Welcome to the School of Public Policy (SPP) Graduate Program! ................................................................. 3
Graduate Student Representatives (GSR) .............................................................................................................. 4
MPP Administrative Structure ............................................................................................................................ 6
University Resources ............................................................................................................................................. 8
Arrival Checklist & School of Public Policy (SPP) Resources ............................................................................ 10
SPP Graduate Student Progress and Guidelines ................................................................................................. 15
MPP Program Guidelines (Resident and Online) ................................................................................................. 21
  MPP Requirements ........................................................................................................................................... 21
  Filing a Program of Study .................................................................................................................................. 21
  Required Coursework .......................................................................................................................................... 21
  Graduate Committee Composition ...................................................................................................................... 23
  MPP Essay .......................................................................................................................................................... 23
Executive MPP Program Guidelines .................................................................................................................. 27
  Executive MPP Requirements ............................................................................................................................... 27
  Filing a Program of Study .................................................................................................................................. 27
  Executive MPP Required Coursework ................................................................................................................ 27
  Graduate Committee Composition (see above under MPP guidelines) ............................................................ 29
  Executive MPP Capstone Project ....................................................................................................................... 29
Final Capstone: Executive MPP Project vs. MPP Essay ....................................................................................... 30
Tasks for Completing a Resident/Online/Executive Master’s in Public Policy ....................................................... 31
PhD Program Guidelines ..................................................................................................................................... 32
  Program Overview ........................................................................................................................................... 32
  Coursework ......................................................................................................................................................... 33
  Additional Requirements .................................................................................................................................. 35
  Advancement to Candidacy ............................................................................................................................... 35
  Dissertation ......................................................................................................................................................... 36
  Teaching ............................................................................................................................................................. 38
  Student Progress .............................................................................................................................................. 38
  Committees ......................................................................................................................................................... 39
  Advising and Mentoring .................................................................................................................................. 39
  Residency ........................................................................................................................................................... 40
  Continuous Enrollment ..................................................................................................................................... 40
Certificate Programs ............................................................................................................................................. 45
  Energy Policy Certificate .................................................................................................................................. 45
  Rural Policy Certificate .................................................................................................................................... 46
Transfer Credit Policy ........................................................................................................................................... 48
Welcome to the School of Public Policy (SPP) Graduate Program!

This handbook is a resource guide for students in the Public Policy graduate students in the Master of Public Policy (MPP), Executive MPP, and PhD in Public Policy graduate programs. OSU Graduate School policies and procedures that govern graduate students are posted online at https://gradschool.oregonstate.edu/current. This handbook provides program specific policies and procedures for the MPP, Executive MPP, and PhD programs. If you or your major professor have questions, please contact the Public Policy Graduate Program Director, Associate Director or Administrative Assistant. We look forward to assisting you throughout your time here; however, you are responsible for being informed and utilizing these resources. Often the answer you are looking for is on a webpage or in this handbook, and this guide helps reduce the time it takes to locate this information.

The handbook is also available on the MPP and PhD web pages:
https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook
https://liberalarts.oregonstate.edu/spp/phd/phd-handbook

Public Policy Graduate Programs Contact Information:
School of Public Policy
Oregon State University
300 Bexell Hall
Corvallis, OR 97331
Phone: 541-737-2811
Office Hours: Monday-Friday 8:00 am to 5:00 pm

Graduate Program Staff:
Brent S. Steel, Director of the Public Policy Graduate Program
Phone: 541-737-6133 Email: brent.steel@oregonstate.edu

Hilary S. Boudet, Associate Director of the Public Policy Graduate Program
Phone: 541-737-5375 Email: hilary.boudet@oregonstate.edu

Lena Cottam, Assistant to the Graduate Program
Phone: 541-737-5589 Email: lena.cottam@oregonstate.edu
Graduate Student Representatives (GSR)

Congratulations and welcome to SPP! Graduate school is a time for both intense academic focus and personal growth. Your GSRs seek to build a student community to balance these two aspects of graduate school. Get to know the GSR in your program. They can voice your concerns and help you get more involved with the SPP, participate in social events, and provide tips for getting to know your new grad student community!

