

Checklist for Curriculum Proposals

This checklist is required.

1. Are all **signatures on the hard copy of the proposal**?
2. Is the **effective date** correct?
3. Is the **rationale** for the proposal consistent with the changes proposed?
4. Does the proposed **number of credits** match the stated number?
5. Have affected units been identified and contacted? Are required **support letters** attached?
NONE AFFECTED
6. Is a **resolution** necessary? If so, is it attached?
NO
(Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).
7. Are all **courses (required or referenced)** in the UDSIS Inventory or in the approval process?
courses being proposed **Challenge List**
8. Are all **university requirements** correctly specified?
Graduate Program
 - A. Breadth requirements.
 - B. Multicultural requirement.
 - C. Writing requirement.
 - D. DLE requirement.

9. Are all **college requirements** correctly specified?

Graduate Program

10. Is a side-by-side comparison provided?

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Dan Rich phone number 831-6835

Department: School of Public Policy and Administration email address drich@udel.edu

Action: Revision of Ph.D. Urban Affairs and Public Policy

(Example: add major/minor/concentration; delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term: Fall, 2014 (14F)

(use format 04F, 05W)

Current degree: Ph.D. in Urban Affairs and Public Policy

Proposed change leads to the degree of: Ph.D. In Urban Affairs and Public Policy

Proposed name: Not applicable

Proposed new name for revised or new major / minor / concentration / academic unit
(if applicable)

Revising or Deleting:

Undergraduate major / Concentration:

(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor:

(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: Ph.D. Program Policy Statement

(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: Revision of Ph.D. in Urban Affairs and Public Policy

(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration:

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

The Ph.D. Program Policy Statement (attached) has been updated and is being submitted as a separate statement. The previous statement was part of a Graduate Program Policy Statement for four graduate programs in the School of Public Policy and Administration; that format is no longer practical. We anticipate moving ahead later with separate Program Policy Statements for each graduate program. An attachment will note all substantive changes in the Ph.D. Program Policy Statement.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

Not Applicable

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

No Other Unit will be affected by the proposed changes.

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

The proposed changes retain the overall program design and curriculum structure for the Ph.D. in Urban Affairs and Public Policy but update some course and related requirements. The changes will better take advantage of the mix of faculty expertise resulting from both retirements and new hires and they will strengthen some facets of guidance and support to facilitate student success.

A Ph.D. Program Policy Statement is attached that incorporates these changes. The Ph.D. Program Policy Statement was previously part of the combined graduate program policy statement for the School that also describes three master's level programs. The separate Ph.D. statement provides a clearer description of the program and its operation. We have sought to keep the Ph.D. program statement concise and include more detailed information for students in other sources referenced in the Ph.D. Program Policy Statement: the Ph.D. Plan of Study form and the Handbook for Ph.D. students. A copy of the Ph.D. Plan of Study form is attached; this form provides students with a map for the requirements of the program and provides the faculty with information on the student's progress. The form will be updated by each student annually. The Handbook for Ph.D. students provides detailed guidance for students on each facet of the program and includes a great deal of information that current Ph.D. students and recent graduates see as instrumental to success. The Handbook will be updated annually.

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

The total minimum credits and the overall requirements will not change. The key changes are:

1. Two of the core courses are now stipulated rather than options for selection
2. The methods requirements are strengthened with three required courses
3. The qualifying exam will cover more material than before
4. A dissertation proposal practicum is now required
5. Area research credits are reduced by 3 credits to accommodate the added credit requirements above

A side-by-side comparison is provided below.

Side-by-Side Comparison of PhD Program Requirements

Old Requirements

New Requirements

Required Core Courses

UAPP 801

UAPP 801

UAPP 861

UAPP 861

Two (6 credits) of the following core courses:

UAPP 822, UAPP830, UAPP821, UAPP823

Both (6 credits) of the following core courses:

UAPP 822, UAPP830

Required Methods and Research Design Courses

UAPP 702 and UAPP 691 recommended
plus 6 additional credits in methods

UAPP 702, UAPP691 and UAPP808 required
plus additional courses as approved by advisor

Qualifying Exam

Exam does not include content from UAPP 801

Exam does include content from UAPP801

Dissertation Proposal and Area of Research Concentration

UAPP863 required

UAPP863 and UAPP865 required

15 credits in area of research

9-12 credits in area of research

Teaching and Research Experience

UAPP868 or publishable paper

UAPP868 or publishable paper

UAPP862 or teaching assistant

UD HETC preferred or UAPP862, or teaching assistant

Dissertation

9 credits UAPP969

9 credits of UAPP969

Total Minimum Credits

43 credits

43 credits

Old Catalog Copy

Urban Affairs And Public Policy (PhD)

Telephone: (302) 831-1687

<http://www.sppa.udel.edu/content/phd-degree-urban-affairs-and-public-policy>

Faculty Listing: <http://www.sppa.udel.edu/content/faculty-staff-directory>

The degree of Doctor of Philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated power to investigate problems independently and effectively. In approaching the problems of an urban society, students are expected to develop theoretical and substantive skills. The doctoral program is interdisciplinary and seeks to prepare students for research, teaching, and public policy problem-solving careers.

