

D | A | A | P school of planning

PhD in REGIONAL DEVELOPMENT PLANNING
STUDENT HANDBOOK

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IMPACTING | URBAN | FUTURES

Contents

INTRODUCTION	3
UC Graduate School	3
DAAP Governance and Administration.....	3
Student Responsibilities	3
Introduction.....	3
APPLICATION & ADMISSION.....	4
Application.....	4
Application Requirements:	4
Admission.....	5
International Students.....	5
DEGREE REQUIREMENTS	6
Course of Study	6
Study Plan Prior to Candidacy	6
Student Evaluation Prior to Doctoral Examinations.....	7
Doctoral Examination Process.....	7
Teaching Assignment	8
PhD Curriculum Summary (60 credits required).....	8
Credit Hour Requirements	9
Course Waiver	9
Candidacy.....	10
Dissertation.....	10
Graduation	11
COURSE REGISTRATION.....	12
Registration.....	12
Academic Advising	12
Registration Changes/Schedule Adjustments (Drop/Add)	12
Changing Degree Programs.....	12
Advanced Standing	13
Independent Study.....	13

Audit.....	13
Withdrawal.....	13
GRADUATE CREDIT AND GRADES	13
Graduate Credit.....	13
Grading.....	14
ACADEMIC PROGRESS AND STANDARDS	14
Minimum Standards.....	14
Graduate Student Annual Review	14
Withdrawal from Program	14
Probation/Dismissal.....	14
Leave of Absence.....	15
TUITION AND FINANCIAL SUPPORT.....	15
Tuition.....	15
Graduate Scholarships.....	15
Graduate Assistantships.....	15
POLICIES AND PROCEDURES	16
Program Standards	16
Records Privacy, FERPA, Right to Review.....	17
Non-Discrimination	17
Student Code of Conduct.....	17
Responsible Conduct of Research.....	17
Graduate Student Grievance Procedures.....	17
GENERAL INFORMATION	18
Health Insurance.....	18
Dual Degrees.....	18
Financial Support.....	18
Maintaining Graduate Student Status.....	18
UC International Graduate Assistantship	18
FORMS.....	18

INTRODUCTION

UC Graduate School

This Handbook of the PhD Program in Regional Development Planning in the School of Planning at the College of Design, Architecture, Art, and Planning (DAAP) contains the specific rules and regulations that apply to students in the PhD program offered by the school. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. Students should also familiarize themselves with the contents of the [University of Cincinnati Graduate Student Handbook](#).

DAAP Governance and Administration

The role of the Office of Graduate Studies and Research in the College of DAAP is to support the School of Planning's Graduate Programs by assisting the school in carrying out its graduate program mission, updating policies and procedures from the university and the College, ensuring graduate student awards are distributed in a responsible manner, and mediating/resolving conflicts.

Student Responsibilities

- Know your rights and responsibilities regarding Graduate Study at the University of Cincinnati by familiarizing yourself with the contents of this Handbook
- Ensure that you have a curricular plan or equivalent
- Ensure that you have a doctoral committee chair by the end of your 1st semester
- Ensure that you have a 3 member doctoral committee by the end of your 1st year
- Be aware of all deadlines (dissertation submittal, graduation registration, etc.)

Introduction

The PhD program in Regional Development Planning at the University of Cincinnati provides rigorous academic training in planning theory, urban and regional theories, advanced research, and planning practice. The purpose of the doctoral program is to educate and train the next generation of high-level practitioners, policymakers, and scholars who will bring new research ideas and knowledge to the teaching and practice of urban and regional planning. The PhD program is served by twelve of the School of Planning's faculty members with expertise in urban design and physical planning, community and economic development, transportation planning, international development, environmental planning, and sustainable development. The University of Cincinnati School of Planning program stresses the interdisciplinary analysis of and solution to regional development problems from inner cities to rural areas. The spatial emphasis of the program, from rural and urban neighborhoods to national levels, recognizes that planning problems increasingly transcend geographic boundaries and require spatially-based systems thinking.

