



PAPP Ph.D. Handbook

Ph. D. in Public Administration and Public Policy (PAPP)

A guide to the doctoral program at the College of Architecture, Planning and Public Affairs (CAPPA), The University of Texas at Arlington

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WELCOME

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

To learn more about CAPPA's mission, vision, and leadership, please visit the CAPPA page at:

<https://www.uta.edu/academics/schools-colleges/cappa/about>

INTRODUCTION

The PAPP Ph.D. handbook for the College of Architecture, Planning, and Public Affairs (CAPPA) provides guidance and useful information to new and current Public Administration and Public Policy (PAPP) students. However, it is not a statement of official policy of The University of Texas at Arlington nor of The University of Texas System.

In all matters, the Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of The University of Texas at Arlington, and the Graduate Catalog of The University of Texas at Arlington shall supersede this manual.

Rules and Regulations: <https://www.utsystem.edu/board-of-regents/rules>

UTA Handbook of Operating Procedures: <https://policy.uta.edu/>

UTA Graduate Catalog: [Graduate | University of Texas at Arlington University Catalog](#)

Graduate School: <https://www.uta.edu/academics/schools-colleges/gradschool>

The contents of this handbook are subject to change without notice as a result of new policies or programmatic changes made by UTA's Graduate Studies Office or by CAPPA. Every effort has been made to ensure its accuracy. Should any errors be found, please contact the program director.

THE UNIVERSITY OF TEXAS AT ARLINGTON

The University of Texas at Arlington is a comprehensive research institution of more than 41,000 students in campus-based and online degree programs. It is also the second largest institution in the University of Texas System.

MISSION

The University of Texas at Arlington is a comprehensive teaching, research, and public service institution dedicated to the advancement of knowledge through scholarship and creative work.

The University is committed to providing access and ensuring student success, and to a culture of innovation, entrepreneurship, and commercialization of discoveries by our community of scholars.

The University promotes lifelong learning through its academic, continuing education, and experiential learning programs. The faculty, staff, and student community shares diverse cultural values that foster inclusivity and cultivate mutual respect.

COLLEGE OF ARCHITECTURE, PLANNING AND PUBLIC AFFAIRS (CAPPA)

In 2015, the University of Texas at Arlington's School of Architecture (SoA) and School of Urban and Public Affairs (SUPA) combined to form the College of Architecture, Planning, and Public Affairs (CAPPA).

The College incorporates the following degree programs:

1. Bachelor of Science in Architecture
2. Bachelor of Science in Interior Design
3. Bachelor of Science in Sustainable Urban Design
4. Master of City and Regional Planning
5. Master of Public Administration
6. Master of Architecture
7. Master of Landscape Architecture
8. Master of Science in Sustainable Building Technology
9. Ph.D. in Urban Planning and Public Policy
10. Ph.D. in Public Administration and Public Policy

CAPPA's VISION & MISSION

Vision

CAPPA engages creative and scholarly disciplines through its commitment to provide outstanding research-driven education.

Mission

Together our dynamic group of faculty and dedicated staff inspire, motivate, and educate students to pursue excellence in academic scholarship, design practice, creative thinking, and critical reflection. CAPPA provides a comprehensive, collaborative, relevant, and forward-thinking learning experience grounded in the rich traditions of the professional disciplines situated in the college. Located in the heart of DFW, CAPPA is a testing ground for the design and development of healthy, inclusive, environmentally, and ecologically responsive communities.

CAPPA: <https://www.uta.edu/academics/schools-colleges/cappa/about>



CAPPA MAIN CONTACT INFO

Main office phone	Office 817-272-2801
Mailing address	College of Architecture, Planning & Public Affairs University of Texas at Arlington P.O. Box 19108 (CAPPA Building, Suite 203) Arlington, TX 76019-0108
Physical Address	College of Architecture, Planning & Public Affairs 601 W. Nedderman Dr., Suite 203 Arlington, TX 76019-0108
General Email:	cappa@uta.edu
CAPPA Contact page:	https://www.uta.edu/academics/schools-colleges/cappa/contact

DEPARTMENT OF PUBLIC AFFAIRS & PLANNING (PAPL)

PAPP PHD PROGRAM DIRECTOR & STAFF GRADUATE ADVISOR

Program Director

Dr. Karabi C. Bezboruah
Office: CAPP Suite 203
Phone: 817- 272-0727
Email: bezborua@uta.edu

Staff Graduate Advisor

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

Karolyn Field-Watkins
Graduate Academic Advisor
Email: kfield@uta.edu
Phone: 817 272-3340

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

PAPL Faculty Research Expertise: <https://www.uta.edu/academics/schools-colleges/cappa/academics/public-affairs-planning/faculty-research-expertise>

* If any URLs in this handbook are not active, please copy and paste the link to your browser.

GETTING STARTED

MavExpress Card

Once you're enrolled, visit the Mav ID Office at 435 Spaniolo Drive (College Park District)—no appointment needed. Bring a government-issued photo ID; your picture will be taken and your MavExpress (Mav ID) issued. Use this card for the library, recreation, Health Center, and general campus ID.

Distance learners can request the Mav ID online and have it mailed.

Contact / Location Info: Mav ID Office, 435 Spaniolo Dr., Arlington, TX 76019.

817-272-2645; mavexpress@uta.edu.

Net ID

Your NetID and MavMail account are created automatically at the start of your first semester. Use your NetID to access UTA computing services, MyMav, and email.

Retrieve, activate, or manage NetID via UTA's Self-Service page; MavMail setup instructions are available on the UTA Help Center. Note: inactive MavMail accounts may be purged after one year.

Student E-Mail Account

Accounts are typically activated within 24–48 hours of enrollment. Access your email via the Outlook web app or Outlook desktop/mobile applications. All official communications—from faculty announcements to campus notices—are delivered exclusively via this MavMail account.

Important: MavMail accounts that remain inactive for one year may be permanently deleted, including emails, calendar entries, OneDrive files, Canvas access, and related services

NetID Self-Service: <https://oit.uta.edu/services/netidss/>

Email Services & MavMail info: <https://oit.uta.edu/services/email/>

Parking

If you plan to park on campus, you must purchase a virtual parking permit through the MAVPark system using your NetID and password; your vehicle's license-plate number is your permit (no decal is needed), and charges post to your campus account within 24 hours. For more information—including permit types, pricing, where you may park, and how to login to MAVPark—see the official Parking Permits & Pricing page:

<https://www.uta.edu/pats/>

GRADUATE STUDENT RESPONSIBILITIES

Student responsibilities are governed by the UTA catalog in effect at the time of enrollment or any subsequent catalog during which the student remains in residence. All students are accountable for knowing and adhering to degree requirements, course sequencing, prerequisites, deadlines, grading policies, and academic conduct regulations. The catalog specifies that students “are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents” (see Academic Regulations – Student Responsibility:

<https://catalog.uta.edu/academicregulations/studentresponsibility/>).

Degree requirements and option to follow a later catalog are detailed under Graduate Degree Requirements:

<https://catalog.uta.edu/academicregulations/degree requirements/graduate/>.

The PAPP Ph.D. program requires students to download and familiarize themselves with the doctoral forms used throughout the program; URLs for these forms are listed in Appendix 2 of this handbook.