The structure of the program includes theoretical, policy, and methodological core courses, intensive study in an area of research and specialization, and the completion of a dissertation demonstrating the student's capacity for independent research. Below is an outline of the specific requirements of the PhD program in Urban Affairs and Public Policy.

Requirements For The PhD Degree (42-45 credits)

Required Core Courses 9 credits

UAPP 801	Process of Social Inquiry	3
Two of the following:		6
UAPP 821	Proseminar in Technology, Environment & Society	
UAPP 822	Proseminar in Governance, Planning & Policy	
UAPP 823	Proseminar in Social & Urban Policy	

Research Design and Methods Requirements (minimum of 6 credits)

Upon admission, students are expected to have knowledge of statistics at the level of [UAPP 691](#) Quantitative Analysis in Public and Nonprofit Sectors, and knowledge of research design and methodology at the level of [UAPP 702](#) Research Methods in Urban and Public Policy. Those without such knowledge may take these courses for remedial purposes but the credit earned will not count toward fulfilling requirements in the methods area. In addition to competency at the levels of [UAPP 691](#) and [UAPP 702](#), students must take a minimum of six additional credits of coursework in one or more of the following areas: advanced research design and methodology, qualitative methods, or quantitative methods. The specific courses to be taken depend on the student's area of specialization and the advice of the student's academic advisor.

Specialization Requirements 15

Teaching or Research Experience Requirements. One of the following: 0-3

UAPP 868	Research	
UAPP 862	Teaching Practicum in Urban Affairs & Public Policy (This course may be satisfied by the student being a TA for one semester.)	

[UAPP 863](#) Doctoral Dissertation Proposal 3

[UAPP 969](#) Dissertation 9

New Catalog Copy

Urban Affairs And Public Policy (PhD)

Telephone: (302) 831-1687

<http://www.sppa.udel.edu/content/phd-degree-urban-affairs-and-public-policy>

Faculty Listing: <http://www.sppa.udel.edu/content/faculty-staff-directory>

The degree of doctor of philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated ability to investigate problems independently and effectively. In approaching the policy problems of an urban society, students are expected to develop theoretical, empirical and analytical knowledge and skills. The doctoral program is interdisciplinary and seeks to prepare students for research, teaching, and problem-solving careers at universities and research institutions in urban affairs, public policy, public administration and related fields.

The structure of the program includes theoretical, policy, and methodological core courses, intensive study in an area of research specialization, and the completion of a dissertation demonstrating the student's capacity for independent research. Below is an outline of the specific requirements of the PhD program in Urban Affairs and Public Policy.

Requirements For The PhD Degree (43-52 credits)

Required Courses 19-25

<u>UAPP 801</u>	Process of Social Inquiry	3
<u>UAPP 861</u>	Academic and Professional Development	1
<u>UAPP 822</u>	Proseminar in Governance, Planning & Policy	3
<u>UAPP 830</u>	Proseminar in Public Management and Leadership	3
<u>UAPP 691</u>	Quantitative Analysis in the Public and Nonprofit Sectors	3
<u>UAPP 702</u>	Research Methods in Urban and Policy Analysis	3
<u>UAPP 808</u>	Qualitative Methods	3

In addition, students must take additional coursework in research methods as appropriate to their research plan and the advice of the student's academic advisor. 0-6

Research Specialization 9

Teaching or Research Experience Requirements. One of the following: 0-3 0-3

<u>UAPP 868</u>	Research	0-3
<u>UAPP 862</u>	Teaching Practicum in Urban Affairs & Public Policy (This course may be satisfied by the student being a TA for one semester.)	0-3

**Dissertation
Research**

h

15

<u>UAPP 863</u>	Doctoral Dissertation Proposal	3
<u>UAPP 865</u>	Doctoral Dissertation Practicum	3
<u>UAPP 969</u>	Dissertation	9

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson Maria P. Aristizqueta Date 10/24/13

Dean of College _____ Date _____

Chairperson, College Curriculum Committee _____ Date _____

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

**POLICY STATEMENT FOR THE
Ph.D. in Urban Affairs and Public Policy
SCHOOL OF PUBLIC POLICY & ADMINISTRATION**

10/2/2013

Part I: Program History

The School of Public Policy & Administration offers six graduate degrees, including the doctor of philosophy in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May of 1973. The Ph.D. program is administered by a program director appointed by the Director of the School of Public Policy and Administration. The Ph.D. program director works with the Ph.D. committee appointed by the Director of the School to oversee the policies and operations of the program, including the admission of students and the administration of program requirements.

