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1 INTRODUCTION

This document is a guide to the doctoral program in City and Regional Planning, aimed primarily at students admitted to the program. This guide supplements The Ohio State University’s Graduate School Handbook. In case of a conflict between the two, the Graduate School Handbook prevails. The policies noted in this handbook are updated periodically; final decisions on matters related to program policy are made at the discretion of the Graduate Studies Chair.

The PhD program in City and Regional Planning prepares students for university careers involving teaching and research, and for careers in government or private institutions involving applied research on urban and regional problems. The curriculum is designed to ensure that the student learns to apply techniques and theories from a number of disciplines to planning problems.

1.1 The Knowlton School and Its Programs

The City and Regional Planning Section is part of the Austin E. Knowlton School of Architecture, together with sections in Architecture and Landscape Architecture. The School itself is administratively located in the College of Engineering. City and Regional Planning shares ties with other units in the School and the College of Engineering as well as with departments and schools in other colleges such as The John Glenn College of Public Affairs, Social and Behavioral Sciences, and Social Work. These ties recognize the interdisciplinary nature of scholarship in planning.

City and Regional Planning offers an undergraduate degree, and graduate instruction leading to the Master of City and Regional Planning (MCRP) and to the PhD degree. The Master’s is a two-year program and has an enrollment of some 60 students, with a typical class of 30 students. The PhD program is much smaller, typically enrolling around 4 students per year with a total of about 25.

1.2 City and Regional Planning Faculty

The faculty of City and Regional Planning consists of full-time faculty members, professors of practice, and adjuncts and lecturers from inside and outside the University. The faculty’s research expertise includes urban design, law, dispute resolution, environmental psychology, physical and human geography, transportation, regional science, urban economics, energy, environmental planning, operations research and quantitative methods, housing, and urban and regional development. Its focus ranges over planning at the city, state and national level of the United States, as well as many countries of the Third World in Asia, Africa, the Middle East, and South America. Associated faculty have included the Mayor of the City of Columbus, the regional head of HUD, the managing partner of one of the largest planning and architectural firms in the country, and others with a wide range of professional experience.

For purposes of graduate advising, OSU has a faculty classification system parallel to the normal system of faculty rank (Professor, Associate Professor, etc.). Category P faculty are permitted to act as chairs of doctoral dissertation committees. Category M faculty may serve on doctoral dissertation committees as additional members by special permission, but are not permitted to chair them. There is no necessary connection between faculty rank and category. A list of all CRP faculty can be found at (http://knowlton.osu.edu/faculty-and-staff-faculty-directory/city-and-regional-planning).

A list of Category P faculty (as of SP 2018) are as follows:
1.3 The Graduate Studies and PhD Committees

The Graduate Studies Committee in City and Regional Planning administers all graduate study and acts as a liaison between the Graduate School and the faculty. Under that Committee, the PhD Committee (consisting of all Category P faculty in City and Regional Planning) has full responsibility for the PhD program.

1.4 The Student's Faculty Advisor

The faculty advisor plays a central role in the student’s academic progress, assisting in the selection of courses. Entering students are assigned an advisor based on their stated research interests but are free to make their own choice of advisor as soon as they are familiar with the faculty. The advisor must have a faculty appointment in City and Regional Planning, and must hold Category P status from OSU.

The most important consideration in choosing an advisor is that he or she be able to provide expert guidance in the student’s area of research. Since research interests may change, students may change their advisor at any time. While this requires no formal petition, the new advisor must agree to serve, and the former advisor and Graduate Programs Coordinator should be advised of the change. Despite the lack of restrictions on changing advisors, it is a step which should not be taken lightly. If taken after approval of the dissertation topic, it may require the detailed acknowledgment of the former advisor’s contributions or a change in topic and renewed approval.

1.5 Candidacy Examination Committee

The Candidacy Examination Committee is composed of the student’s advisor, who must be a category P Graduate Faculty member in City & Regional Planning and at least three authorized Graduate Faculty members, including at least one from City & Regional Planning. A graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor. Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the
Graduate Studies Committee in the student’s home program and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four, current Ohio State Graduate Faculty members. To include a Non-Graduate Faculty member on the committee, the student must submit a petition through GRADFORMS.OSU.EDU and receive approval from the Graduate School.