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

Public Administration and Public Policy (PAPP) PhD Program

Mission and Goal

The Public Administration and Public Policy (PAPP) Ph.D. program prepares future academicians and practitioners with research, policy, and administrative skills to help shape policy and improve communities, locally and globally.

This interdisciplinary program provides rigorous training in the theoretical, analytical, historical, and practical foundations in public administration, public policy, and nonprofit management.

The PAPP Ph.D. program provides students with a strong theoretical foundation, empirical rigor, and substantive and procedural knowledge concerning the field. The PAPP program offers students an interdisciplinary perspective for examining administrative and policy issues.

Graduates of our program continue to become future leaders who address complex community challenges with evidence-based, equitable, sustainable, and effective solutions in academia, government, the nonprofit, and for-profit sectors. The educational

objectives and expected career paths of PAPP Ph.D. students are like other public administration and policy doctoral programs of similar size and reputation. About 75% of the PAPP students are part-time, and most students are from Texas or the local area.

The Ph.D. in Public Administration and Public Policy (PAPP) program was previously known as the Ph.D. in Public and Urban Administration (PUAD) and was established in 1990. To better align with the curriculum and student needs, this program went through a name change in 2017, and was approved to be re-named as Ph.D. in Public Administration and Public Policy.

An overarching theme of the curriculum is the ability of students to engage in high-quality self-guided research with the following goals:

- Students will engage in identifying problems or issues and determining if the problems or issues are relevant.
- Students will engage in designing field-specific, rigorous, and valid research questions and utilize their understanding of theoretical foundations, research design, and data sources to answer their research questions.
- Students will engage in leveraging qualitative and quantitative research methods in order to select the correct research tools to measure or assess research questions.
- Students will engage in independent research and advance their data gathering and preparation techniques.
- Students will engage in impactful communication and learning experiences that address the norms of the professions including explicit understanding of the writing process in submitting works for publication, grant funding, conference presentation, and professional networking.

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

Curriculum and Degree Requirements

The PAPP Ph.D. has six required core courses, four required research courses, three elective courses in the student's chosen emphasis area, and a minimum of nine dissertation credit hours. The six core courses address the social sciences, public policy, and public administration literatures critical to the integrative approach of the program. The methods courses include an intermediate quantitative methods course, an advanced quantitative methods course, and a qualitative methods course. The three elective

courses are chosen based on the student's research interests in consultation with the faculty advisor. Descriptions of these courses are available in the University Catalog.

Equal weight is given to social sciences and public administration with the goal of integrating them and providing context to understanding policy formation and implementation. A full-time student can expect to complete these courses within two academic years. Students are also required to take twelve hours of coursework in research methods. The courses cover theory and theory construction, research design, and quantitative and qualitative research methods. They contain the foundational knowledge over which students are tested in the written comprehensive examination. Students also declare an emphasis area through three elective courses chosen in consultation with their faculty advisor to enhance their research focus.

Required Core Courses (18 Hours)

PAPP 6315 – Public Administration Theory (3 credit hours)

PAPP 6320 – Advanced Organization Theory (3 credit hours)

PAPP 6306 – The Urban Economy (3 credit hours)

PAPP 6309 – Intergovernmental Relations in the Administration and Public Policy (3 credit hours)

PAPP 6311 – Advanced Public Policy Formation and Analysis (3 credit hours)

PAPP 6326 – Public Budgeting and Finance (3 credit hours)

Required Research Courses (12 Hours)

PAPP 6344 – Qualitative Methods (3 credit hours)

PAPP 6342 – Intermediate Data Analysis (3 credit hours)

PAPP 6301 – Theoretical Foundations and Ph.D. Workshop (3 credit hours)

PLAN 6346 – Advanced Data Analysis in Urban and Public Affairs (3 credit hours)

Selected Elective / Emphasis Area (9 Hours)

Students must select one of the following emphasis areas and complete three approved courses (9 credit hours total):

Emphasis Area 1: Public and Nonprofit Management

Emphasis Area 2: Budget, Finance, and Economic Policy

Emphasis Area 3: Policy Design and Evaluation

Emphasis Area 4: Community Development and Social Equity

Dissertation (Minimum 9 Hours)

Students must complete a minimum of 9 dissertation credit hours. Options include:

PAPP 6399 – Dissertation (3 hours)

PAPP 6699 – Dissertation (6 hours)

PAPP 6999 – Dissertation (9 hours)

PAPP 7399 – Doctoral Degree Completion (3 hours; for final term only)

Total Hours Required for the Ph.D.: 48

For more course information, visit the official catalog: [College of Architecture, Planning, and Public Affairs | University of Texas at Arlington University Catalog](#) and consult the graduate advisor.

Electives / Emphasis Areas:

Emphasis Area 1: Public and Nonprofit Management

The Public and Nonprofit Management emphasis area broadly encompasses organizational structures and managerial practices using a variety of approaches and theories in various settings. Students will be prepared to draw on multiple fields of knowledge and methodologies to examine management challenges within public and nonprofit organizations. Students in this emphasis area also will learn the application of emerging management techniques to governmental and nonprofit entities to improve the well-being of communities through strategic management and planning.

Course List (2 required courses + 1 approved elective)

Required:

1. PAPP 5354: Nonprofit Management and Social Entrepreneurship
2. PAPP 5367: Strategic Public and Nonprofit HR Management

Suggested:

3. PAPP 5357: Strategic Management and Planning in Public and Nonprofit Services
4. PAPP 5358: Ethics in the Public Sector

Emphasis Area 2: Budget, Finance, and Economic Policy

This track is designed to equip students with advanced knowledge and expertise in the critical areas of public financial management, budgeting, fiscal policy, and economic analysis. It offers an interdisciplinary approach that integrates theory and practical applications, preparing students for research-based and academic positions and leadership roles in government and non-profit organizations.

Course List (2 required courses + 1 approved elective)

Required:

1. PAPP 5329: Financial Management
2. PLAN 5328: Public Budgeting

Suggested:

3. PAPP 5324: Urban Public Finance
4. PAPP 5320: Cost-Benefit Analysis

Emphasis Area 3: Policy Design and Evaluation

The Policy Design and Evaluation emphasis area focuses on the composition,

examination, and assessment of public policy. It provides PhD students with the skills necessary to appropriately engage in policy design, policy analysis, and program evaluation, equipping them with tools for success in public, private, and non-profit sector roles where research skills are needed. Applied analytical skills are in increasingly high demand in a workforce where continual reassessment of operational outcomes is the norm. PhD candidates in this track will acquire expertise in policy research, preparing them for public sector evaluation, private sector consulting, and other analytical roles involving rigorous analysis of public action.

Course List (2 courses + 1 approved elective)

Required

1. PAPP 5345: Evaluation Research
2. PAPP 5392: Applied Policy Analysis

And

1. 1 approved elective (must be an upper-level graduate course approved by students' faculty advisor)

Emphasis Area 4: Community Development and Social Equity

The Community Development and Social Equity emphasis area aims to train students to identify community needs and leverage theoretical and practical skills to apply community solutions. PhD students will gain skills to enhance the development of community-based programs and social equity initiatives. This emphasis area also offers PhD students exposure to best practices for relationship-building and community engagement strategies for sustainable community partnerships.