The degree of doctor of philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated ability to investigate problems independently and effectively. In approaching the policy problems of an urban society, students are expected to develop theoretical, empirical and analytical knowledge and skills. The doctoral program is interdisciplinary and seeks to prepare students for research, teaching, and problem-solving careers at universities and research institutions in the public, nonprofit and private sectors.

Part II: Admissions

ADMISSIONS OBJECTIVE: The purpose of the admissions criteria is to identify those applicants who can benefit from, and make a distinct contribution to, the Ph.D. program in Urban Affairs and Public Policy. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of his or her graduate program.

Given its mission, the School seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals is to do research in urban affairs and public policy. To meet its academic and research goals as well as to be responsive to the multicultural backgrounds of prospective students, the School of Public Policy & Administration employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision.

ADMISSIONS REQUIREMENTS: The School has found that the most reliable indicator of likely success in its Ph.D. Program is the applicant's record of performance in previous graduate studies. On this basis, admission to the Ph.D. program requires completion of a master's degree in urban affairs, public policy, public administration, or a related field of study. Successful applicants should meet each of the following criteria:

1. A personal statement describing the applicant's background, reasons for pursuing a Ph.D. , areas of scholarly research interest and interest in multi-disciplinary analysis.

2. Compatibility of the applicant's interests with the areas of faculty research and expertise.
3. Official transcripts from all previous colleges/universities attended.
4. Grade point index of 3.5 or above in previous graduate work at the master's level.
5. Potential for academic and professional achievement, as indicated by letters of recommendation from those qualified to evaluate the applicant's capacity to succeed in doctoral study.
6. GRE scores indicating aptitude for advanced study. Competitive scores for admission are 160 for the verbal section and 155 for the quantitative section.
7. For students whose first language is not English, a demonstrated proficiency in English. This may be judged on the basis of their performance in a master's degree obtained from a college or university in which English is the sole language of instruction, or by the Test of English as a Foreign Language with a score of 100 on the TOEFL IBT test.

Other factors may be taken into account as supplementary indicators in cases where all the main criteria are not met but the candidate shows promise of success in our doctoral program. Among these, research capabilities are of particular importance. Applicants may therefore submit research reports, publications, project reports, and other work demonstrating their academic and professional achievement and scholarly ability. The Ph.D committee may also consider the overall pattern of academic performance at both the undergraduate and graduate levels and GRE scores.

In accordance with general University practice, all applicants must submit official transcripts of all undergraduate and graduate work, GRE scores and three letters of recommendation. Interviews are recommended.

Applications should be submitted by January 15th for admission in the fall of the following year.

Admission to the Ph.D. program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

REVIEW OF APPLICATIONS: Applications for the Ph.D. Program are assessed by the Ph.D. program director and reviewed by the Ph.D. committee. The committee is appointed by the director of the School of Public Policy and Administration. Recommendations concerning admissions are transmitted to the Office of Graduate and Professional Education by the Ph.D. program director.

ESTIMATES ON PROGRAM ADMISSIONS: For the Ph.D. Program, we expect that approximately 6 new full-time students will enter the program each year.

Part III: Degree Requirements

The structure of the program includes substantive and methodological core courses, intensive study in an area of research specialization, and the completion of a dissertation demonstrating the student's capacity for independent research. The minimum total credit requirement for completion of the Ph.D. program is 43 credits. The minimum may be reduced by up to 9 credits by the Ph.D. program director for students who complete UAPP 702, UAPP 691 and UAPP 808 while pursuing a master's degree in the School of Public Policy and Administration or complete comparable approved courses at another institution.

REQUIRED COURSES: During the first year, students should complete the following required courses:

UAPP 822 Proseminar in Governance, Planning & Policy (3 credits)	
UAPP 830 Proseminar in Public Management and Leadership (3 credits)	
UAPP 801 Processes of Social Inquiry (3 credits)	
UAPP 861 Academic and Professional Development for Doctoral Students (1 credit)	

Unless granted a waiver for prior graduate work, all doctoral students must complete UAPP 702 - Research Methods in Urban and Public Policy, UAPP 691 - Quantitative Analysis in Public & Nonprofit Sectors, and UAPP 808 - Qualitative Methods. In addition, students must take additional coursework in research methods as appropriate to their research plan and the advice of the student's academic advisor.