1.6  Dissertation Committee
The dissertation committee must have at least two Faculty members in City and Regional Planning. It is composed of the advisor, who must be a category P Graduate Faculty member in City & Regional Planning and at least two other authorized Graduate Faculty members. Non-Graduate Faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee in the student’s home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required three current Ohio State Graduate Faculty members. To include a Non-Graduate Faculty member on the committee, the student must submit a petition through GRADFORMS.OSU.EDU and receive approval from the Graduate School.

2  UNIVERSITY REQUIREMENTS FOR THE PHD
OSU has a large number of detailed regulations governing degree programs, and no attempt is made to list all of them here. It is the responsibility of the student to ensure that all requirements are met: see Section VII of the Graduate School Handbook.

2.1  Credit-hour and residence requirements
1.  A student must complete a minimum of 80 graduate credit-hours beyond the baccalaureate degree.

2.  If the student has earned a master’s degree, then the student must complete a minimum of 50 graduate credit hours beyond the master’s degree. If the student earned the master’s degree at another university, it must be transferred to this university. Students may request a transfer of graduate credit via GRADFORMS.OSU.EDU.

3.  If the student has taken a master’s degree at this university and has earned more graduate credits than the minimum required for that degree, the student’s advisor, with approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. This notification must occur no later than the end of the first semester of the session of enrollment beyond the completion of the master’s degree. Such graduate credit hours would be those normally earned as part of the doctoral degree program.

4.  A student must be registered for at least three graduate credit hours during the semester(s) or session(s) of the candidacy examination, the semester or session of the final oral examination, and the semester or session of expected graduation.

5.  After the master’s degree has been earned or after the first 30 hours of graduate credit have been completed, the student must meet the following requirements:

   a.  A minimum of 24 graduate credit hours required for the PhD must be completed at this university.
b. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university.

c. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy.

Beyond the formal credit-hours requirements, students must:

1. Pass the Candidacy Examination;
2. Pass the Oral Examination in which the dissertation proposal is presented and approved; Receive approval of a dissertation draft by the Dissertation Committee members; and
3. Pass the Final Oral Examination in which the completed dissertation is presented and approved.

2.2 Enrollment

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every semester of their candidacy (summer term excluded) until graduation. Students must be enrolled for at least three credits per semester. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy. See the Graduate School Handbook for details.

Enrollment eligibility for a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. Eligibility for doctoral students who have passed the candidacy examination is automatically deactivated at the end of the five-year candidacy period, if they have not graduated by then. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility. Post-candidacy students who decide to permanently withdraw from their doctoral program must notify their advisor and the program’s Graduate Studies Committee.

2.3 Application to Graduate

A student must submit the online Application to Graduate form and receive faculty approvals no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or session only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or session. The names of the dissertation committee members must be listed on the form and both the student’s advisor and Graduate Studies Chair must approve the form online. In addition to the doctoral degree requirements described in Section VII, the student must have:

1. earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours completed at this university
2. fulfilled all requirements published by the Graduate Studies Committee
3. final grades for all courses received in the University Registrar’s Office by the published deadline
4. fulfilled all other requirements by the deadlines established by the Graduate School
End of Semester Option A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following term may graduate the following term without registering or paying fees.

3 CRP PROGRAM REQUIREMENTS FOR THE PHD

The CRP PhD program divides itself naturally into three stages. First, the student takes courses to master the theory and analytical tools of planning, culminating in the Candidacy Examination. Second, the student formulates a topic for dissertation research, and writes a formal dissertation proposal which must be defended and approved by the Dissertation Committee. Third, the student executes the dissertation research, writes up the result, and defends (presents) it in the Final Oral Examination. Some advisors may recommend the development of a full or preliminary proposal prior to the candidacy exam. It is important to note that these are minimum requirements. A student’s advisor may insist on the student doing more than the minimal coursework, especially if the undergraduate degree or prior graduate work was in a field remote from planning, or from the area in which the dissertation is to be written.

3.1 Coursework

Students in the PhD Program come from a variety of backgrounds, so the time required to complete the program will vary. Typically, for a student with an undergraduate degree in City and Regional Planning or a related field, the course work (the first stage) requires a minimum of four full-time academic semesters. Students with a Master’s in City and Regional Planning or a related field will typically require two years of course work beyond the masters.