Course List (2 courses + 1 approved elective)

- Required:

1. PAPP 5355 Nonprofit Organizations in Public Policy
2. PAPP 5313 Community Development/ PLAN 5324 Community Development

Suggested:

3. PAPP 5345 Evaluation Research
4. PAPP 5358: Ethics in the Public Sector

PAPP intended course sequence by semester and year (please note that the course sequence may vary every year due to faculty availability and student enrollment):

First Year

Fall Semester (1st Semester):

- PAPP 5306 / PLAN 6307 – The Urban Economy (3 credit hours)
- PAPP 6320 – Advanced Organization Theory (3 credit hours)
- Elective 1 (3 credit hours)

Spring Semester (2nd Semester):

- PAPP 6311 – Advanced Public Policy Formation and Analysis (3 credit hours)
- PAPP 6315 - Public Administration Theory (3 credit hours)
- PAPP 6342 / PLAN 6317 – Intermediate Data Analysis (3 credit hours)

Total for Year 1: 18 credit hours

Second Year

Fall Semester (3rd Semester):

- PAPP 5344 / PLAN 6347 – Qualitative Methods (3 credit hours)
- PAPP 6346 – Advanced Data Analysis in Urban and Public Affairs (3 credit hours)
- Elective 2 (3 credit hours)

Spring Semester (4th Semester):

- PAPP 6301 – Theoretical Foundations and Ph.D. Workshop (3 credit hours)
- PAPP 6326 – Public Budgeting and Finance (3 credit hours)
- Elective 3 (3 credit hours)

Total for Year 2: 18 credit hours

Third Year

Fall Semester (5th Semester):

- PAPP 6399, 6699, or 6999 – Dissertation (3–9 credit hours)

Spring Semester (6th Semester):

- PAPP 6399, 6699, or 6999 – Dissertation (3–9 credit hours)

Fourth Year

Fall Semester (7th Semester):

- PAPP 6399, 6699, or 7399 – Dissertation / Doctoral Degree Completion (3–6 credit hours)

Total Hours Required for Graduation: 48

Course Enrollment Requirement

Full-time students are expected to take 9 credit hours per semester. A full-time student taking 9 credit hours per long semester can expect to complete the required courses within two academic years. Part-time doctoral students in the program, who are engaged in professional careers/employment outside of school, are expected to enroll in at least 6 credit hours per long semester (Fall & Spring). Please note that doctoral students cannot take online courses. When a 5000 and 6000-level of any PAPP is offered, PAPP PhD students are required to enroll in the 6000-level course. Upon completing all required courses (30 hours), students sit for their written comprehensive examination. The comprehensive examination is an integrative exam that blends public policy issues with public administration.

PAPP Diagnostic Advisory Committee (DAC) & Evaluation

Diagnostic Chair

Students are assigned an initial faculty advisor upon joining the program, also known as the Diagnostic Chair, based primarily on their research interests. Students are expected to meet with their advisors/diagnostic chairs before registering in courses for advice. They also need to complete the Milestone Agreement Form with their advisors/diagnostic chairs. This form can be obtained from the graduate advisor. Then, at the end of their first year of study, students add two additional faculty to form their diagnostic advisory committee (DAC) to help guide them through their course of study. This diagnostic committee of at least 3 tenured/tenure track faculty members review the student's academic progress and facilitate the diagnostic evaluation at the completion of 18 hours of coursework.

Diagnostic Evaluation

During the student's first year of doctoral program work, the student must demonstrate potential to successfully complete a degree program. The diagnostic evaluation assesses the student's potential and is in the form of an oral examination/presentation to the diagnostic committee members. Students should meet with their faculty advisor/diagnostic chair to discuss the scheduling their diagnostic evaluation. The diagnostic chair provides guidance on presentation length, format, and required content. Typically, students schedule approximately 2 hours for this evaluation, prepare a 30 minutes oral presentation with a slide deck, where they discuss their planned and completed coursework, professional development activities, dissertation research plan, and a plan towards graduation. The committee examines the student and submits a report. Results of the diagnostic evaluation may be 1) approval to continue in the doctoral program; 2) approval to continue with additional requirements specified by the committee ; 3) failure, but with permission for assessment through a second diagnostic evaluation after a specified period; or 4) failure and termination in the program. The student must be enrolled in the graduate program in the term in which he/she completes the diagnostic evaluation. The results of the diagnostic evaluation must be filed in the Office of the Registrar no later than after completion of 18 credit hours of coursework while enrolled in a doctoral program at UT Arlington.

Diagnostic Evaluation Report: https://cdn.prod.web.uta.edu/-/media/project/website/cappa/documents/public-affairs-and-planning/diagnostic_evaluation_form.pdf

Waivers or Substitutions

Per UT Arlington policy, no course that has been applied to a completed degree—whether at the graduate or undergraduate level—may be counted again toward another degree, either directly or through substitution. However, graduate-level coursework completed at a recognized doctoral-granting institution in the student's major field may demonstrate competency in equivalent UTA courses.

If competency is demonstrated, certain course requirements may be waived upon recommendation of the student's faculty advisor and with approval of the PAPP Program

Director. Only courses completed with a grade of B or higher will be considered for waivers. Waived courses must be reflected in the student's official academic plan. Note: waivers do not reduce the total number of credit hours required for the doctoral degree. Substitutions are generally not permitted in the PAPP Ph.D. program.

Milestone Agreement

Entering students should meet with their faculty advisor in the first 2-3 weeks of their program to complete their Milestone Agreement. As a part of this process, the university requires that the Milestone Agreement be completed before the end of the second semester of enrollment. Registration for additional coursework will be blocked until the Milestone Agreement is on file with the Staff Graduate Advisor.

PAPP Comprehensive Examination

Students are eligible to take the written comprehensive examination after having completed all coursework requirements for a degree. The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on dissertation research and preparation. The student must be enrolled in the term in which he/she takes the comprehensive examination.

The PAPP comprehensive exam is a closed book 2 day written examination designed as follows:

	Morning	Afternoon
Day 1	Section A: Policy	Section B: Public Administration & Organizational Theory
Day 2	Section C: Methods	Section D: Synthesis

Students are provided with a computer with no access to the Internet. Access to cell phones, other portable electronic devices, personal belongings, notes, or any other materials during the exam session are prohibited. Any exceptions to this policy will require official documentation justifying the request (medical or health documentation) and must be approved by the program director. The exam is closed note with the exception of a non-annotated bibliography that the students prepare and submit to the staff graduate adviser well in advance of the exam. The staff graduate adviser examines the bibliographies to ensure they are not annotated and then save each student's bibliography onto a digital folder that will be provided to the student at the exam. Students may have as many cited sources as they wish and organize them in any number of ways. In the past, some students have organized them by general subject areas, with some sources cited numerous times, while others simply had a long list of citations. Students copy the citations from the bibliography and paste it into the exam while answering the question. Time is not permitted after the exam period to copy and paste.

