Urban Affairs may access secure storage space for their files as well as shared file storage for group or class projects. This storage is backed-up on a regular basis.

Questions regarding accounts may be directed to Bob Martel, r.martel@csuohio.edu. Additional information regarding technology can be found at <https://cepa.csuohio.edu/technology/school-of-urban-affairs-school-technology>.

Graduate Catalog

Students have all the rights and responsibilities in the Graduate Catalog from the year they enroll in the Ph.D. Program. The current catalog and archived catalogs are available at <https://catalog.csuohio.edu/>. If there is a discrepancy between this Ph.D. handbook and the Graduate Catalog, the Graduate Catalog is the ultimate authority.