The School of Planning requires all doctoral students to take nine required courses, including required courses in planning and spatial theory, quantitative and qualitative research methods, research design, and dissertation-research related courses. After passing their comprehensive exam, students typically spend two to three years completing their doctoral research. As of Fall semester 2018, the

School of Planning provides all admitted students with a financial package consisting of tuition scholarship during their two years of coursework and a four-year paid graduate assistantship. As part of their training, PhD students are also required to teach a course under the supervision of a SOP faculty member.

Major/Minor and Doctoral Committee

Guided by the student's research interest(s) and the availability of faculty advisors in the School of Planning, the student will be matched up with a faculty advisor when entering the program. The student then chooses a Doctoral Committee Chair and forms a doctoral committee consisting of three members, all of whom must have a PhD, preferably during the 1st year. In addition, a student selects a major and a minor area of specialization with his or her Doctoral Committee. Besides areas of specialization offered in the School of Planning, possible minors may include:

- Community development (including housing and poverty studies)
- Regional development methods (including data management and GIS. This could be organized in collaboration with the Departments of Economics, Geography, and/or Operations Research)
- Environmental management (this could be organized in collaboration with the Departments of Biology, Geology, Geography, and/or Civil/Environmental Engineering)
- Urban and regional theory (including regional science, regional economics, location theory, and regional planning. This could be organized in collaboration with the Department of Geography and/or Economics)
- Urban and regional economics (Department of Economics)
- Real estate development (Program in Real Estate, College of Business Administration)
- Politics of development (Department of Political Science)
- Ethnic and gender studies in development (This could be organized in collaboration with the Programs in African Studies, Asian Studies, Latin American Studies, and Women's Studies, as well as the Department of Sociology)

APPLICATION & ADMISSION

Application

Students apply to the graduate school at the University of Cincinnati online via the Graduate School website at <https://grad.uc.edu/admissions.html>.

Application Requirements:

- Official University of Cincinnati application to the Graduate School and \$70 application fee
- Unofficial transcript(s) from all colleges/universities attended. Note: Official transcripts are not required during the application process; only unofficial transcripts are required for the application. Applicants should not send official transcripts until they are offered

admission. For complete requirements please visit the Graduate School transcript requirements: <https://grad.uc.edu/admissions/policy.html>

- For international students, records of prior academic study must be submitted in English
- Official Graduate Record Examination (GRE) scores, taken in the past five years
- Official TOEFL or IELTS scores (international students only)
- Three reference letters (to be submitted online)
 - At least two should be academic recommendations
- Sample of written work (e.g., master's thesis or published article)
 - Select a piece relevant to admission to the program
- Statement of purpose; should include the following:
 - Summary of your career goals and reasons for pursuing doctoral education
 - Discussion of how your undergraduate/graduate studies have prepared you for doctoral study in regional development
 - Proposed area of concentration (e.g., transportation planning, urban design, economic development, environmental planning, community development, etc.)
What might be the subject of your doctoral research?
 - Potential advisor for doctoral studies. To which School of Planning faculty member's work is your research interest related?

Note: The school normally expects successful applicants to exceed the median test scores on the GRE.

Admission

The minimal prerequisite courses for entry into the program include either statistics or mathematics/algebra (3-semester credits), natural sciences (4), and humanities/social sciences (20).

Students who are deficient in one or more of these areas, but are otherwise qualified for admission into the PhD program, may be admitted conditionally with the stipulation that these deficiencies will be addressed within one year of entering the program.

International Students

Information about admission to the University of Cincinnati for international students is available on the International Student Services Office website at <http://www.uc.edu/international/services.html>.

The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English—including those with F-1 visas, J-1 visas, and green cards. This test must be taken in the applicant's own country before admission is granted. The minimum acceptable TOEFL score for School of Planning applicants is 550 (paper-based), 213 (computer-based), or 80 (internet-based). Please note that the TOEFL is not a pass/fail test. While a score of 80 is the minimum score to be accepted into the School of Planning PhD program, a score of 90 or above is preferred.

The TOEFL requirement may be waived for students with a degree from an accredited American college or university in which course work was taught in English, for citizens of Canada or England who lived in their country for at least the past five years, and for students who can document achieving a required score on a TOEFL taken in the five years immediately prior to their application to this program. Requests to waive the TOEFL requirement should be sent with the appropriate documentation to the Program Director, Rainer vom Hofe (vomhofr@ucmail.uc.edu) for consideration.