Taking the comprehensive examinations is a very challenging endeavor, as they are a test of students' knowledge of the field, not just material from their coursework, but the domain of the field exemplified by the coursework. It is worth emphasizing the importance one should place on the exam process. Comps are NOT just a big final exam. Students expecting to take their exams should be seeking the advice of their diagnostic advisory committee in preparing, including studying suggestions. As a preparation aide, all students approved to take comprehensive exams may request a set of sample questions approved by the PAPP faculty. These will be made available by the advisory committee chair or Program Director. However, the samples should only be used as a guide as to what to expect - the same questions are extremely unlikely to appear on your actual exam (though their subject matter may). However, under no circumstances will previous exams or answers be given to students, and students are not allowed to obtain copies of previous exams from other sources. Students should expect to devote at the very least a couple of months of calendar time to preparing.

Comp Exam Committee: A three-person comprehensive exam committee will select exam questions. Committee members will select questions from a department-approved test bank generated by the PAPP faculty. The Committee's composition will be three anonymous PAPP faculty. The responsibility for compiling, finalizing, and grading rests with the Exam Committee. The Committee formally votes on the outcome of the student's exam after each committee members reviews the exams using a rubric. The Committee reviews exams blindly - student names are hidden from graders. After the review, the committee decisions are sent to the Program Director who then works with the staff graduate adviser to communicate the results to the students.

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

Dissertation Supervisory Committee (DSC)

Upon successful completion of the written comprehensive examination, students form a three-member Dissertation Supervisory Committee (DSC) and prepare their dissertation proposal. Students can continue with the same members from the Diagnostic Advisory Committee or that committee may be altered or expanded to accommodate their dissertation research needs. The dissertation committee must be a minimum of three tenured or tenure-track voting faculty members from the department. One qualified external person who is not a member of the graduate faculty may serve as a voting member of a supervising committee if nominated by the Public Affairs Committee on Graduate Studies and approved by the Graduate Studies Office. All voting and non-voting external members of the committee must be approved by the Graduate Dean.

The supervising committee is responsible for providing feedback regarding the student's

dissertation including dissertation proposal, attending the proposal and dissertation defenses, and determining the results of the student's defense.

PAPL Faculty Profiles and Contact Information

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

Changes to a Dissertation Supervisory Committee

Only in extenuating circumstances may the student petition a change of Chair of a Dissertation Supervisory Committee. The petition should be made in writing to the PAPP Graduate Studies Committee stating the reasons. If a student changes the Chair of the Dissertation Supervisory Committee before or after the dissertation proposal has been defended, a new research proposal may be required.

PhD Candidacy

Dissertation Proposal

Students must also work closely with their dissertation supervisor/chair and committee to develop their dissertation proposal. Given the research topic and preparedness of the student, the faculty committee may recommend that the student take additional courses that contribute to the student's dissertation.

A formal oral proposal defense must be held, and the proposal must be formally approved by the dissertation committee before the student may continue to complete the dissertation. Guidelines for the dissertation proposal are available in the Ph.D. Student Handbook. Successful completion of the dissertation proposal advances the student to the status of candidacy.

CAPPA Dissertation Proposal Defense form (Appendix 2 of the PAPP Ph.D. Handbook):

<https://cdn.web.uta.edu/-/media/project/website/cappa/documents/academics/planning-and-public-affairs/dissertation-proposal-defense-report.ashx>

Registration Requirements for Dissertation

A student receiving advice and assistance from their Dissertation Supervisory Committee (DSC) in the preparation of a dissertation must register for the appropriate 3-, 6- or 9-credit hour PAPP dissertation course. For example, PAPP 6399, PAPP 6699, and PAPP 6999. Once the student is enrolled in the dissertation course, continuous enrollment is required. The student must accumulate a minimum of 9 dissertation hours to graduate. International students must enroll in PAPP 6999 every long semester (Fall & Spring) to be compliant with their visa status. Doctoral students must enroll in a minimum of 3 dissertation hours (PAPP 6399) every long semester (Fall & Spring). Once the student's committee has

reviewed the completed dissertation and agreed that the student is ready to defend, the student may enroll in PAPP 7399 Doctoral Degree Completion.

The Dissertation Completion course (7399) may only be taken two times. If a student does not complete their doctoral degree and graduate during the second attempt in 7399, they must enroll in 6699 in subsequent terms to complete the requirements for their degree. Failure to maintain continuous enrollment may invalidate previous dissertation work.

Dissertation courses are graded on a Pass/Fail (P/F) basis. A grade of R (Research in Progress) is assigned before final defense; P is awarded upon successful defense. The PAPP 6399 course does not allow a P grade and cannot be used during the defense semester; PAPP 6699, 6999, or 7399 must be taken in the defense semester.

UT Arlington Continuous Enrollment Policy:

<https://catalog.uta.edu/academicregulations/registration/#graduatetext>

Dissertation Course Grading

Dissertation courses are graded on a pass/fail basis. A grade of R (research in progress) is given for dissertation courses before the semester in which the Dean of the Office of Graduate Studies accepts the dissertation. The grade of R is a permanent grade that does not carry any credit value.

Dissertation

The dissertation represents the culmination of the student's academic efforts and so is expected to demonstrate original and independent research activity and be a significant contribution to knowledge. Upon the successful defense of their dissertation proposal, the student is required to submit an application to the UT Arlington's Institutional Review Board if their research involves human subjects. The student continues to work closely with her/his dissertation committee to the completion of the dissertation.

The Office of Graduate Studies offers Dissertation Seminars/Workshops each semester and encourages all Dissertation students to attend.

Dissertation Defense

The dissertation defense is a public oral examination open to all members (faculty, students, and invited guests) of the University community. Questioning of the candidate will be directed by the student's Dissertation Committee. All members of the student's committee must be present at the defense. Although the defense is concerned primarily with dissertation research and its interpretation, the examining committee may explore the student's knowledge of areas relevant to the core of the dissertation problem.

The student is responsible for downloading the appropriate forms (the Request for Dissertation Defense form, Dissertation Rubrics form, and the Dissertation Defense

Report Form) and making them available to the Committee Chair promptly. In addition, the student must schedule a mutually agreed upon defense date with committee members and should expect to accommodate the members' schedules. Since many faculty members are not available during the summer months, students planning to defend their dissertation should carefully plan their schedule and consult with her/his committee on their availability and allow for enough time for the committee to review the dissertation and provide comments to the student in preparation for the defense. The complete dissertation must be provided to the committee at least two weeks before the scheduled defense date.

The Request to Hold the Dissertation Defense (Final Doctoral Examination) must be filed at least two weeks prior to the defense date, and the defense must be scheduled during the semester in which the student plans to graduate. Failure to adequately plan for the timely completion of the dissertation may delay the defense and graduation. This delay may require the student to pay tuition for additional semesters. The student must review UTA's Graduation and CAPPA deadlines to ensure they are met to graduate on time.

The dissertation defense may result in a decision that the candidate has

- 1) passed unconditionally;
- 2) passed conditionally with remedial work specified by the committee;
- 3) failed, with permission to be re-examined after a specified period; or
- 4) failed and dismissed from the program.

The dissertation must be approved unanimously by the student's Dissertation Supervisory Committee and by the Dean of Graduate Studies. If a student's dissertation defense receives decision 2 or 3 (above), the student will work with their supervisory chair to determine an appropriate course of action. The completed Dissertation Defense Report form must be submitted by the Committee Chair to the Office of the Registrar following the defense.