GSRs are graduate students elected from each graduate program within the college. In SPP, that includes resident and online MPP, Executive MPP, and resident PhD programs. GSRs act as a liaison between the students and the school administration in order to voice student concerns. They meet regularly with the Graduate Program Executive Committee.

In addition to our liaison duties, GSRs in SPP also help support the incoming cohort by providing information about the community and local housing, and addressing concerns or questions about student life and academics in SPP. We have a Facebook page, where we post upcoming events. There is also a LinkedIn page where alumni and current students can network. To get you started, we’ve compiled some student groups and resources that have been particularly popular with SPP students:

- **Women in Policy:** The mission of Women in Policy is to provide a forum for women and allies to engage in policy; create strong networks; find mentors and be mentors; and challenge the under-representation of women in the policy process by changing attitudes and structures. Contact: womeninpolicy@oregonstate.edu

- **ASOSU Congress:** ASOSU is every student at Oregon State University. We exist as an organization to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as citizens and members of the academic community through democratic representation. The Legislative Branch of the ASOSU represents the collective opinion of the student body. It consists of elected members who serve in the ASOSU Congress. Find out more about ASOSU here: https://asosu.oregonstate.edu/branches/legislative. Contact: https://asosu.oregonstate.edu/contact

- **OSU Policy Analysis Lab:** OPAL provides an opportunity for graduate students to conduct research on real world policy problems in fields such as education, energy, climate change, and disaster response. Students use the quantitative and qualitative skills they have learned in class to provide support to clients facing substantive issues in the policy world. Contact: Professor Mark Edwards, medwards@oregonstate.edu

- **Coalition of Graduate Employees Union:** CGE is the collective power and voice of Graduate Teaching and Research Assistants at Oregon State University. Contact: organizer@cge6069.org. Website: https://www.cge6069.org/

- **Library Student Review Board:** The LSRB gives OSU students a voice in decisions regarding the Valley Library. The LSRB will meet the third week of the term to discuss what’s happening
around the library, help establish a sense of community, and of course serve as a valuable source of feedback.
Contact: Beth.filar-williams@oregonstate.edu

- **Traditional Ecological Knowledge Club:** The Traditional Ecological Knowledge Club is established to provide OSU students and faculty with a space to discuss scholarly and/or Native-based understandings about Indigenous forms of knowledge including Traditional Ecological Knowledge, Indigenous Knowledge, and Traditional Knowledge. This student-led and student-centered group provides support and increased demand for academic departments to create TEK, IK, and TK classes, incorporate TEK, IK, and TK into science-based curriculum, and create related research opportunities for students. The Traditional Ecological Knowledge Club serves as an organizing entity for the creation of the Traditional Ecological Knowledge Conferences. The Traditional Ecological Knowledge Club creates academic and community-focused events to bring Indigenous Knowledge systems into larger audiences while supporting tribal data sovereignty and the rights of Native Nations to communicate their own stories.
Contact: tekatosu@gmail.com

Other opportunities for getting involved on campus and in the community are shared regularly in the SPP Newsletter, as well as through faculty periodically. Keep an eye out for opportunities that interest you.

We wish you all success and hope that your time in SPP is rewarding. See you around!

Jonathan Ruff  
PhD GSR  
ruffjo@oregonstate.edu  
Victoria Venable  
MPP GSR  
venablev@oregonstate.edu  
Bob Horton  
Executive MPP GSR  
hortonr@oregonstate.edu
MPP Administrative Structure

School of Public Policy Organizational Chart

Provost
Oregon State University

Dean
College of Liberal Arts

Director
School of Public Policy

Graduate Program Director
Graduate Program Associate Director
Assistant to the Graduate Program

Public Policy Graduate Program Executive Committee

PhD in Public Policy Program & Faculty
Master of Public Policy Program & Faculty
Executive Master of Public Policy & Faculty

5 Additional CLA Schools
- Arts and Communication
- History, Philosophy & Religion
- Language, Culture & Society
- Psychological Science
- Writing, Literature and Film

Undergraduate Program Directors
- Economics Program & Faculty
- Political Science Program & Faculty
- Public Policy Program & Faculty
- Sociology Program & Faculty
Director of the Public Policy Graduate Program: Appointed by the Director of the School of Public Policy in consultation with the Associate Directors of Economics, Political Science, Public Policy, and Sociology. The Director is responsible for program management and budget, head advisor for students, student recruitment, website maintenance, NASPAA reports and accreditation, and representing the program on campus and in the community. The director has a .50 FTE appointment in the Public Policy Graduate Program and a .50 FTE appointment in their home program. The Director is Professor Brent S. Steel (Email: bsteel@oregonstate.edu; 318 Bexell Hall; Phone: 541-737-2811).