The Oral English Proficiency Test (OEPT) tests the language skills of non-native speakers of English who are awarded teaching assistantships at the University of Cincinnati. The required score is 3.0. Students who pass are certified for oral English proficiency and may assume the full range of duties associated with their teaching assistantship. Those who do not pass are recommended for an English as a Second Language (ESL) class appropriate to their needs. Students whose oral English proficiency has not been officially certified may not assume instructional responsibilities. Typically, students are required to take the test at the beginning of their first semester of study. Students who score 26 or above on the speaking section of TOEFL IBT or students with a score of 50 or above on the Test of Spoken English are exempt from OEPT. Each student is permitted to take the OEPT twice without charge during an academic year.

DEGREE REQUIREMENTS

Course of Study

See the [University of Cincinnati Graduate Student Handbook](#).

Study Plan Prior to Candidacy

To assess the progress of a doctoral student properly, the student's PhD advisor will review the transcript of each of her/his/their advisees at the beginning of each semester. If a student is in good standing, no action will be taken. Otherwise, the Doctoral Committee Chair will meet with the student to discuss her/his/their concern and possible remediation action.

During the first semester, the assigned academic advisor, or Doctoral Committee Chair, and the student will start working together to develop a plan/course of study prior to candidacy. The plan should include:

- Name of Doctoral Committee Chair (if possible)
- Names of Doctoral Committee Members (if possible)
- Primary research interest(s)
- A tentative schedule of courses for the next two years of study

Once the study plan is established, if a revision is requested, the student will work with her/his/their Doctoral Committee Chair to revise the study plan.

Student Evaluation Prior to Doctoral Examinations

The purpose of this evaluation is to ensure that doctoral students have the capabilities, knowledge, and critical thinking abilities to continue their studies, conduct independent and creative dissertation research, and earn a PhD degree. The student evaluation is the sole responsibility of the student's Doctoral Committee Chairperson.

The Doctoral Committee Chairperson shall talk to the instructors the student has taken courses with, as well as other professors the student has worked with, to assess the student's academic performance, including the student's GA performance. Should a student be in bad academic standing—for instance, a GPA of below 3.0—the Doctoral Committee Chairperson and the PhD Program Director will meet and decide the student's standing within the program. The PhD Program Director will inform the student about the decision after the meeting:

- Good academic standing with financial aid
- Good academic standing without financial aid
- Probation (without financial aid)
- Dismissal

Doctoral Examination Process

There are two major milestones after the successful completion of the course work to become a PhD Candidate: the Comprehensive Exam and the Dissertation Proposal Defense.

The Comprehensive Exam is related to a student's course work and research area. The Comprehensive Exam is administered by the student's Doctoral Committee. To be able to take the comprehensive exam by the end of the second year or the beginning of the third year, students need to have a full Doctoral Committee, consisting of a Doctoral Committee Chair and two Committee Members. Note: A student that has failed to establish a full Doctoral Committee cannot take the Comprehensive Exam.

All students are required to take the Comprehensive Exam; no exemptions will be made. Usually, the Comprehensive exam covers topics related to the student's area of study. The overall objective of the exam is for a committee to assess a student's mastery of the appropriate literature, theories, and methods in the major and minor areas the student has chosen and, as such, show that the student is ready for doctoral dissertation research. The exam can be given as an in-class exam or as a take-home exam, typically lasting a few hours. The Comprehensive Exam will be graded on a *Pass/Fail* basis and those that pass this exam can continue to preparing and defending their dissertation proposal. If a student does not pass this exam, she/he/they will be allowed one re-take. The timeframe and the terms for re-taking the Comprehensive Exam need to be discussed with the Doctoral Committee. If a student fails a second time, she/he/they will be dismissed from the program. For the rare occasion where the Doctoral Committee is undecided about whether or not to pass or fail the student, the committee does have the right to invite the student for an oral follow-up examination. The result of the Comprehensive Exam must be available to the student within 2-3 weeks of taking the exam.