UTA's Virtual Graduate Advisor contains the required information on important dates, doctoral degree requirements, and specifics on the mechanical check of dissertations and final submission criteria.

For more information on formatting theses and Dissertations, visit:

<https://libraries.uta.edu/services/thesis-dissertation>

All required forms are located here (scroll down to the end of the page):

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

Dissertation Manuscript Format, Final Submission and Archiving

Students pursuing a doctoral degree must submit an acceptably formatted manuscript to the UTA Library before the degree can be conferred. Details regarding dissertation formats can be found on the UT Arlington Library website.

Time Limit

All requirements for the doctoral degree must be completed within four years after the student unconditionally passes the comprehensive exam. Students who exceed the published time limits for completing the graduate degree but wish to graduate must petition the Academic Dean for an exception to the time limit policy.

Dissertation Format

All PAPP Ph.D. students are required to successfully defend a dissertation. The dissertation represents the culmination of the student's doctoral efforts. It is expected to demonstrate original and independent research and make a significant scholarly contribution to the field. Students can complete a traditional, monograph-style dissertation or a three-article-based dissertation. For the three articles-based dissertation, the following requirements apply: the document must contain three manuscript-style chapters—one accepted for publication, one in revise-and-resubmit status, and one ready for submission at defense; manuscripts must be thematically related, include introductory and concluding chapters to ensure coherence, use consecutive pagination, and the student must be lead (or sole) author on all manuscripts.

Additional guidelines and formatting details:

<https://libraries.uta.edu/services/thesis-dissertation>

Monograph-Style Dissertation

The monograph-style dissertation is the canonical form of a dissertation. It contains a series of related chapters written principally to satisfy the degree requirements. Common elements of a dissertation include an introduction chapter, followed by a chapter that provides an extensive literature review relevant to the research problem(s) of the dissertation, a methodology chapter, chapters that convey the analysis results and findings, and a concluding chapter, which summarizes the work and explores its broader meanings and interpretations. Each chapter's content in a monograph-style dissertation exists to provide the background and basis of later chapters. The chapters in a dissertation should be interconnected. The Monograph-Style Dissertation has long

been accepted at UT Arlington.

For more information visit <https://libraries.uta.edu/services/thesis-dissertation>.

For official guidance and formatting manuals see UTA Graduate School's thesis & dissertation resources, including the "Monograph Based Thesis/Dissertation Manual": <https://resources.uta.edu/gradschool/advisors/thesis-and-dissertation-forms.php>

Three Articles-Based Dissertation

A key difference between a monograph-style and a three articles-based dissertation is in the formatting. An article-based dissertation may contain manuscripts written to conform to the standards of the intended publishers. With few exceptions, these formats can be preserved in the dissertation, even if the format varies between the manuscripts. The only change that must be made is the page numbers of the papers, which must continue consecutively throughout the dissertation.

The article-based dissertation is made of chapters that contain complete manuscripts which may be in preparation for publication, in press, or published. The manuscripts may be for scholarly peer-reviewed journals, scholarly peer-reviewed book chapters, or another scholarly peer-reviewed research approved by the student's committee. Pay-to-print, or predatory journals, even if they are peer-reviewed, are not acceptable. Other "open access" journals may be permitted, but they must be vetted and approved by the student's committee. For a CAPPA PhD student, at least one paper must have been accepted for publication, one can be in the revise and resubmit phase, and the third must be ready for submission, with approval of the dissertation committee, after the dissertation defense. All submitted papers must be written under the supervision of the student's dissertation committee. The original purpose for writing these manuscripts may or may not have been to satisfy current master's or doctoral degree requirements. Nonetheless, they may be used to demonstrate the author's capacity for independent scholarship and his or her contribution to knowledge.

Coherence across the chapters of article-based dissertations is of major concern because the dissertation must not be a collection of unrelated manuscripts. The manuscripts must address related issues. In addition to the careful selection of manuscripts, an article-based dissertation must include introductory and concluding chapters that show readers how the articles relate to each other and contribute to the central theme of the dissertation. The common theme or problem that the manuscripts address is identified and discussed in the introductory chapter.

The final concluding chapter discusses the theme or problem considering the information contained in the manuscripts and provides an opportunity for the writer to explore the broader implications of the work. In the article-based option, the chapters are entire research papers as prepared or accepted for publication.

The organization of chapters takes this form: Chapter 1: General Introduction; Chapter 2: Paper 1; Chapter 3: Paper 2; Chapter 4: Paper 3; Chapter 5: General Discussion/Conclusions.

The use of published research for this style requires adherence to additional requirements regarding authorship, co-authorship, copyright permission, and formatting.

Authorship

The dissertation's author must be the primary author of the articles included in the dissertation document. Co-authored articles may be included if the dissertation author is the first author. The dissertation writer and co-authors' contributions to the paper must be clearly stated in the dissertation. Descriptions of the co-authors' contributions are presented in a subsection of the dissertation's introductory chapter.

Copyright Permission

If the article has been published or has been accepted for publication, the author must secure written permission from the publisher (who owns the copyright to the paper), giving the author permission to use the material in the dissertation. Contact the Thesis and Dissertation Desk at the UTA Library for information on how to obtain it. Permission to use material must be indicated at the beginning of each chapter containing copyrighted material.

Co-author Permission

Co-authors should be informed of the dissertation writer's intention to use co-authored work in their dissertation and co-authors should agree to permit it.

To meet dissertation requirements, students pursuing the article-based dissertation must have by the time of their dissertation defense at least: one article accepted, one in the revise and resubmit stage, and one formally submitted as a refereed journal article or book chapter.

For current formatting and authorship requirements, refer to:
[UTA Graduate School Article-Based Dissertation Manual](#)

Summary and Recommended Timing for PAPP students

• Step	• Timing	• Progress
1	• At Admission	• Program assigns Faculty Advisor
2	• By end of 2nd semester	• Form Diagnostic Advisory Committee (DAC) and completes Milestone Form
	• After 18 credit hours	• Diagnostic Evaluation with DAC
3	• By 4th semester (or 39 credit hours; ~6.5 semesters for part-time students)	• Coursework Completion
4	• First long semester after coursework completion (Fall or Spring)	• Take Comprehensive Examination
5	• Upon successful completion of Comprehensive Examination	• Forms Dissertation Supervisory Committee (DSC) and begins work on dissertation proposal
6	• ~5th semester	• Enrolls in dissertation credit hours and prepares dissertation proposal
7	• ~5 th - 6 th semesters	• Presents and defends dissertation proposal; advances to candidacy
8	• ~6 th - 8 th semesters	• Enrolls in dissertation hours and continues dissertation research and writing
9	• ~8 th semester (final semester)	• Enrolls in PAPP 7399; conducts dissertation defense
10	• By 4th or 5th year (must graduate within 4 years after passing comps)	• Graduation (petition required if exceeding time limit)

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

**If the student chooses the 3 articles-based dissertation option, it is recommended that the student begins work on the papers during the coursework phase.