UAPP 702 -- Research Methods in Urban and Public Policy (3 credits)	
UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors (3 credits)	
UAPP 808 – Qualitative Methods	
Additional Research Methods	

All students are required to attain a grade of B- or better in all courses counted towards the doctoral degree in Urban Affairs and Public Policy. Students who do not attain a B- grade in a required course must retake that course or a substitute approved by the Ph.D. program director, and must receive a grade of B- or better to continue in the program. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

QUALIFYING EXAMS: Upon completion of the first-year core requirements, students must pass a qualifying examination. This exam places emphasis on the interconnected nature of the content of the core courses and establishes a means to evaluate competency to proceed to the next stage of doctoral study. The exam is typically administered in June of each year. The qualifying exam is graded pass or fail. The faculty examination committee may apply an interim grade of conditional pass for a student who is required to resubmit a portion of the qualifying exam before

the final grade is assigned. Students may not retake the exam unless they demonstrate to the Ph.D. program director and Ph.D. committee that illness or other intervening factors prevented them from demonstrating effective performance.

DOCTORAL DISSERTATION PROPOSAL: The central requirement of the second year of doctoral study is the development and approval of the doctoral dissertation proposal. Students should enter the second year with a preliminary design based on the work completed in UAPP 801 and additional refinements over the summer.

All students must register for UAPP 863: Doctoral Dissertation Proposal in the fall semester of the second year. All doctoral students enrolled in UAPP 863 will participate in a dissertation proposal workshop that will continue in the spring semester through enrollment in UAPP 865: Doctoral Dissertation Workshop.

UAPP 863: Doctoral Dissertation Proposal	
UAPP 865: Doctoral Dissertation Workshop	

The student’s prospective doctoral dissertation supervisor (who will become the chair of the doctoral dissertation committee) should be identified as early as possible in the second year of study. The doctoral dissertation supervisor must hold a faculty appointment in the School of Public Policy and Administration.

All coursework selected in the second year should be in support of the development of the doctoral dissertation proposal. Unless granted waivers for prior graduate work, students must complete a minimum of 12 credits of coursework in support of the doctoral dissertation proposal in addition to UAPP 863 and UAPP 865.

ADVISORS: After admission to the Ph.D. program, each student will be advised by the Ph.D. program director until such time as an appropriate advisor in the area of the student’s prospective dissertation research is identified. Students may change advisors by submission of the change of advisor form to the program director. The advisor will be responsible for day-to-day monitoring and supervision of the student's program.

SECOND YEAR EVALUATION: At the conclusion of the second year of full-time study, all students should have a dissertation proposal reviewed and approved by their doctoral dissertation committee. Students without an approved proposal will be reviewed by the Ph.D. program director and their prospective dissertation committee to determine if adequate progress has been made and what further steps are needed.

DISSERTATION COMMITTEE: Before the start of the third year of full-time study, students should formally present their completed doctoral dissertation proposal to their full dissertation committee. The committee must be composed of at least four and no more than six members. The committee chair and at least one other member must hold faculty appointments in the School of Public Policy and Administration. In close consultation with the faculty member who will be

the chairperson of the committee, the student then identifies the remaining prospective members of the dissertation proposal committee. Each dissertation committee must have one individual from outside of the School, from another academic department of the university or from outside the university. The membership of the dissertation committee must be approved by the prospective chairperson and the Ph.D. program director.

The student's Dissertation Committee is responsible for assisting the student in preparation of an acceptable final dissertation proposal.

Dissertation proposals must be approved by the full dissertation committee. The chair of the dissertation committee will forward an approved proposal, signed by all members of the Committee, to be placed in the student's file.

Entry into official candidacy for the Ph.D. degree occurs after the dissertation proposal has been successfully defended and approved by the dissertation committee and the Ph.D. program director acting on behalf of the Director of the School of Public Policy and Administration. The *Recommendation for Candidacy for Doctoral Degree* form must be signed by the committee members upon the successful defense of the proposal. The completed form must then be submitted to the School's Academic Administration Office and also signed by the Ph.D. program director acting on behalf of the Director of the School. Once the dissertation proposal is approved, a final grade is submitted for UAPP 863 and the student is admitted to doctoral candidacy.