Associate Director of the Public Policy Graduate Program: Appointed by the Director of the School of Public Policy in consultation with the Associate Directors of Economics, Political Science, Public Policy, Sociology and the Graduate Program Director. The Associate Director assists the Graduate Director program management, advising, student recruitment, learning outcome assessment, NASPAA reports and accreditation, and representing the program on campus and in the community. The Associate Director is Professor Hilary Boudet, who is responsible for online MPP and Executive MPP advising (Email: hilary.boudet@oregonstate.edu; 400C Bexell Hall; Phone: 541-737-5375).

Assistant to the Graduate Program: Appointed by the SPP Director in consultation with the Graduate Director and Associate Directors, the Assistant to the Graduate Program assists with student recruitment, annual assessment reports for OSU and NASPAA, graduate student travel, graduate student awards applications, organizing student fieldtrips, graduate appointment paperwork, graduate student assessment, course scheduling and course overrides, and other responsibilities that support the Graduate Director. The Assistant to the Graduate Program is Lena Cottam (lena.cottam@oregonstate.edu; 300 Bexell Hall; Phone: 541-737-2811).

Public Policy Executive Committee (Core Faculty): This committee is responsible for all MPP, Executive MPP and PhD programs planning and policy. Membership includes the MPP, Executive MPP and PhD Admissions Committees, the Associate Directors of Economics, Political Science, Public Policy and Sociology, all faculty that teach required core MPP and PhD courses, concentration advisors, four elected students (1 MPP, 1 Online/Executive MPP and 1 PhD), a MPP Alumnus, a potential employer, the Graduate Director, Associate Director and the School Director. The committee meets three or more times a year as needed.

Admissions Committees: Appointed by the Director of the Public Policy Graduate Program, the MPP Admissions Committee, Executive MPP Admissions Committee, and PhD Admissions Committee are responsible for reviewing and selecting new MPP, Executive MPP and PhD student applicants. The committees are comprised of core faculty members from Economics, Political Science, Public Policy, Sociology, the Graduate Director, and Associate Director.

Graduate Student Representatives (GSRs): Elected by secret ballot, student representatives are responsible for representing student interests and attending Public Policy Executive Committee meetings.

Additional Committees (all comprised of Public Policy Executive Committee Members):

- The PhD Admissions Committee makes all admissions decisions and GTA offers. The committee includes SPP Associate Directors, eight members of core faculty across
Economics, Sociology and Political Science, and the Graduate Director (12 members currently).

- The PhD Teaching Assignment Committee coordinates PhD teacher training and teaching assignments for on-campus and Ecampus undergraduate courses in Public Policy, Political Science and Sociology. The committee is comprised of Public Policy, Political Science, Public Policy and Sociology Program Associate Directors and Ecampus Coordinators, and Graduate Director (ex officio).

- The MPP Admissions and Online/Executive MPP Admissions Committee are comprised of 5 to 6 core faculty each from Economics, Political Science and Sociology. The committees have overlapping membership for quality control.

- MPP GA appointments are made by the Economics, Political Science, Public Policy, and Sociology Associate Directors, the Director of the Oregon Policy Analysis Laboratory (OPAL), and the Graduate Director. Program Coordinators are responsible for individual GTA assignments in their units.

- MPP Alumni Advisory Board: The MPP Advisory Board is composed of 10-12 MPP Alumni from across program cohorts and from diverse institutional positions (e.g., nonprofit, public sectors) that meets biannually to provide planning and advice for the MPP Program, and to serve as mentors and network connections for current MPP students.

**University Resources**

**OSU’s Graduate School Office**

The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The OSU Catalog is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.

The Graduate School supports students throughout the academic lifecycle, from admissions to degree completion.