For more information: <https://cdn.web.uta.edu/-/media/project/website/grad-school/documents/outline-of-steps-required-to-earn-a-doctoral-degree-revisions.ashx?revision=59514a12-28f2-4334-8320-786dc8ce11a3>

STUDENT RESPONSIBILITIES

Making Adequate Progress toward Graduation

All CAPPA Ph.D. students should be aware of the advising process and the role and functions of the Staff Advisors as well as their respective Advisory, Diagnostic or Dissertation Committees. The goal of the advising process is to ensure that students remain in good academic standing and make satisfactory progress toward graduation through the following:

- General advice and information about program requirements and electives.
- Semester reviews between Ph.D. students and their advisory/diagnostic committee chair.
- Student degree plan review to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on the milestone form; determining if modifications are necessary.
- Clarification on the timetable for completing any remaining course requirements, examinations, and other requirements.
- Assistance in assembling a Dissertation Supervisory committee.
- Assistance in understanding the requirements for successful completion of the dissertation.
- Suggestions and recommendations that help optimize the student's career opportunities and success.

Maintaining Student Enrollment

Students must pay all fees by the census date (as listed in the academic calendar). Failure to pay the required school fees by the deadline means that a student will be dropped from the class rolls and will be ineligible to receive course credit. See the UTA academic calendar for important [deadlines](#).

Maintaining an Adequate Grade Point Average (GPA)

The University requires a 3.0 grade point average (GPA) in all coursework taken as a graduate student. Our PAPL department requires a 3.5 GPA for full-time students, and if the student's GPA falls below a 3.5 GPA, the student will automatically be placed on academic probation. If placed on academic probation, the student is no longer eligible to hold a research or teaching assistant position; thus, the student may lose her/his support while on probation. Students on probation have one long semester to raise their GPA.

Graduate GPA requirements and probation policy link:

<https://catalog.uta.edu/academicregulations/degrequirements/graduate/>

CAPPA Deficiency Point System

The CAPPA Committee on Graduate Studies (CGS) approved a policy whereby doctoral students who accumulate 4 deficiency points during their Ph.D. program may be dismissed. Students who complete a CAPPA master's degree will not carry deficiency points into their Ph.D. work. Deficiency points may not be removed from a student's record by repeating a course or through additional coursework. Deficiency points may be accumulated in the following manner:

F = 3 deficiency points

D = 2 deficiency points

Incompletes = 1 deficiency point

Withdrawals = 0.5 deficiency point

Ph.D. students who do not complete all requirements for the doctoral degree within four years after passing the field examination will accrue 1 deficiency point per year beyond the four-year mark.

Termination due to inadequate academic progress is a decision made by the Program's Director and Graduate Studies Committee. A student's Dissertation Supervisory Committee Chair may recommend to the program's Director and to the Graduate Studies Committee termination of the student's enrollment in the Ph.D. program. A student may petition the decision with evidence and a plan for completing the program.

Incomplete grades are typically used when a student has satisfactorily completed a substantial part of the coursework (more than 2/3 of the coursework) and when, due to extenuating circumstances, the student is unable to complete all the assigned work. Students eligible to petition for an incomplete grade must use the Incomplete Application form, secure all signatures, and include the instructor's description of the work to be performed. Once completed, the form must be filed with the Staff Graduate Advisor. The form can be found here:

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

Official source: UTA CAPPA Deficiency Point and Time Limits Policy

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

Time Limits and Statute of Limitations

All requirements for the doctoral degree must be completed within four years after the

student passes the comprehensive examination.

Termination due to inadequate academic progress is a decision made by the Dissertation Supervisory Committee Chair, the Program Director, and the Graduate Studies Committee. A student's Dissertation Supervisory Committee Chair may recommend to the Program Director and to the Graduate Studies Committee termination for failure to prepare dissertation proposal, prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time. Such decisions to terminate a student must be communicated to the Dean of CAPPA in writing giving the specific reasons involved, all warnings provided to the student, a description of the procedures and actions leading to the recommendation, and the recorded votes of the Program Director and Graduate Studies Committee. The student may appeal his or her termination to the Dean of CAPPA in writing within one year of the date of the decision by the Program Director and Graduate Studies Committee. The student may continue enrollment during the termination process (Approved by UT Arlington Graduate Assembly 2-15-07).

For current policy references, visit:

<https://catalog.uta.edu/academicregulations/academicstanding/>

https://resources.uta.edu/gradschool/_documents/faculty/Essential%20Information%20for%20UTA%20Faculty%20and%20Staff%20Regarding%20PhD%20Students.pdf

Adhering to Graduation and CAPPA Deadlines

Not being aware of these deadlines can seriously hinder the student's degree progress. It is the student's responsibility to be aware of deadlines and complete the necessary forms.

- Students should monitor graduation and project deadlines identified by Graduate Studies [Information for Current Students'](#)
- Complete their "Milestone Agreement" with their major professor by the end of their first semester.
- Download, complete, and obtain faculty member signatures for the various UTA forms required for degree progress and graduation. See: <https://resources.uta.edu/gradschool/advisors/forms-for-doctoral-students.php>
- Application for Graduation forms must be completed through your MyMav account.
- Consult with the Program Advisor at the beginning of each semester to check degree progress and get assistance in selecting courses.

PREPARING FOR ACADEMIC SUCCESS

Typically, graduate-level classes require between three and four hours of preparation for every one hour spent in the classroom. For a three-hour class, this means nine to twelve hours of study time. The part-time student must be especially careful in planning her or his course load. Class discussion is a vital component of graduate courses, and each student is expected to actively engage in class discussion. If the student fails to keep up with course requirements or to participate fully, the student's grade may be negatively affected.

IRB (Institutional Review Board)

Graduate students who will be conducting research involving human subjects must obtain permission from UTA's Office of Regulatory Services. A human subject is as a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual; or (2) identifiable private information. The IRB application process is entirely done online, and students will need their UTA username and password to access the system. Students should work closely with their dissertation committee on this process as the Dissertation Chair will need to review the IRB proposal online before it can be submitted to the IRB administrator. For more information, click <https://resources.uta.edu/research/regulatory-services/human-subjects/index.php>

Compliance with these policies is critical for students planning to conduct interviews, focus groups, etc. for dissertations. If the student's research project involves more than using secondary data such as Census Bureau information or other publicly available data, then the student might well be required to receive training and obtain approval from the Office of Research Integrity and Compliance before conducting research. Certification training can be obtained online and usually takes only a few hours. For more information, click <https://resources.uta.edu/research/regulatory-services/rcr/index.php>

Preparing Professional-Quality Papers and Presentations

Written assignments and presentations in graduate school are expected to be of professional quality. Students must carefully edit and proofread written work for stylistic, spelling, and grammatical errors and ensure clarity of thought. Bibliographical references and footnotes must conform to the citation style required by the instructor.

Completing Assignments on Time

The student is responsible for the timely completion of assignments in accordance with course syllabus. Students in their final term must be especially vigilant about completing assignments on time to avoid an Incomplete course grade that would interfere with graduation plans.

Honoring Classroom Etiquette

Class discussion should always be collegial. No student or group of students should dominate the discussion. Use of electronic devices in the classroom can be distracting to the instructor or fellow students. The instructor's permission should be requested before using a recorder as lectures are proprietary information, and recorded discussions may inhibit some students from participating freely.