ADMISSION TO DOCTORAL CANDIDACY: Doctoral students who have been admitted to candidacy must enroll in 9 credits of UAPP 969 and thereafter maintain their matriculation in the degree program during each fall and spring semester by registering for sustaining (UNIV 999).

UAPP 969: Doctoral Dissertation (9 credits)

TEACHING/RESEARCH EXPERIENCE: Apart from the requirements described above, doctoral students must have at least one substantive research or teaching experience during their course of study. This requirement may be fulfilled through one of the following:

- 1) The Research Experience Requirement is satisfied by the student producing a paper of "publishable quality." The determination of "publishable quality" is made by the faculty member who supervised the preparation of the paper. Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship or by the student registering for *UAPP 868 – Research*
- 2) The Teaching Experience Requirement is satisfied by the student being a Teaching Assistant (TA) for at least one semester, by approved prior teaching experience or by teaching a college level course. The requirement may also be completed through completion of the University's Higher Education Teaching Certificate Program.

DEFENSE OF DISSERTATION: A Ph.D. dissertation is a manuscript that reflects original and significant research that is written in a scholarly manner and is worthy of publication. The Dissertation Committee should be assembled by the chair when a draft of the dissertation is sufficiently complete for the committee to render a judgment regarding the reasonable time of defense and to stipulate any revisions needed prior to a defense. In accordance with University policy, a copy of the dissertation must be available for review at least two weeks prior to the defense. The student will formally defend the study at a public meeting conducted by the Dissertation Committee. At the conclusion of the dissertation defense, any necessary revisions will be communicated by the chair of the Dissertation Committee to the student. If the student so wishes, the main revisions required shall be set out in writing. A specified time schedule for completion will also be indicated. A copy of this schedule is sent to the Program Director, and it will be placed in the student's file. The doctoral dissertation is expected to reflect the result of original research written in a scholarly and competent manner and be suitable for scholarly publication.

Part IV: Plan of Study

The student and the student's advisor should review progress each semester and complete/revise the attached Plan of Study form (**Attachment 1**) and submit it to the Ph.D. program director through the SPPA administrative office; each successive revised form becomes part of the student's official file.

Part V: Financial Aid

Financial aid is available to Ph.D. students in the form of graduate assistantships, teaching assistantships, research assistantships, tuition scholarships, and University assistantships and fellowships. Students also are encouraged to explore external fellowships. Assistantships and fellowships typically consist of a tuition scholarship and a stipend for the September-May academic year. Full-time doctoral students in good standing are eligible to be considered for funding through the fourth year of continuous study. Awards are competitive and merit-based.

Applications and nominations for financial aid for new students are reviewed by the Ph.D. program director in consultation with the Ph.D. committee and transmitted to the Director of the School of Public Policy and Administration. Applications and nominations for continuing graduate students for financial aid are reviewed by the Ph.D. program director and forwarded to the Director of the School of Public Policy and Administration pending review of the student's status.

Funding commitments are made through consultation of the Ph.D. program director with the School Director, the directors of SPPA affiliated centers, and faculty who provide graduate stipend support. The tuition funding policies of the School as approved by the Dean of the College of Arts and Sciences are posted on the SPPA website for all graduate programs.

Part VI: Handbook for Ph.D. Students

Detailed information and guidelines for students at different stages of the doctoral program are provided in the *Guide to Graduation--A Ph.D. Handbook for the School of Public Policy and Administration* that is updated annually and available at the SPPA website for the doctoral program:

http://www.sppa.udel.edu/sites/sppa.udel.edu/files/SPPA%20Ph.D.%20Handbook%209%2003%2013_0.pdf

Part VII: Program Assessment

The Ph.D. program is reviewed regularly by the Director of the School of Public Policy and Administration, the Ph.D. program director and the Ph.D. Committee to assure that the program is meeting its objectives and effectively serving the students.

The SPPA Academic Curriculum Coordinating Committee, consisting of all program directors in SPPA including the Ph.D. program director, develops and reviews a three-year course offering plan to meet program curricular needs. The committee also reviews all course and curricular changes.

The SPPA faculty are provided monthly updates on program recruitment, admissions and acceptances. The SPPA faculty review and approve all course and curricular changes.

At regular intervals, a full program review is completed that includes both a self-study and external review team. The last external program review was conducted in 2003. An internal review was conducted by the Ph.D. Committee and School Director in 2012-2013 leading to the changes incorporated in this revised program policy statement. The Ph.D. program will be reviewed as part of the Academic Program Review of the School of Public Policy and Administration scheduled for 2014.