The Graduate School offers an array of professional development opportunities specific to the success of graduate students. Topics covered in these offerings include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse their student success offerings:

[https://gradschool.oregonstate.edu/graduate-student-success](https://gradschool.oregonstate.edu/graduate-student-success)

The Graduate School has walk-in hours and can be contacted via email or phone. Additional information on contacting the graduate school is available here: [https://gradschool.oregonstate.edu/contact](https://gradschool.oregonstate.edu/contact).

**University Emergency Contacts**

OSU is dedicated to providing a safe and secure learning and living environment for its community members. The Department of Public Safety provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for OSU Alerts to get timely messages
delivered right to your phone or inbox regarding university closures and other emergency situations.

Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School’s Student Resources web page. Note that some services are campus specific. See also Ecampus Student Resources Guide for services specifically provided to graduate students pursuing degrees or certificates through Ecampus.

Childcare and Family Resources – University childcare centers, child care assistance
Counseling and Psychological Services (CAPS) – Individual and group counseling
Cultural Resource Centers – Cultural based community centers, social support
Disability Access Services (DAS) – Academic accommodations
Equal Opportunity and Access (EOA) – Employment accommodations, discrimination or bias response
Financing your education – Funding options and information, graduate awards
Graduate Student Success Center (GSSC) – Lounge, study space, printing, reservable meeting rooms
Graduate Writing Center – Writing workshops, groups, and 1:1 writing coaching
Health Insurance – Plans for graduate students and graduate employees
Human Services Resource Center (HSRC) – Food pantry, housing and food stamp assistance
Institutional Review Board (IRB) – Review for human subjects research
Office of International Services (OIS) – Visa and immigration advising
Ombuds Conflict Management Services – Informal, impartial conflict resolution advising
Recreational Sports – Dixon Recreation Center, intramural sports
Statistics Consulting Service – Graduate student research statistical advising
Student Health Services (SHS) – Clinic and pharmacy
Student Multimedia Services (SMS) – Poster printing, equipment and laptop loans
Transportation Alternatives – Bike, bus, SafeRide
Transportation and Parking Services (TAPS) – Parking permits, maps
Valley Library – Reference and research assistance, study spaces, research tools

Career Development

Graduate school is fundamentally training for your future job and we encourage you to start planning for your next step early. We encourage you to take advantage of the OSU Career Development Center and make an appointment with Karla Rockhold. She is available to work with grad students to help them advance in their careers – whether that’s resume/CV help, interviewing practice, salary negotiation strategy, job searching, fellowship applications, and more. Visit Handshake (oregonstate.joinhandshake.com) to make a career advisor appointment with Karla, apply for jobs, and/or sign up for career fairs, workshops for grad students, webinars, employer networking events and more.
Arrival Checklist & School of Public Policy (SPP) Resources

Getting Started

- Now that you’ve been formally admitted, you'll need to sign up for your OSU Network ID (ONID) account [http://onid.oregonstate.edu/](http://onid.oregonstate.edu/) (click on Sign up for ONID). If you’ve attended OSU before you may already have an ONID account. If this is the case, you do not need to set up a new account. Students’ ONID email are hosted at [Google Apps for Oregon State](https://accounts.google.com/), and all email sent to your ONID email address (username@oregonstate.edu) is delivered to Gmail. Google Apps also gives you access to Google Drive, Calendar and other features.

- After you have your ONID account set up, go to [MyOregonState](https://my.oregonstate.edu/). You'll need your ONID username and password in order to register. We also use the email associated with your ONID account to send you registration reminders, information about new course offerings and upcoming seminars, etc. – so be sure you’re checking your OSU email regularly or that you set up the account to forward to your personal email. If you have trouble setting up your ONID account or logging in, call the OSU computer help desk at 541-737-3474 or submit an online request for assistance using the following webpage: [http://is.oregonstate.edu/accounts-support/och](http://is.oregonstate.edu/accounts-support/och).

- All OSU online services are protected by a two-step authentication system called DUO ([https://is.oregonstate.edu/duo](https://is.oregonstate.edu/duo)). You should sign up for DUO as soon as possible. We recommend downloading the app to your phone AND getting a hardware token. Having both can save you a lot of hassle if your phone becomes unusable or unavailable for some reason. Keep yourself and your privacy safe online by reading [information security tips](http://is.oregonstate.edu/security) from our office of information security.