The Defense of the Dissertation Proposal will be administered by the student's Doctoral Committee. The Dissertation Proposal Defense must consist of a written proposal and an oral presentation that is open to the public. It is at the discretion of the committee to determine when the quality of a student's proposal is good enough to proceed with the oral presentation. Once a student passes the defense of her/his/their Dissertation Proposal, the student can then apply for Candidate Status with the University. For an organized and diligent person, these can all be completed within the first semester of the third year. It is highly recommended that these be finished before the start of the fourth year.

Teaching Assignment

A doctoral student is required to work one semester as a teaching assistant for a member of the SOP faculty. A doctoral student is also required to teach at least one course independently, supervised by a member of the SOP faculty, sometime after coursework is completed.

PhD Curriculum Summary (60 credits required)

The doctoral curriculum has the following minimum number of courses by category: Theory: 1; Required Methods: 2; Elective Methods: 1; Minor: 2; Free electives: 6; Research: 6; Colloquium: 4.

All students must complete all prerequisite courses and the following courses or their equivalent.

<i>Theory (1 required)</i>	Semester	Cr. hr.
Advanced Planning and Spatial Theory (PLAN7053) ¹	1st or 3rd	4
<i>Methods (3 required)</i>		
Advanced Quantitative Analysis (PLAN8012) ¹	1st	4
Advanced Qualitative Analysis (PLAN8011) ¹	3rd	4
Elective Research Methods	2nd	3-4
<i>Minor (2 required)</i>		
Elective Minor course	2nd	3-4
Elective Minor course	3rd	3-4
<i>Free Electives (6 required), including Independent Studies</i>		
Free Elective	Tbd	3-4
<i>Research (6 required, 14 credits of research is required)</i>		
Research Design (PLAN8021)	3rd	4
Research Apprenticeship I (PLAN8026)	3rd	4
Research Apprenticeship II (PLAN8027)	4th	4
Dissertation Research I (PLAN8022)	4th	4
Dissertation Research II (PLAN8023)	5th	1
Dissertation Research III (PLAN8024)	6th and on	1

Doctoral Colloquium (1 credit each in four semesters)	1st – 4th	4
Total Required credit hours		60

¹Offered in alternating years. Please see detailed [curriculum map](#).

Credit Hour Requirements

For the first two years, PhD students must be registered for 10 or more graduate credits each fall and spring semester to be considered full-time students, and at least 12 graduate credits if receiving a university-sponsored fellowship or assistantship. Audit or undergraduate credits do not count toward full-time status and cannot be supported by a University Graduate Award.

Part-time doctoral students must satisfy the Board of Trustees residency requirement, which requires that they have one year of full-time study (defined as being enrolled for at least 10 graduate credits in her/his/their program in each of two semesters [fall and/or spring and/or summer semester] during a span of three consecutive semesters).

Students must register for a minimum of one graduate credit hour each academic year, preferably the Fall semester, in order to maintain graduate status at the University of Cincinnati. Courses that are audited, as well as courses in which students received grades of W, UW, or F do not count towards the minimum credit requirement. Students that use university facilities, such as libraries, computer labs, or office space must register for one graduate credit per semester. International students must register for a minimum of one graduate credit hour each Fall and Spring semester in order to maintain student status and to have access to university facilities.

All requirements for the doctoral degree must be completed within nine consecutive academic years of the date of matriculation into the program.

For more information, please see the [University of Cincinnati Graduate Student Handbook](#).

Course Waiver

Under certain circumstances, a PhD student has the right to request a course waiver for one of the required courses (see the list of required courses above). One of these circumstances could be that the student has taken a similar course as part of their prior graduate studies towards a Masters degree. Please note that undergraduate courses do not count towards the credit hour requirement of a PhD student and as such cannot be used to request a course waiver. A second reason to request a waiver for a required course could be that based on the student's research interests, she/he/they prefer to substitute the required advanced qualitative or quantitative methods course with another advanced quantitative or qualitative methods course taught in another department that better fits with the student's research focus. Each waiver of a required course must be petitioned in writing and be based on solid arguments (e.g., proof of the claim, such as the syllabus, samples of assignments and tests, a letter from the instructor, etc.) and must be supported by the student's Doctoral Committee Chair. The

request will be reviewed by the School of Planning PhD Committee. If a course waiver is approved, another course must be taken in order to meet total credit hour requirements.