Attachment 1: Plan of Study Form

**School of Public Policy & Administration
University of Delaware**

PH.D. PROGRAM PLAN OF STUDY

The Ph.D. Program Plan of Study form must be completed by the student in consultation with his or her academic advisor, approved by the advisor and the Ph.D. program director, and submitted to the School Academic Administration Office (184 Graham Hall) no later than the end of the second semester of study. This plan of study should be reviewed each semester and updated as necessary; each update must be re-approved and re-submitted to the School Academic Administration Office. Students should consult with the Ph.D. program director about possible course waivers or substitutions.

Name of Student:	ID#
E-mail:	Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part-time student
Entry Term:	Expected Date of Degree:
Name of Academic Advisor:	

First Year of Doctoral Study

Required Courses

During the first year, students should complete the following required courses:

	<i>Semester/Credits</i>
UAPP 822 Proseminar in Governance, Planning & Policy (3 credits)	
UAPP 830 Proseminar in Public Management and Leadership (3 credits)	
UAPP 801 Processes of Social Inquiry (3 credits)	
UAPP 861 Academic and Professional Development for Doctoral Students (1 credit)	

Research Design and Methods Requirements (6+ credits)

Upon admission, students are expected to have knowledge of statistics at the level of *UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors*; those without such knowledge should enroll in *UAPP 691*.

Unless granted a waiver for prior graduate work, all doctoral students should enroll in *UAPP 702 - Research Methods in Urban and Public Policy* and *UAPP 808-Qualitative Methods*. In addition,

students must take additional coursework in research methods as appropriate to their research plan and the advice of the student's academic advisor.

UAPP 702 - Research Methods in Urban and Public Policy (3 credits)	
UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors (3 credits)	
UAPP 808 – Qualitative Methods	
Additional Research Methods	

Qualifying Exam

The qualifying exam is administered after the first year of full-time study and the completion of the core curriculum.

<i>Date of Qualifying Examination:</i>	
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Second Year of Doctoral Study

The central requirement of the second year of doctoral study is the development and approval of the doctoral dissertation proposal. Students should enter the second year with a preliminary design based on the work completed in UAPP 801 and additional refinements over the summer.

All students must register for UAPP 863: Doctoral Dissertation Proposal in the fall semester of the second year. All doctoral students enrolled in UAPP 863 will participate in a dissertation proposal workshop that will continue in the spring semester through enrollment in UAPP 865: Doctoral Dissertation Workshop.

	<i>Semester</i>
UAPP 863: Doctoral Dissertation Proposal	
UAPP 865: Doctoral Dissertation Workshop	

The student’s prospective doctoral dissertation supervisor (who will become the chair of the doctoral dissertation committee) should be identified as early as possible in the second year of study. The doctoral dissertation supervisor must hold a faculty appointment in the School of Public Policy and Administration.

Coursework in Support of the Doctoral Dissertation Proposal

All coursework selected in the second year should be in support of the development of the doctoral dissertation proposal

<i>Select courses in your area of research:</i>	<i>Semester/Credits</i>

Before the start of the third year of full-time study, students should formally defend their doctoral dissertation proposal with their full dissertation committee.

<i>Date of successful defense of dissertation Proposal:</i>	
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Entry into official candidacy for the Ph.D. degree occurs after the dissertation proposal has been successfully defended and approved. To accomplish this, student should obtain the *Recommendation for Candidacy for Doctoral Degree* form from the School’s Academic Administration Office (184 Graham Hall) prior to their defense, and then obtain the signatures of committee members on this form upon the successful defense of their proposal. The completed form must then be submitted to the School’s Academic Administration Office. Once the dissertation proposal is approved, final grades are submitted for UAPP 863 and UAPP 865.

The committee must be composed of at least four and no more than six members. The committee chair and at least one other member must hold faculty appointments in the School of Public Policy and Administration. In close consultation with the faculty member who will be the chairperson of the committee, the student then identifies the remaining members of the dissertation proposal committee. Each dissertation committee must have one individual from outside of the School, from another academic department of the university or from outside the university.

<i>Membership of Dissertation Committee:</i>
Chairperson:
Member:
Member:
Member:
Member:
Member:

Third Year of Doctoral Study

Doctoral Dissertation Research

The defended proposal must be approved by the beginning of the fall semester of the third year in order for the student to enter doctoral candidacy and to register for the required 9 credits of doctoral dissertation research in the fall semester of the third year. After registering for these 9 credits, doctoral candidates may then enter sustaining status in the spring semester of the third year.