Students should always turn off (or mute) cell phones, PDAs, or pagers during class.

Complying with UTA and CAPPA Policies

The UTA Graduate Catalog states: "All students are expected to obey the civil and penal statutes of the State of Texas and the United States, the Regents' Rules and Regulations of The University of Texas System, the rules and regulations of the University, and the orders or instructions issued by an administrative official of the University or The University of Texas System in the course of their duties and to observe standards of conduct that are compatible with the University's functions as an educational institution."

In accordance with the Rules and Regulations of the Board of Regents of The University of Texas System ([Rule 50101](#)), institutional procedures regarding allegations of scholastic dishonesty are outlined in Part Two, Chapter 2, of the [UT Arlington Handbook of Operating Procedures](#). Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation to suspension or expulsion from the University.

For a complete discussion of UT Arlington's academic dishonesty and associated disciplinary procedures, see <https://policy.uta.edu/>

Complying with UTA's e-Culture Policy

UTA has adopted the student's university e-mail address as an official means of communication with students. Through e-mail, UTA provides students with relevant and timely information designed to facilitate student success. Essential information concerning registration, financial aid, payment of bills, and graduation may be sent to students through e-mail. All students are assigned an e-mail account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) can activate their e-mail account 24 hours after registering for courses. Students use this account with no extra charge, and it remains active if a student is enrolled at UTA. Students are responsible for checking their e-mail regularly as all official communications are sent through this email. To activate their email accounts, students should go to the OIT webpage: <https://oit.uta.edu/index.php#oit-services>

PAPL PRINCIPLES OF COMMUNITY

We, as members of the Department of Public Affairs and Planning, are committed to the advancement of knowledge, innovation, creative activity, design, and the pursuit of excellence. We cultivate positive relationships and foster a community of scholarship through the practice of our shared values of Leadership & Service, Mutual Respect, Dialogue, Collaborative

Relationships, and Diversity & Inclusion. Our community of faculty, staff, students, and administrators aspire to these values and practices as ethical guiding principles for the Department of Public Affairs and Planning.

Leadership + Service

We utilize our collective expertise and professional knowledge through engagement and interaction with communities to provide leadership through service. We foster an active learning environment conducive to nurturing future leaders.

Mutual Respect

We affirm that in times of differing opinions and potential disagreements, members of our community build trust by striving for respectful communication and practicing collegial discourse to genuinely understand diverse perspectives.

Dialogue

We believe dialogue is an essential process to establish reciprocal lines of communication. Open dialogue begins with transparency and collegial engagement and is exemplified by cultivating an environment of mutual exchange. Critique, an integral part of our discipline and pedagogy, is to be constructive, creative, thoughtful, and challenging.

Collaborative Relationships

We seek collaborative relationships that share the common goal of improving the built environment. We believe that collaboration leads to remarkable discoveries, an expansion of knowledge, and innovative solutions.

APPENDIX 1: LIST OF RESOURCES

CAPPA Resources

CAPPA-Ph.D. listserv – CAPPA maintains this listserv to transmit announcements, distribute job announcements, and as a vehicle for open discussion of university and public issues. All CAPPA faculty, students, and staff have access to CAPPA-L postings and may post messages. All CAPPA students are automatically subscribed to the listserv (via their UTA e-mail addresses) early in their first semester.

UTA Resources

A-Z Index on the UTA home page. The index is helpful in finding university offices and services.

1. Graduate School: <https://www.uta.edu/academics/schools-colleges/gradschool>
2. Academic Calendar: <https://www.uta.edu/academics/academic-calendar>
3. UTA Library: <https://libraries.uta.edu/>
 - Extensive collection of books and journals (including many electronic volumes) on all aspects of urban affairs, urban planning, public policy, and public administration.
 - Central Library is a short walk across Cooper Avenue; Architecture Library is on the first floor of the CAPPA building.
 - [Reference librarians](#) – Assistance with online databases and journals as well as printed materials. Accessible face-to-face (Central Library, 2nd floor) and via phone (817-272-3394), e-mail, web chat, and IM
 - [Interlibrary Loan](#) – Retrieval of journal articles and books not available in the UTA collection (usually free).
 - [Tutorials and Guides](#)
 - Librarians dedicated to the College of Architecture, Planning & Public Affairs:

CAPPA	Morgan Rowe-Morris	817 272 0212	morgan.rowemorris@uta.edu
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4. Division of Student Success (<https://www.uta.edu/student-success>)The University supports a variety of programs to help students connect with the University and succeed academically, socially, and personally. They include learning assistance, developmental education, advising and mentoring, and assistance with admissions, transition, and obtaining federal funding.
5. Office of International Education (<https://www.uta.edu/student-affairs/oie>)
– Provides resources and assistance for international students.
6. Graduate Student Senate (<https://www.uta.edu/student-affairs/student->

[governance/programs/graduate-student-committee](#)) Provides information about general issues, rights, and welfare of graduate students. With representation from all UTA departments and colleges, the GSS addresses policy and programming issues that are important to graduate students.

Scholarships

UTA Funding Opportunities

There are several types of financial aid offered:

- Graduate Assistantship
- CAPPA Scholarships are available through [MAV Scholarshop](#)
- Please review specific scholarship requirements for the following:
 - Edward S. Overman Urban Scholarship
 - R.L. “Jerry” Mebus Public Service Scholarship
 - George C. Campbell Endowed Scholarship
 - John W. Jackson, Jr. Endowed Scholarship
 - Jerry and David Tees Scholarship
 - Delbert A. Taebel Scholarship
 - Paul Geisel Scholarship
 - Trey and Shana Yelverton Endowed Scholarship
 - Richard L. Cole Memorial Graduate Fellowship in Public Affairs

Financial Aid Resources

Information on non-CAPPA financial aid opportunities can be found here.

1. [UTA Financial Aid Office](#)
2. [UTA Office of Grant and Contract Services](#): maintains an extensive list of funding opportunities.

Professional Organizations

Joining one or more professional organizations provides important networking opportunities, and some memberships include free or discounted subscriptions to top journals in their respective fields as well as discounted registration fees for annual conferences. Most of these organizations offer resources geared specifically to students and job seekers and offer scholarships and prizes for outstanding student publications. Most also have specialty sections (such as divisions, interest groups) focusing on important topics. Attending an organizational conference is an excellent way to get to know the discipline. Presenting a paper at a conference is an excellent way to showcase work, receive feedback, and get practice in public speaking.

Some of the main organizations relevant to PAPP doctoral students are:

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

Scholarly Journals:

Some Relevant Publications/ Journals include:

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

- 23. Journal of Organizational Behavior
- 24. Public Opinion Quarterly
- 25. Journal of Public Affairs Education
- 26. Public Money & Management

Student Organizations

Phi Alpha Alpha (PAA): PAA is a prestigious national honor society for public affairs and administration. The organization annually holds both a leadership-training conference and a competition for the best student paper in the field. The CAPPA chapter sponsors officer attendance at the conference. It also sponsors activities for its members that provide hands-on experience and networking opportunities in public administration. Membership is limited. The faculty advisor is Dr. Joseph Portugal (joseph.portugal@uta.edu).