- Please review the OSU Academic Calendar each upcoming term for important dates such as the beginning of registration, the start of classes, drop deadlines and university holidays ([http://registrar.oregonstate.edu/osu-academic-calendar/](http://registrar.oregonstate.edu/osu-academic-calendar/)).

- You can register for classes all the way up to the beginning of the term. We recommend that you always register as early as possible for three reasons. First, classes fill quickly and waiting will limit your options because popular classes will close early. Second, it really helps us with course planning if students register early and greatly reduces the chance that classes will be cancelled due to low enrollment; it also gives us time to add new sections of courses if needed to meet student demand. Finally, it gives you enough time to order any required books. You will not be billed for tuition until after the term begins – so there is no ‘advanced cost’ to registering early.

- If you’re taking primarily online classes the Ecampus Schedule of Classes ([http://ecampus.oregonstate.edu/soc/](http://ecampus.oregonstate.edu/soc/)) is the best resource for finding course CRNs, viewing example syllabi for courses, and finding out what books you’ll need to order. If you want to take classes that meet on the Corvallis campus you should use the General Catalog: [https://catalog.oregonstate.edu/](https://catalog.oregonstate.edu/).
• You can find the tools you need to register by logging into your MyOregonState account (https://my.oregonstate.edu/) using your ONID username and password. There is also a short video about how to register on the Ecampus website (http://ecampus.oregonstate.edu/services/registration/) and additional information about how to register here: https://registrar.oregonstate.edu/priority-registration. Graduate students do not need a registration PIN.

• The OSU graduate school requires that all graduate programs (Certificate, MS, and PhD) contain coursework that is at least 50% stand-alone.

• Both the Graduate School and Ecampus maintain very handy Current Students websites that house quick-links and contact information for the services you will use on a day to day basis while enrolled at OSU. Be sure to check them out: https://ecampus.oregonstate.edu/students/current/ and https://gradschool.oregonstate.edu/current.

Office Assignment
Office assignments are coordinated by Assistant to the Graduate Program and the GSRs. Contact them to receive a space assignment or to change your space assignment.

You are responsible for locking all doors and windows when leaving rooms you have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. University buildings are open to the public. Office and laboratories with open or unlocked doors are not secure from theft. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Student Services. The signage for your office can be updated by sending update information to Robert Allan.

Do not change offices or remove furniture from any office. If you need additional furniture, have concerns about your office space, or are not using the space, see the Assistant to the Graduate Program. We ask that you clean and vacate your office within 30 days of finishing your degree and leaving SPP. Cleaning supplies are available in the SPP front office (300 Bexell Hall) if you need them.

Mail
Drop boxes for outgoing campus and U.S. mail are available in the SPP Main Office. You will also find various express mail supplies there. You may have personal mail delivered to SPP. We will contact you by email if we receive anything. Outgoing U.S. mail with postage already applied can be left in the outgoing mail drop boxes or in drop boxes around campus.

After-hours permit
You will get an after-hours permit the first week of the term. If not, see Lena Cottam at 300 Bexell Hall. Keep your after-hours permit with you. Campus Security can and will ask for after-hours permits and will ask you to leave the building if you cannot furnish your permit on request.
Keys
Keys for offices and facilities are issued by Lena. Contact her at lena.cottam@oregonstate.edu for any key requests. Key requests are made online, and the Key Shop will contact you directly with pickup instructions once your keys are ready to be picked up. The Access Lock & Key Shop is located south of Kerr Administration – please bring your OSU ID as a form of identification in order to pick up your keys. Their hours are 11:00 am to 3:00 pm (https://facilities.oregonstate.edu/shops/key-shop).

Use of Campus Telephones
Your student office is not equipped with a telephone, though there is one phone located in the Garden Level of Bexell Hall for Grad Hub use. University phone numbers have a prefix of 737 or 713. When calling from one campus telephone to another, dial only the last five digits of the phone number. When calling a local number, you must first dial 9 to get an outside line, then the area code and the number. Please keep your general and emergency contact information updated via your https://oregonstate.edu/myoregonstate page.