Candidacy

A doctoral student becomes a candidate for the PhD degree upon successful completion of the Comprehensive Exam and the written and oral Dissertation Proposal Defense. Ideally, a student will become a PhD candidate by the end of the fifth semester (Fall semester of the third year) and is highly advised to plan to be at this point before the start of the fourth year. Doctoral students must complete all departmental requirements to be admitted to candidacy. These requirements include:

Successfully finished	Timeline / Requirement
Required doctoral courses	- First four semesters for full-time students - Grade point average of at least a 3.0
Comprehensive examination	- Beginning of 5 th semester
Dissertation proposal defense	- 5 th semester, but no later than 6 th semester

Once they meet these requirements, the student should ensure that they submit the signed Comprehensive Exam / Dissertation Proposal Defense forms to the PhD Program Director. Students should then receive a letter of candidacy from the UC Graduate School.

Dissertation

The primary responsibility for guiding the student through her/his/their PhD program rests with the student's **Doctoral Advisor (Chair)** and the student's **Doctoral Committee**. An individual Doctoral Committee consists of a chairperson and two members:

- The chair will act as the student's main Doctoral Advisor. It is expected that she/he/they represents the student's Major Area of Specialization and, as such, the area where the student intends to conduct her/his/their doctoral research. The Doctoral Advisor must be a full-time faculty member in the School of Planning. An Assistant Professor in the School of Planning may chair one, and only one, doctoral committee when she/he/they:
 - Is at least in her/his/their third year of full-time teaching at the University of Cincinnati and has had at least one successful RPT review leading to a contract extension of two years or more, or has the approval of the SOP PhD Program Committee, and
 - Chairs a committee with at least one tenured SOP faculty member.
- The Doctoral Advisor will, if needed, assist the student in selecting a Minor Area of Specialization(s).
- The student is responsible for forming a full Doctoral Committee promptly; i.e., identifying the remaining faculty members to serve on the student's Doctoral Committee. One faculty member usually represents the Minor Area of Specialization, while another faculty member can be chosen concerning some methodologies the student intends to use for the conduct of her/his/their doctoral research.

- All three required Doctoral Committee members must have a PhD; no exceptions will be made. The chair of the doctoral committee must be a member of the School of Planning faculty. The remaining two committee members can, related to the student's area of interest and doctoral research, be from different departments or colleges at the University of Cincinnati. The student can also select an additional faculty member-at-large from a different university (as a fourth committee member).

A student is encouraged to determine the Doctoral Committee Chair during her first semester, but no later than by the end of the first year. The student is further strongly encouraged to have a full Doctoral Committee by the end of the second semester, but no later than by the end of the third semester, to take the comprehensive exam on time. Also, some committees may ask a student to take a specific course, which, of course, will not be possible if the committee is not selected in a prompt and timely manner.

The Doctoral Committee will supervise the student's dissertation research. The dissertation is submitted as a part of the requirements for a degree and is the property of the University of Cincinnati, governed by the University's copyright and patent policies.

Each defending student is required to schedule her/his/their dissertation defense in consultation with her/his/their committee members and to notify her/his/their program office of the scheduled defense.

Subsequently, the program office is responsible for advertising the defense to assure it is open to the public and all members of the academic community. This complies with University Rules.

Students should consult the Dissertation Manual and should familiarize themselves with the various deadlines that they must meet to graduate at a particular time.

The completion of the dissertation and awarding of the degree are governed by University regulations. Students should be aware that all relevant University regulations and schedules apply. No exceptions will be made and it is the responsibility of the student to know these schedules and adhere to them.

Graduation

See [University of Cincinnati Graduate Student Handbook](#) for policy information.

See the [Graduate Website](#) for information on deadlines for grade changes and applications. All changes of grade must be completed by the deadline specified for that year. If not, the student will not be certified for graduation.

The University requires that all fines (library, parking fines, etc.) be paid before the student can receive a diploma.