<i>Registration for dissertation research credits:</i>	<i>Semester Begun</i>
UAPP - 969 Dissertation Research (9 credits)	
<i>Working title of dissertation:</i>	

The focus of the third year is on carrying out the approved research design. The typical benchmark for the end of the third year is the completion of the conceptualization, data acquisition, and analysis approved in the dissertation proposal. At the end of the third year, this work should be completed. During the third year, portions of the dissertation manuscript (such as the problem statement, conceptualization, and literature review) should be drafted on a timetable agreed upon with the chair of the student's dissertation committee.

Teaching and Research Experience

Because students are typically engaged in their doctoral research, the third year of study is also an appropriate time for doctoral students to fulfill the teaching and research experience requirements.

<i>Research Experience Requirement:</i>
The Research Experience Requirement is satisfied by the student producing a paper of "publishable quality." The determination of "publishable quality" is made by the faculty member who supervised the preparation of the paper. Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship, or by the student registering for <i>UAPP 868 - Research</i> .
Description of how this requirement is satisfied:
<i>Teaching Experience Requirement:</i>

The Teaching Experience Requirement is satisfied by the student being a Teaching Assistant (TA) for at least one semester, by approved prior teaching experience or by teaching a college level course. The requirement may also be completed through completion of the University's Higher Education Teaching Certificate Program.

Description of how this requirement is satisfied:

Fourth Year of Doctoral Study

The fourth year of study should be devoted to completing the doctoral dissertation. Drafting the full dissertation manuscript is a formidable task and typically involves multiple revisions of chapters. Students should plan to submit a full draft of the manuscript to the dissertation committee chair for review by the end of the fall semester of the fourth year. The chair will advise the student on when the manuscript should be reviewed by other members of the committee, but in all cases, the members of the committee must have the opportunity to review and comment on a draft of the dissertation prior to the formal defense.

The formal defense should be scheduled by March of the fourth year of full-time study in order to enable the student to make any necessary revisions prior to submitting the final manuscript for graduation in May of the fourth year.

The defense of a doctoral dissertation is a formal public event. The chair of each committee and the doctoral student must coordinate with Linda Boyd on the scheduling and public announcement of the dissertation defense.

Dissertation Committee:

Chairperson:

Member:

Member:

Member:

Member:

Member:

Final Title of dissertation:

Date of successful defense of dissertation :

Approval of Ph.D. Plan of Study

Date initially approved: _____

Advisor's signature: _____

Date revised: _____

Advisor's signature: _____

Date revised: _____

Advisor's signature: _____

Date revised: _____

Advisor's signature: _____

Final approval by Director: _____ Date: _____

**School of Public Policy & Administration
University of Delaware**

PH.D. PROGRAM PLAN OF STUDY

The Ph.D. Program Plan of Study form must be completed by the student in consultation with his or her academic advisor, approved by the advisor and the Ph.D. program director, and submitted to the School Academic Administration Office (184 Graham Hall) no later than the end of the second semester of study. This plan of study should be reviewed each semester and updated as necessary; each update must be re-approved and re-submitted to the School Academic Administration Office. Students should consult with the Ph.D. program director about possible course waivers or substitutions.

Name of Student:	ID#
E-mail:	Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part-time student
Entry Term:	Expected Date of Degree:
Name of Academic Advisor:	

First Year of Doctoral Study

Required Courses

During the first year, students should complete the following required courses.

	<i>Semester/Credits</i>
UAPP 822 Proseminar in Governance, Planning & Policy (3 credits)	
UAPP 830 Proseminar in Public Management and Leadership (3 credits)	
UAPP 801 Processes of Social Inquiry (3 credits)	
UAPP 861 Academic and Professional Development for Doctoral Students (1 credit)	

Research Design and Methods Requirements (6+ credits)

Upon admission, students are expected to have knowledge of statistics at the level of *UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors*; those without such knowledge should enroll in *UAPP 691*.

Unless granted a waiver for prior graduate work, all doctoral students should enroll in *UAPP 702 - Research Methods in Urban and Public Policy* and *UAPP 808-Qualitative Methods*. In addition, students must take additional coursework in research methods as appropriate to their research plan and the advice of the student's academic advisor.

UAPP 702 - Research Methods in Urban and Public Policy (3 credits)	
UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors (3 credits)	
UAPP 808 – Qualitative Methods	
Additional Research Methods	

Qualifying Exam

The qualifying exam is administered after the first year of full-time study and the completion of the core curriculum.

Date of Qualifying Examination:

Second Year of Doctoral Study

The central requirement of the second year of doctoral study is the development and approval of the doctoral dissertation proposal. Students should enter the second year with a preliminary design based on the work completed in UAPP 801 and additional refinements over the summer.