You will need an authorization code or personal calling card number to make long distance calls. Check with Lena for an authorization number.

Supplies
SPP provides basic supplies (paper, pencils, pens, tape, chalk, erasers, whiteboard markers, etc.) to be used only for teaching or research assistant duties. The School does not provide personal supplies for coursework. School letterhead is to be used for official business only. Use for personal purposes such as expression of opinion about university issues is specifically prohibited. If in doubt, seek advice from your major professor or the Graduate Programs Director.

Graduate Employees can pick up classroom supplies from the supply area in 300 Bexell Hall. If you need additional supplies for research that would need to be ordered, obtain those through your major professor.

Poster Printing
First and foremost, design your poster so that it will fit your printer. The Valley Library has a 42-inch maximum width, so 42 inches by X feet should be the maximum size of your poster. There is a variety of poster printing possibilities.

You can have one poster printed per term for no charge at Student Multimedia Services in the Valley Library. Use this as your first choice. This requires planning as this service is heavily utilized across campus. Make sure to get your poster to Student Multimedia Services at least two days in advance.

If you have an index number, you can have your poster printed in the Digital Media Lab in Burt Hall 170. Be sure to fill out the form next to the plotter with the appropriate information (e.g., size of the poster, index number, etc.). There is also a printer in the Research Publishing and Outreach office. Use this as a last choice because Research Publishing and Outreach staff is busy with projects for the College.
Student Profile
Below are two steps you can take to raise your visibility and promote yourself.

Provide a profile and photo for our current student pages:
- (PhD) https://liberalarts.oregonstate.edu/spp/phd/students/current-phd-students
- (MPP, Online MPP and Executive MPP) https://liberalarts.oregonstate.edu/spp/mpp/students/current-students

The photo would preferably be of you engaged in research or else taken in a setting evocative of your research. We can then highlight your research within SPP publications and promote your story to other OSU publications that feature student profiles.

Join the LinkedIn website Graduate where alumni and current students can network, identify job opportunities and MPP internships and PhD practicums.

SPP Student Facilities
The Garden Level of Bexell Hall is dedicated to the use of SPP graduate students. This space can be used to host guests, hold readings or group discussions, or just as a space for students to hang out. It houses a Graduate Student Hub for MPP students and one for PhD students, each with living room area and several computers to work on. Both hubs are occasionally used for social events for our graduate programs and students. The Garden Level also has a breakroom with a dining table and kitchen. SPP graduate student offices are also located there.

SPP Computer Policies
SPP recognizes and supports Oregon State University’s Acceptable Use of Computing Resources Policy. Please consult this link if you have questions (https://policy.oregonstate.edu/UPSM/08-005_acceptable_use_computing_resources).

Computing Resources for Your Use in Bexell Hall
Computers and printers in Bexell Hall are managed by CoSINE IT Services (https://cosine.oregonstate.edu/).

Printers in Bexell Hall and elsewhere
Printers are located in Bexell Hall 101 and 102 (Graduate Hubs). Computers have appropriate printers already installed. Printers should not be used as copy machines. Large print jobs should be requested in the main office to Lena Cottam or Cindy Huddleston. Printers are also available at student computing facilities at various locations on campus. Check out Student Multimedia Services at http://oregonstate.edu/is/mediaservices/sms/. They have thesis printing free to students as well as one free poster printed per term.

General Computing Guidelines
Do not store your files on College computers. These computers are not backed up. If a computer has a problem (virus or hacked) it will be removed without notice. The system will be wiped and re-imaged. All
Wireless Access
Secure wireless access is available in Bexell Hall.

SPP Graduate Student Listservs:
All SPP graduate students students@lists.oregonstate.edu
SPP PhD students sppphd@lists.oregonstate.edu
MPP resident students mpp-resident@lists.oregonstate.edu
MPP online students mppecampus@lists.oregonstate.edu
Executive MPP students execmpp@lists.oregonstate.edu
International students sppinternational@lists.oregonstate.edu
SPP Graduate Assistants SPPGradEmployees@lists.oregonstate.edu

We also have alumni listservs to keep you connected after graduation.