COURSE REGISTRATION

Registration

The University offers a variety of times to register, from Early Registration for Continuing Students to open Web and in-person registration. Information about registration can be found at the One Stop Student Service website <http://www.onestop.uc.edu>; important registration dates can be found under “calendars.” The One Stop website allows the student to register for classes, check financial aid status, view his or her bill, check grades, and request a transcript.

Early Registration begins well in advance of the semester and offers the best opportunity for students to secure a spot in classes they are interested in taking. Graduate students are given the first “window” for registration. The dates available for Early Registration can be found on the One Stop Website. Students will also be notified by UC email of their registration windows.

Please see the Office of the Registrar’s site for [Ohio Residency and Reciprocity](#) information.

Academic Advising

Incoming PhD students will be assigned an academic advisor depending on faculty availability and student research interest(s). Students are strongly encouraged to have a Doctoral Committee Chair, who also will be the student’s academic advisor, by the end of the first semester, but no later than by the end of the first year.

Registration Changes/Schedule Adjustments (Drop/Add)

During the official Drop/Add period, students may make changes to selected classes and credits in which they are enrolled (drops or adds). A student may change her/his/their schedule after having registered and having received a Schedule/Bill. Students can add new courses or drop courses they are already enrolled into/from their schedule. In addition, the number of credit hours can be changed in variable credit hour classes and sections can be changed. Schedule adjustment can be done online via One Stop, or in person. Important dates to make schedule adjustments are listed on the One Stop website under the “calendars” link.

After the seventh calendar day of the semester, adding a course requires approval from the student’s college office and must be signed by a college representative. Adding a course also requires a faculty signature and a signature from the college offering the course. During this time, Adds cannot be submitted by the student over the web.

After the 21st calendar day of the semester, the student must obtain the instructor’s signature and a grade of W or F will be recorded on the student’s transcript when dropping a class. At this time, the class becomes part of the student’s permanent academic record.

Changing Degree Programs

See the [University of Cincinnati Graduate Student Handbook](#).

Advanced Standing

See the [University of Cincinnati Graduate Student Handbook](#).

Independent Study

PhD students often enroll for independent studies when courses on specific subjects are not being offered or to devote more time to their doctoral research, with the approval of their Committee Chair or acting advisor. To carry out an independent study, a student and the faculty member supervising such a study, must agree upon a workload appropriate for the number of credits to be awarded. An independent study form/agreement must be filled out by the student and must be signed by the faculty member, which will then be included in the student's file. The student must also register for the course as per the normal registration process, either online or via a drop/add form. The supervising faculty member will submit a grade for the work completed at the end of the semester. It is highly advised that not too many independent studies be used for course work and should be used with discretion.

Audit

The audit option is used for cases in which course work is desired or needed to satisfy remedial or deficiency instruction. Decisions regarding the use of the audit option should first be discussed with the student's academic advisor or doctoral committee. The student must also seek permission from the course instructor to audit a course.

Withdrawal

See the Registrar's site regarding [Withdrawal](#) policies.

GRADUATE CREDIT AND GRADES

Graduate Credit

Graduate credits may be earned for 6000 level courses and above. Special Topic courses are usually listed at the 6000 levels, with the exemption of a few 7000 level courses, and usually carry 3 credit hours. These courses are open to advanced undergraduates (6000 levels only) and graduate students. Many 7000 level graduate courses are 4 credit-hour courses, except for studios, which can have 5 credit hours or more. Advanced graduate courses open to both MCP and PhD students carry 8000 numbers. In all cases, when registering for a course, it is necessary to indicate a graduate credit course (G). Note: undergraduate courses do not qualify for graduate credit and as such do not add to a student's credit hours required for graduation.

A full-time PhD student receiving financial assistance in the form of a scholarship and/or a stipend must register for 12 or more graduate credits each semester for the first two years. A foreign student, under the terms of her/his/their visa, must also enroll as a full-time student every semester, either 10 hours per semester per university standards, or 12 hours if receiving a scholarship and/or stipend.

A doctoral student conducting research, but not taking courses, must enroll for 1 credit per semester to be allowed to use university facilities.