The CAPPA Ph.D. Consortium: The Consortium will provide academic and professional skill-building and peer mentorship activities for CAPPA Ph.D. students. Its purpose is to stimulate research-related academic and relevant professional discussions and peer guidance among CAPPA Ph.D. students to support their research progress and development. The Consortium also seeks to provide opportunities for teaching, publication, presentation, and research funding for its members. The CAPPA Ph.D. Consortium represents and advocates for the needs of CAPPA Ph.D. students to communicate their concerns, offer feedback to the administration, and ensure successful completion of the Ph.D. degree. The main purpose of the organization is to stimulate research-related academic and professional discussions and to motivate peer engagement towards greater student support through the long and rigorous research process.

Membership in the CAPPA Ph.D. Consortium is open to all CAPPA Ph.D. students and currently has three active leadership positions with a potential for more in correspondence with student interest. Leadership positions within the CAPPA Ph.D. Consortium are year-long appointments. The office of the president alternates yearly between UPPP and PAPP students. Elections are held at the beginning of the fall semester. The faculty advisor is Dr. Karabi Bezboruah (bezborua@uta.edu)

Students for the New Urbanism (SNU): The Students for the New Urbanism at UTA is the first student chapter of the Congress for the New Urbanism (CNU) in Texas. Founded in November 2012 at CAPPA, the chapter's mission is to be a forum for exploring, evaluating and discussing the principles of the New Urbanism; raise issues about the built environment and how New Urbanism can address them, support local community initiatives which advance New Urbanism as a design alternative, and organize and conduct events that promote the organization's goals. Membership is open to graduate and undergraduate students, faculty and staff interested in fostering the growth of healthy, prosperous, and culturally vibrant communities; and in planning and developing livable cities for everyone. SNU strives to be a forum for professional networking between students and working professionals in the Dallas-Fort Worth Metroplex and beyond. The national chapter Facebook page is [here](#).

Women's Transportation Seminar (WTS): The Women's Transportation Seminar (WTS) UT-Arlington Student Chapter is made up of male and female students interested in the transportation field. Its main goal is to advance students in the transportation industry. WTS is an international organization with more than 4,000 members in the U.S. The local organization is the Greater Dallas/Fort Worth Chapter. The UTA Student Chapter offers networking opportunities, speakers, and is working on establishing a mentoring program so students can get first-hand experience in the transportation field. Links to

[WTS International](#)
[Greater DFW Chapter](#)

Campus Resources for Improving Writing

CAPPA graduates typically enter careers that require a high degree of fluency and competency with both spoken and written English, and many CAPPA students need assistance in improving their writing skills. Students must seek guidance from their faculty advisors for courses on professional writing. If students need additional direction in writing, resources available at UTA include:

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

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

Writing courses other UTA academic programs – Courses are offered by the English Department, the School of Business Administration, and the Center for Bilingual and ESL (English as a Second Language) (English as a Second Language) Education. These courses will not yield CAPPA credit, but they will help the student improve her/his performance in CAPPA courses.

Other Professional Resources On-Campus:

Navigating Grad School: <https://www.uta.edu/academics/schools-colleges/gradschool/resources/workshops-and-programs/navigating-grad-school>

Dissertation Lab: <https://www.uta.edu/academics/schools-colleges/gradschool/resources/workshops-and-programs/dissertation-lab>

Workshops: <https://www.uta.edu/academics/schools-colleges/gradschool/resources/workshops-and-programs/online-workshops>

Writing Tutorials: <https://www.uta.edu/academics/schools-colleges/gradschool/resources/academic/writing-tutorials>

UTA Catalog: <https://catalog.uta.edu/aboututa/>

UTA Library: <https://libraries.uta.edu/research>

Imagine PhD: <https://www.imaginephd.com/about>

Basic Reference Books

Having the most recent edition of the following or similar books at the ready will make it easier to craft effective sentences, paragraphs, compositions, and tables and cite references accurately.

1. Wayne C. Booth, *The Craft of Research* (4th ed.), 2016
2. Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *A Manual for Writers of Research Papers, Theses, and Dissertations* (8th ed.), 2013.
3. Kenneth G. Wilson, *The Columbia Guide to Standard American English*, 1996.
4. William Strunk and Richard De A'Morelli, *The Elements of Style: Classic Edition*. 2018.
5. Creswell, John W., and J. David Creswell. *Research Design: Qualitative, Quantitative, And Mixed Methods Approaches*. 2017.
6. Karen Elizabeth Gordon, *The New Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*, 2003.

Style Manuals/ Guides

In the context of academic writing, style refers to conventions of punctuation, documentation, and presentation of text, graphical material, and numerical data. CAPPA faculty members may require distinctive styles based on the norms prevailing in their respective disciplines. Knowing the basics of the styles that prevail in the CAPPA disciplines and across much of academia – is an asset in graduate school and beyond:

- The Chicago Manual of Style: <https://www.chicagomanualofstyle.org/home.html>
- American Psychological Association (APA): [Home - APA Guide: 7th Edition - Subject and Course Guides at University of Texas at Arlington](#)
- Modern Language Association (MLA): <https://style.mla.org/>
- UTA Dissertation Example: <https://libraries.uta.edu/services/thesis-dissertation>

Guidelines for Using Web Resources in Academic Writing

The World Wide Web is a valuable resource for academic research, but the quality of materials it provides ranges from stellar to abysmal. Use only materials appropriate for academic research at the graduate level and use them in ways appropriate for the specific context. Guidelines for evaluating the quality of web documents can be found [here](#).

Remember that the use of materials obtained on the web is subject to rules regarding plagiarism. For guidelines on citing materials from the web, see a recent [stylebook](#).

Use of Generative AI

The use of GenAI in the writing of dissertations is prohibited. Unauthorized use of GenAI could result in breaches of academic integrity. Dissertation research requires individual critical thinking, rigorous analysis, and content mastery, which may be compromised by AI-generated assistance. [Community Standards](#) within the Office of the Dean of Students articulate the university's stance on academic integrity and scholastic dishonesty. These standards extend to the use of GenAI. Unauthorized or unapproved use of GenAI in academic work falls within the scope of these policies and will be subject to the same disciplinary procedures.

[Student Health Resources](#)

Health & Life: <https://www.uta.edu/academics/schools-colleges/gradschool/resources/wellness>

Student Health: [Student Access & Resource Center - The University of Texas at Arlington \(uta.edu\)](#)

Employee Health: [Leave & ADA Services – UTA Faculty & Staff Resources](#)

APPENDIX 2: IMPORTANT CAPP/PAPP FORMS*

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

1. [PAPP Milestone Form](#)
2. [PAPP Diagnostic Committee Form](#) (By the end of the first year)
3. [Diagnostic Evaluation Report](#) (Must be done after the completion of 18 hours of coursework)
4. [The CAPP Selection of the Dissertation Supervisory Committee form](#)
5. [The CAPP Dissertation Proposal Defense Report](#)
6. [The CAPP Request for Dissertation Defense](#)
7. [The CAPP Dissertation Defense Report Form](#)
8. [The UTA Incomplete Application Form](#)
9. Readmission Policy:
<http://catalog.uta.edu/academicregulations/admissions/graduate/>

There are other forms located on the PAPP webpage. Please also reach out to our Grad Adviser for any questions.

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

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