Travel
Please contact Lena for the following:
- Basic travel policy information (link to OSU policy for your own reference)
- Receipt Requirements for Personal & Travel Reimbursement
- Forms

Arranging Travel and Applying for Travel Funds: Travel to professional meetings is highly encouraged as one of the best professional development activities you can undertake. This is an excellent way to present your research results to a broader audience while gaining valuable feedback, to network with scholars in your discipline, and to polish your public speaking skills and confidence. Please contact the SPP Graduate Director for travel approval before your trip. Note: Travel is dependent on the availability of funds and appropriateness of request. OSU’s travel agency information is the following:

CI Azumano
Local area: 541-757-9792
Toll Free: 800-334-2929
Email: azcorvallis@ciazumano.com

**Please note that while you can book your own airfare and other travel arrangements, use of the OSU travel agency is preferred and safer in case of last-minute changes.

Request for Travel Authorization
Domestic Travel: Domestic travel is defined as any travel within the boundaries of the United States. Please talk with the Graduate Director prior to your trip should you wish to use departmental or other university or grant funds for reimbursement. You will need to submit a CLA travel preapproval form to Lena once your trip is approved for reimbursement. Upon completion of your travel, you will need to submit the appropriate documentation and receipts to Lena if you wish to get reimbursed for your expenses.

International Travel
International travel is defined as any travel outside the boundaries of the United States. Please talk with...
the Graduate Director prior to your trip should you wish to use departmental or other university or
grant funds for reimbursement.

The CLA travel preapproval form should be submitted at least two weeks prior to departure even if no
airfare arrangements are necessary. International travel requires additional time for authorization prior
to airfare purchase. Indicate all departure dates and times, methods of travel, registration fees,
anticipated miscellaneous expenses, etc. For insurance purposes, the Request for Travel Authorization is
required even if travel is being paid by an outside agency.

Students are also advised to register with OSU Risk Management prior to foreign travel. This may
provide a benefit towards travel insurance: https://risk.oregonstate.edu/international

**Personal Travel Combined with Business Travel**
Travelers may combine personal travel with business travel as long as no added expense is incurred by
the University. A comparison quote showing the business-only costs is required. OSU will only cover the
business portion of the trip. OSU contracted travel agencies can split the billing so that the business
portion of the fare is charged to the University and the traveler is billed separately for their personal
segment of the trip. Personal days must be noted on the traveler’s itinerary when requesting
reimbursement of business-related expenses.

**OSU and SPP Support for Travel**
Graduate School Travel Funds: the OSU Graduate School offers a Graduate Travel award with
nominations open once per term, one-per-program ($500 for domestic travel and $1,000 for
international travel). These awards are reimbursement only via CEOAS Index. Contact Graduate Student
Services for more information.

**OSU- and State-Owned Vehicles**
Authorization is required to drive university and state-owned vehicles. Forms are available from Student
Services or on the Motor Pool web site (http://motorpool.oregonstate.edu/drivers). If you will be driving
a passenger van, you must watch the video and take the test available at
http://motorpool.oregonstate.edu/drivers/training before leaving on the trip.

**SPP Graduate Student Progress and Guidelines**

**SPP Progress Reports**
Once a year, SPP conducts a review of student progress. The progress report provides an opportunity to
ensure that the student-major professor relationship is healthy, that you are progressing toward
completion, and that any unusual or sensitive issues can be identified and resolved. Contents of the
progress reports are made available to both you and your major professor. If you have issues that you
are uncomfortable writing about in this context, please bring them to the attention of Graduate
Program staff.

The goals of the progress report are 1) to ensure that students and faculty meet once a year to review
expectations and accomplishments; 2) to provide an opportunity to identify students who may be
struggling; and, 3) to provide the Graduate Program with pertinent information to market the program,
catalog student accomplishments, and maintain accurate student records.
You and your major professor will each write a progress report that includes 1) your activities and accomplishments during the past year; 2) your anticipated results of current research and/or conferences; 3) your future plans/career interests; 4) your summer plans and contact information; 5) an update on current status in program; 6) an update on your project/thesis and funding; and, 7) notice of any impediments to progress and success.

The faculty- and student-written assessments are submitted to the Graduate Program Assistant and Graduate Director.