Grading

See Registrar's site: https://www.uc.edu/registrar/faculty_resources/grading_scales.html#grad

ACADEMIC PROGRESS AND STANDARDS

Minimum Standards

A student is considered in good standing as long as reasonable progress is being made towards the degree sought. This means that a student must maintain a "B" average or better throughout study. For those rare occasions when a student receives an incomplete "I" grade for a course, the student should make up the missing work and complete the required course work within the next semester. Within one year, such "I" grades will automatically be changed to an "F" grade if not given a grade for completing the course work. A student cannot graduate with an NG on his or her transcript.

Following the four semesters of course work and during the years of dissertation research, a student must register for 1 credit hour per year to maintain student status, or 1 credit hour per semester to use university facilities.

Consistent with University policy, a candidate for a doctoral degree in the School of Planning must complete all requirements no later than 9 years from the date of first registration in the PhD program. A petition for extension or reinstatement, if necessary, must be initiated at the School level.

Graduate Student Annual Review

Every Graduate Student should receive an annual review from the Program Director or Faculty Advisor/Chair. The form can be found on the SOP website: [Annual PhD Student Evaluation](#). It is the responsibility of the student to ensure they receive an annual progress review. Information on Individual Development Plans (for the future) can be found [University of Cincinnati Graduate Student Handbook](#).

Withdrawal from Program

See [University of Cincinnati Graduate Student Handbook](#).

Probation/Dismissal

Students who fail to maintain a GPA of 3.0 or above, or have received a grade of C in one or more courses, will be placed on probation. The School Director will issue a letter of probation, warning of this status. Dismissal will occur if the student's grades do not improve enough in the following semester to be removed from the probation.

If a student receives a second grade of C, she/he/they will be expected to repeat the course(s) in such a manner that only one uncorrected C grade remains. Probation will cease upon successful completion of the course with a grade of B or above and the GPA rising to 3.0 or higher.

Leave of Absence

See [University of Cincinnati Graduate Student Handbook](#).

TUITION AND FINANCIAL SUPPORT

Tuition

See [Student Financial Aid](#).

Graduate Scholarships

The School of Planning can award each year a limited number of graduate scholarships. These scholarships are usually funded by the University of Cincinnati Graduate School and cover all, or a portion of, the tuition for full-time graduate students. A scholarship does not automatically come with a stipend. Students receiving a Graduate Scholarship must be registered for at least the number of graduate credit hours required by the Graduate School in each semester for which they are receiving support. In addition, the School of Planning requires that students be registered for at least 12 credit hours if they are receiving a scholarship. If a scholarship is canceled for whatever reason, the student will be responsible for any tuition balance that results from this cancellation, based on the date of the cancellation. Students may not receive scholarships for audited courses.

Students registered for more than 18 credits in a semester, i.e., 19 credits or above, will be billed tuition and general fees on a per-credit rate for each credit over the 18. The Graduate Scholarship is a tuition waiver only, and no service/work by the student is required in return for the award. Students who receive a scholarship, but no stipend, shall not be assigned duties, including teaching or graduate assistantships.

Graduate Assistantships

A student awarded a Graduate Scholarship may also receive a stipend in the form of a Graduate Assistantship (GA) in addition to the scholarship. Students receiving a graduate assistantship must be registered for a minimum of 12 graduate credit hours during the first four semesters of full-time course work. Graduate assistantships will be canceled if the awardee does not meet his or her enrollment obligation.

Recipients of a Graduate Assistantship are governed in their duties by the School of Planning and their academic advisor. If awarded an assistantship outside their program, graduate assistants are governed in their duties by the academic program, college, or the area of responsibility that made the award.

A student who receives a graduate assistantship devotes his or her effort to a combined program for formal study and assigned duties of teaching, research, or administrative service. The stipend received by the student is in recognition of these services.

The appointing academic program, college, or area of responsibility determines the workload requirements of students who hold assistantships, although the awards obligate awardees to no more than 20 hours per week of services that make a substantive contribution to the student's academic and professional development. If the student determines that she/he/they cannot meet the requirements of the award, she/he/they must notify the program to initiate renegotiation or reassignment of the award with correspondingly less support. A student is not required to be available during break periods, such as Spring Break unless she/he/they are given additional compensation.