Table 1. CRP’s Coursework Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals Core</td>
<td>CRPLAN 7000 Contemporary Planning Research, 3 cr</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>CRPLAN 7300 Planning Dissertations and Theses from Start to Finish, 3 cr</td>
<td></td>
</tr>
<tr>
<td>Planning Theory Core</td>
<td>CRPLAN 7100 Advance Planning Theory, 3 cr</td>
<td>3</td>
</tr>
<tr>
<td>Methods</td>
<td>To be agreed upon with advisor</td>
<td>12</td>
</tr>
<tr>
<td>Teaching Practicum</td>
<td>CRPLAN 8200 Planning Teaching Practicum, 1 cr.</td>
<td>1</td>
</tr>
<tr>
<td>Specialization</td>
<td>Two fields, agreed upon with advisor</td>
<td>24</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives may cover methods or specialization fields</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>Minimum Credits</td>
<td>50</td>
</tr>
</tbody>
</table>

Fundamentals Core

PhD students must take two classes that introduce them to the field of planning and to the PhD process: CRPLAN 7000 Contemporary Planning Research and CRPLAN 7300 Planning Dissertations and Theses from Start to Finish. The first explores current topics and methods in planning research. The second gives an understanding of the dissertation process (selecting, refining a topic, developing a proposal, reviewing the literature, developing the methods, collecting and analyzing the data, presenting, discussing the results, getting published, and life after the PhD.
**Planning Theory Core**
The theory core area is covered by CRPLAN 7100: Advanced City and Regional Planning Theory. For decision-making in the public interest, understanding validity of knowledge and the bases for planning action, the course explores the theoretical foundations for social science knowledge and considers the epistemological, methodological, and normative foundations of planning research and practice. All students will be examined in Planning Theory in the Candidacy Examination.

**Methods Core**
PhD students must develop a core of advanced methods courses, a minimum of 12 credit-hours, as needed in their chosen areas of specialization and dissertation research. For most students the core will focus on quantitative and qualitative methods from such fields as econometrics, education, geography, mathematics, operations research, psychology, or sociology. However, for some specializations such as planning law or planning history, the methods core may comprise courses germane to that area, for example, a course in methods of historical research.

All students will be examined in methods in the Candidacy Examination.

**Teaching**
PhD students entering their second year (pre-candidacy status) will be expected to: Attend the fall University Center for the Advancement of Teaching (UCAT) TA orientation (Students should be aligned with social sciences and teaching rather than grading).

Each PhD student will register for a 1 credit hour teaching practicum with their advisor during their doctoral studies. The students are expected to develop a course syllabi and/or a teaching statement during this practicum. Other forms of deliverables may be acceptable pending advisor approval.

Each PhD student can expect that sometime during his or her program to be a GTA for one semester. During that time, the student will participate in a process that (a) engages them in thoughtful practice concerning grading and course design and (b) teaches one class session with the oversight of the course instructor. The goal here is to view the GTA as a learning opportunity for the student as well as paid employment.

It is CRP Section Policy that courses will be assigned GTAs based on size or the presence of a lab. As a whole, studios are not necessarily the best place for students to get GTA experience.

**Research Seminar**
Doctoral students are expected to attend CRP Doctoral Research Seminar for 0 credit hours. In this seminar, students will present their research and participate in discussions.

**Fields of Specialization**
Students must complete course work in two fields of specialization of at least 12 credit-hours each. One field must be in City and Regional Planning, selected from those listed below. The second field may be outside the School, such as geography, public policy or sociology. The advisor and the student decide together which courses comprise both specializations.

**Economic Planning and Development** This field provides a foundation for economic planning and urban/regional economics. Increasingly, a solid foundation in economics has become essential to
planning, and students in this specialization almost always will take some courses in the Department of Economics or possibly, Business Administration. The specialization does not mirror the field of economics, and differs in focus through an emphasis on market failure, spatial economics, urban and regional areas, and public intervention. Research might deal with improving communities or regions by increasing and diversifying economic activities to support residents, discovering what it takes to attract business to or to prevent businesses from leaving distressed communities, understanding how housing, tourism, recreation, affect economic conditions, or how regulations, incentives and other policy mechanism affect economic development outcomes.

**Environmental Planning and Sustainability** The Environmental Planning & Sustainability specialty allows students to pursue planning questions relating to the quality of the natural environment, natural resources management, and the policies and programs aimed at offsetting the environmental impacts of pollutant residuals in the environment. Research in this area ranges from questions of the assessment of natural environment and its carrying capacity for human activities, the environmental impacts of various activities, policy questions related to the disposal of water and air pollutants and solid and hazardous wastes, and the health consequences of environmental pollutants. It might also deal with the energy problem (of various energy sources, including gas, electricity, solar, geothermal and nuclear) at the technical, institutional and economic level.