All students must register for UAPP 863: Doctoral Dissertation Proposal in the fall semester of the second year. All doctoral students enrolled in UAPP 863 will participate in a dissertation proposal workshop that will continue in the spring semester through enrollment in UAPP 865: Doctoral Dissertation Workshop.

	<i>Semester</i>
UAPP 863: Doctoral Dissertation Proposal	
UAPP 865: Doctoral Dissertation Workshop	

The student's prospective doctoral dissertation supervisor (who will become the chair of the doctoral dissertation committee) should be identified as early as possible in the second year of study. The doctoral dissertation supervisor must hold a faculty appointment in the School of Public Policy and Administration.

Coursework in Support of the Doctoral Dissertation Proposal

All coursework selected in the second year should be in support of the development of the doctoral dissertation proposal

<i>Select courses in your area of research:</i>	<i>Semester/Credits</i>

Before the start of the third year of full-time study, students should formally defend their doctoral dissertation proposals their full dissertation committees.

Date of successful defense of dissertation proposal:

Entry into official candidacy for the Ph.D. degree occurs after the dissertation proposal has been successfully defended and approved. To accomplish this, student should obtain the *Recommendation for Candidacy for Doctoral Degree* form from the School’s Academic Administration Office (184 Graham Hall) prior to their defense, and then obtain the signatures of committee members on this form upon the successful defense of their proposal. The completed form must then be submitted to the School’s Academic Administration Office. Once the dissertation proposal is approved, final grades are submitted for UAPP 863 and UAPP 865.

The committee must be composed of at least four and no more than six members. The committee chair and at least one other member must hold faculty appointments in the School of Public Policy and Administration. In close consultation with the faculty member who will be the chairperson of the committee, the student then identifies the remaining members of the dissertation proposal committee. Each dissertation committee must have one individual from outside of the School: from another academic department of the university or from outside the university.

Membership of Dissertation Committee:

Chairperson:

Member:

Member:

Member:

Member:

Member:

Third Year of Doctoral Study

Doctoral Dissertation Research

The defended proposal must be approved by the beginning of the fall semester of the third year in order for the student to enter doctoral candidacy and to register for the required 9 credits of doctoral dissertation research in the fall semester of the third year. After registering for these 9 credits, doctoral candidates may then enter sustaining status in the spring semester of the third year.

Registration for dissertation research credits:

Semester Begun

UAPP - 969 Dissertation Research (9 credits)

Working title of dissertation:

The focus of the third year is on carrying out the approved research design. The typical benchmark for the end of the third year is the completion of the conceptualization, data acquisition, and analysis approved in the dissertation proposal. At the end of the third year, this work should be completed. During the third year, portions of the dissertation manuscript (such as the problem statement, conceptualization, and literature review) should be drafted on a timetable agreed upon with the chair of the student's dissertation committee.

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Because students are typically engaged in their doctoral research, the third year of study is also an appropriate time for doctoral students to fulfill the teaching and research experience requirements.

Research Experience Requirement:

The Research Experience Requirement is satisfied by the student producing a paper of "publishable quality." The determination of "publishable quality" is made by the faculty member who supervised the preparation of the paper. Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship, or by the student registering for *UAPP 868 - Research*.

Description of how this requirement is satisfied:

Teaching Experience Requirement:

The Teaching Experience Requirement is satisfied by the student being a Teaching Assistant (TA) for at least one semester, by approved prior teaching experience or by teaching a college level course. The requirement may also be completed through completion of the University's Higher Education Teaching Certificate Program.

Description of how this requirement is satisfied:

Fourth Year of Doctoral Study

The fourth year of study should be devoted to completing the doctoral dissertation. Drafting the full dissertation manuscript is a formidable task and typically involves multiple revisions of chapters. Students should plan to submit a full draft of the manuscript to the dissertation committee chair for review by the end of the fall semester of the fourth year. The chair will advise the student on when the manuscript should be reviewed by other members of the committee, but in all cases, the members of the committee must have the opportunity to review and comment on a draft of the dissertation prior to the formal defense.

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<i>Dissertation Committee:</i>
Chairperson:
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Member:
Member:
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<i>Final Title of dissertation:</i>
<i>Date of successful defense of dissertation :</i>

Approval of Ph.D. Plan of Study

Date initially approved: _____

Advisor's signature: _____

Date revised: _____

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**School of Public Policy & Administration
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Name of Student:	ID#
E-mail:	Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part-time student
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Advisor's signature: _____

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Final approval by Director: _____ Date: _____