Graduate Assistantships require teaching, research, or administrative services of twenty hours per week for both the Fall and the Spring semester. Also, students receiving a GA get a 10% discount on all purchases made at the UC Bookstore when they show their UC student identification card.

When graduate students are employed over and above their assistantship, several legitimate academic concerns can be raised (including the length of time to earn their degrees). Consequently, the practice is highly discouraged. Permission to do so must be obtained from the Director of the School of Planning. International students are forbidden to work more than twenty hours per week under any circumstances while school is in session. Violation of the regulation will result in the loss of financial aid.

The School of Planning attempts to assign stipends depending on student's needs and academic performance. For students already in residence, GAs are awarded to those individuals who are judged to have prior superior academic performance (generally an overall GPA of 3.5 or better) and who both are judged able to perform the required research or instructional services are made annually for one academic year or portion thereof. The awards are dependent on continual high-level academic performance. The School of Planning aims to provide incoming full-time students with two years of scholarship (tuition waiver) and four years of a stipend in the form of a graduate assistantship, but depending on the availability of funds, exemptions can be possible. No PhD student may receive a stipend for more than four (4) academic years.

POLICIES AND PROCEDURES

Program Standards

This handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati, as well as outlines the specific requirements, policies, and procedures for the Regional Development Planning PhD program in the College of Design, Architecture, Art, and Planning.

Records Privacy, FERPA, Right to Review

The School of Planning complies fully with the [Family Educational Rights and Privacy Act](#) of 1974, which was designed to protect the privacy of education records. Students have the right to inspect and review their education records and to request the correction of inaccurate or misleading data through informal and formal hearings. If any student desires to review her/his/their educational records, the student should contact the PhD Program Director or the Director of the School.

The academic record of a student is confidential, and an official transcript of such records is sent only at the written request or with the written consent of the student. The only information that will be released, with the student's permission, is a name, dates of attendance, degree(s) awarded, honors and awards, college, class, major, residency/internship site, address, and telephone number, unless other specific instructions are received from the student.

Non-Discrimination

The School of Planning supports University Rule 3361:10-13. Discrimination based on race, color, religion, national origin, sex, sexual orientation, age, physical, or mental differences, or status as a disabled veteran of the Vietnam era will not be practiced or tolerated in any of its activities. Questions concerning this policy should be addressed to the Office of Equal Opportunity and Access (University Hall, Suite 340). The full policy can be read here: [Notice of Non-Discrimination](#)

Student Code of Conduct

It is expected that students will conduct their relationships with faculty and others in a professional manner. Students have the responsibility for being honest in carrying out any written or oral assignment. A student who has been dishonest in course work could receive a grade of F in the course. Typical actions which are considered dishonest include: plagiarism—defined herein as using the conceptual framework and/or words of others without proper referencing; deception of effort; unauthorized assistance; and/or cheating on an exam—defined as both copying and using unauthorized notes. Dishonesty in any form may result not only in a failing grade in the course but also in suspension or dismissal from the School of Planning and the Advanced Studies Division.

Investigations of incidents of alleged dishonesty will be conducted by procedures published in the [University of Cincinnati Graduate Student Handbook](#) and the University Code of Student Conduct.

Responsible Conduct of Research

See [University of Cincinnati Graduate Student Handbook](#) and for [IRB protocols](#).

Graduate Student Grievance Procedures

Grievance procedures have been established to provide PhD students with a formal chance to appeal, and possibly to secure the redress of grievances arising out of their academic relationship with the School, College, and the University of Cincinnati.

GENERAL INFORMATION

Health Insurance

All students are required to have [health insurance](#).

Dual Degrees

See [University of Cincinnati Graduate Student Handbook](#).

Financial Support

See [University of Cincinnati Graduate Student Handbook](#).

Maintaining Graduate Student Status

See [University of Cincinnati Graduate Student Handbook](#).

UC International Graduate Assistantship

See [University of Cincinnati Graduate Student Handbook](#).

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FORMS

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[Comprehensive Exam](#)

[Dissertation Proposal Defense](#)

[Acceptance of Dissertation Proposal](#)

[Degree Certification Checklist](#)