**Housing, Community Development and Neighborhood Planning** Historically, many social issues in urban areas have had a housing dimension, including problems associated with racial segregation, slum development, urban poverty and unemployment. As a result, many of the familiar urban laws, regulations and programs have been concerned with housing. This includes zoning laws, building codes, rent control, urban renewal, public housing and fair housing regulations. Hence, the specialization in housing has a long tradition in city and regional planning. Because of the large number of issues it must deal with, it also is truly interdisciplinary.

Housing includes the delivery of land, shelter, community facilities and physical infrastructure. Among the sectors participating are the construction industry; the finance sector; municipal, state and national sectors of government; the real estate management, brokerage, appraisal and development industry; and the engineering and design sector. Research in the housing field can be based on several disciplinary lines of inquiry, including Economics, Business Administration (Real Estate Economics and Finance), Design and Psychology. Research might deal with such topics as increasing the supply of affordable housing, expanding home ownership among low income groups, understanding the effectiveness of various incentives for encourage the development of affordable housing or housing for senior citizens, the constraints that block such development, the relationship between socio-demographic characteristics of people and their housing and neighborhood choices, or the effect of housing and neighborhoods characteristics on quality of life for different populations.

**Transportation** Transportation, or movement across space, is an integral part of the planning process. As new transportation technologies emerge in the 21st century, there is potential for significant changes in mode choice, travel behavior, goods movement, land use patterns, and infrastructure. The transportation major in the PhD program addresses these concerns through a variety of possible specializations, ranging from formal model building to a concentration on urban transportation.

**Urban Design, Physical Planning, and Behavior** The Urban design/physical planning and Behavior field covers the relationship between human behavior and properties of urban places. Students will learn methods, theory, and application of information to the resolution of environmental design problems. Included will be the study and theory of psychological, social, and cultural factors in environmental
design, and environmental programming and research. This may involve finding out ways in which the environment affects perception, cognition, evaluation, and behavior, ways in which human behavior affects the environment, and ways to change human behavior to save the environment.

3.2 The Candidacy Examination

The Candidacy Examination is a single examination consisting of two portions, written and oral, and is intended as a test of the student’s knowledge of planning, capacity to undertake independent research, and ability to think and express ideas clearly. It is conducted by an “Advisory Committee” chaired by the student’s advisor and at least three other faculty members. At least one of these three faculty members must be from City and Regional Planning. The make-up of the Advisory Committee is decided by the student and his or her advisor, and consists of faculty members representing the subjects examined. Normally all members of the Advisory Committee must hold Category P status from OSU.

The candidacy examination may be taken or begun at any time thought appropriate by the student’s candidacy examination committee and Graduate Studies Committee but must be completed no later than two semesters or one semester and a summer term before graduation. The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or term in which any part of the candidacy examination is taken.

The written portion is usually a take-home exam. This is followed by an oral examination. The Graduate School must be notified at least two weeks in advance of the oral’s proposed time and place by the submission and approval of the online Application for Candidacy Exam form through GRADFORMS.OSU.EDU. The purpose of the oral examination is to give the student the opportunity to expand upon or correct the written answers. In some cases, the advisor may require that an outline of a dissertation proposal be presented as well: in this case, some of the oral exam may focus on the proposal. All students will be examined in the Candidacy Examination in planning theory, quantitative methods and two areas of specialization.

A “pass” in the Candidacy Examination requires the unanimous vote of the participating faculty. Successful completion of the Candidacy Examination signifies that the student is prepared to undertake work on the dissertation. If the examination is judged unsatisfactory, the Advisory Committee decides whether (and if so, in what form) a second attempt will be allowed. By University rule, no more than two attempts are permitted. A student is normally expected to enroll primarily in 8999 or in program-approved courses after satisfactorily completing the candidacy examination.

3.3 The Dissertation Proposal

The dissertation is a scholarly contribution to knowledge in the candidate’s area of specialization. The candidate is assisted in the dissertation research by the Dissertation Committee, composed of the student’s advisor (who serves as Chairperson) and at least two other graduate faculty members (category P status). At least one of these two graduate faculty members must be from City and Regional Planning. The purpose of the Dissertation Committee is to assist and advise the student: final responsibility for the dissertation research lies solely with the student.

The dissertation committee will be formed following the successful completion of the candidacy exam.

First, the student must receive formal approval for the dissertation topic, based on a written Dissertation Proposal. The advisor will have the dissertation committee review the written proposal. If the committee finds the proposal to be satisfactory, the student and the committee will proceed with
the oral defense. Upon the successful completion of the oral defense, the dissertation proposal will be approved.

The proposal should clearly state the problem to be studied, and why it is important and interesting. This should be followed by a literature review, and an indication of the research strategy. For empirical dissertations, there should be a discussion of the availability of data (or how it is to be acquired). Any preliminary results may be presented as indicators of the viability and fruitfulness of the research approach. Finally, a rough timetable for completion of the dissertation should be given.

The students are expected to defend their proposals within one year after passing their candidacy exam.

3.4 Doctoral Dissertation and the Final Oral Examination

Before the Final Oral Examination (dissertation defense) can be held, the student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. A dissertation committee member’s approval of the dissertation draft means that the committee member judges it to be of sufficient merit to warrant holding the final oral examination. It is not required that every loose end in the dissertation be tied up before the Final Oral Examination; but the dissertation should be substantially complete with no major omissions.

The student should also submit the online Application for Final Examination form through GRADFORMS.OSU.EDU. Each dissertation committee member indicates approval of the dissertation draft by approving the Application for Final Examination form that must be submitted to the Graduate School no later than two weeks before the date of the final oral examination. The defense is scheduled by the Dissertation Committee upon submission of a satisfactory typed dissertation draft. Once the final oral examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. No less than one week before the final oral examination, a complete, word-processed dissertation document draft must be presented to the Graduate Faculty Representative for review and approval. After consulting with the student and the dissertation committee members, the advisor may elect to hold the examination as scheduled or postpone it until the situation is resolved.

The Final Oral Examination is a presentation of the principal results of the dissertation research. The Final Oral Examination Committee consists of the members of the Dissertation Committee and the Graduate Faculty Representative appointed by the Graduate School. Following a successful Final Oral Examination, the student will usually have additional writing, or even additional analysis to complete before the dissertation is finally accepted. It is rare, at least in City and Regional Planning, that major conceptual revisions are required. The student is considered to have completed the final oral examination successfully only when the decision of the final oral examination committee is unanimously affirmative. Each examiner indicates judgment by completing the online Report on Final Examination form by the posted deadline for the semester or summer term of graduation. If the examination is judged unsatisfactory, the Advisory Committee decides whether (and if so, in what form) a second attempt will be allowed. By University rule, no more than two attempts are permitted. A student who fails the final oral examination twice is not allowed an additional examination. After passing the Final Oral Examination, the student prepares a final copy of the dissertation. OSU has rules on the form of the final copy; the candidate should be sure to consult the Graduate School website. Final approval of the student’s dissertation cannot occur until the final oral examination has been completed satisfactorily. All doctoral dissertations must be submitted electronically through OhioLink (the Ohio Library and
Information Network) by the published deadline for the semester or summer term of graduation. If a student fails to submit the final copy of the dissertation document to the Graduate School within five years of being admitted to candidacy, the student’s candidacy is cancelled.

4 SUMMARY OF PHD GRADUATION REQUIREMENTS

1. satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination form
2. registration for at least three graduate credit hours during the semester or summer term when the candidacy and final oral examinations are taken and during the semester or summer term in which graduation is expected
3. submission of the Application to Graduate form to GRADFORMS.OSU.EDU no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master’s degree
5. completion of the following residency requirements after the master’s degree has been earned or after the first 30 hours of graduate credit have been completed:
   a. minimum of 24 graduate credit hours must be completed at this university
   b. minimum of two consecutive pre-candidacy semesters or one semester and a summer term with full time enrollment
   c. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer term after admission to candidacy
6. graduate cumulative point-hour ratio of at least 3.0
7. Successfully defending the dissertation proposal
8. approval of dissertation draft by the dissertation committee members and submission of the Application for Final Examination form and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
9. satisfactory completion of the final oral examination and submission of the approved Report on Final Examination form by the published deadline for the semester or summer term of graduation
10. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer term of graduation
11. committee approval of the Report on Final Document form and completion of Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the semester or summer term of graduation
12. completion of Ph.D. degree requirements within five years after being admitted to candidacy
13. receipt of final grades in the University Registrar’s Office by the published deadline
14. completion of Ph.D. degree requirements established by the Graduate Studies Committee
   payment of the doctoral hood and microfilm processing fees by the published deadline for the semester or summer term of graduation