- Resident/Online MPP satisfactory academic progress policies and form: [https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/mpp-forms](https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/mpp-forms)

- PhD satisfactory academic progress policy and form: [https://liberalarts.oregonstate.edu/spp/phd/phd-handbook](https://liberalarts.oregonstate.edu/spp/phd/phd-handbook)

**Course Registration**

The OSU [Schedule of Classes](https://liberalarts.oregonstate.edu) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](https://liberalarts.oregonstate.edu) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/mpp-forms) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s).

**Minimum Course Loads**

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of 3 **graduate credits** in any term you wish to be enrolled and access university resources, including the term of the final defense. Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s). **Graduate Assistants must be enrolled in a minimum of 12 credits.**

**Continuous Graduate Enrollment Policy**

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student’s location. Students on approved leave are exempt from the continuous
enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

**NOTE:** Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

**Leave of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. **NOTE:** Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

**Unauthorized Break in Registration:** Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University. To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

**Grievance Procedures**

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at
http://gradschool.oregonstate.edu/progress/grievance-procedures. Graduate employees, whose terms and conditions of employment are prescribed by the collective bargaining agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU’s Office of Human Resources.

Grade Requirements and Program of Study
A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

Incomplete Grades
An “I” (incomplete) grade is granted only at the discretion of the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

Student Conduct and Community Standards
Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the Student Conduct Code. The assumption upon which this Code is based is that all persons must treat one another with dignity and respect for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

Academic Dishonesty
Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

- CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of
deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.

- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

**OSU Office of Equal Opportunity and Access**
The Office of Equal Opportunity and Access defines sexual harassment as the following:

- **Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:**
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
  - Submission to or reject of such conduct by an individual is used as the basis for employment of education—related decisions affecting such an individual; or
  - Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual’s status.

*Employee conduct directed towards a student — whether unwelcome or welcome — can constitute sexual harassment under OAR.

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

**Student Records**
Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit
the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will not prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

Coalition of Graduate Employees (CGE)
The Coalition of Graduate Employees (CGE) is a local, member-run labor union (http://cge6069.org/) recognized by the University and the State of Oregon as the exclusive representative for OSU graduate employees on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers. All OSU graduate students are eligible to join CGE.

Taxes
Since the Tax Reform Act of 1986, all salaries paid to a graduate employee are taxable income. Tuition remission accompanying graduate employment is not part of your taxable gross income. Scholarships and fellowships are also taxable on that portion not spent for tuition and course-required educational supplies and fees. When you fill out your Withholding Allowance Certificate (W-4 form), be certain that you have allowed for sufficient amounts withheld from your monthly check to match your tax liability. A penalty will be applied if you do not have at least 90% of your tax liability for the current tax year withheld. International students should be particularly careful in keeping records; standard income tax deductions are not available to most non-resident aliens, who are allowed only one exemption and are permitted only actual itemized deductions.

Graduate Assistantships
All students with graduate teaching or research employment (.30 FTE to .49 FTE), must be enrolled for a minimum of 12 credits (Note: in 2021-22 the minimum FTE will be .35). This requirement includes international students. MOST graduate fellowships also have a registration minimum. The requirements for registration and health insurance sign-up or opt-out are in your funding contracts that you sign with Arts and Sciences Business Center HR.

- Degree-seeking students without graduate employment must be registered for a minimum of 3 credits in any term they wish to be enrolled. Students enrolling only to “defend” need to be enrolled for 3 credits. Contact SPP Grad Administrators for information about defending “in the break” to avoid paying additional tuition. Enrollment for less than 9 credits in a term is considered part-time.
- Contact SPP Graduate Administrators if you have questions about Leave of Absence petitions, late enrollment or essay credit adjustment petitions after week one of the term. Note that completed Leave of Absence petitions have to be filed two weeks before the start of the applicable term.
MPP Program Guidelines (Resident and Online)

MPP Requirements
You are required to complete 62 credits of graduate level coursework, including:

- 30 credits of core coursework;
- 26 credits (with a 10-credit internship option) in your preferred area of concentration (Energy Policy, Environmental Policy, International Policy, Law and Crime Policy, Rural Policy, Science and Technology Policy or Social Policy); and,
- 6 credits toward completion of an essay on a research topic of your choice. You must also complete an essay about a research topic of your choice.

Your major professor, graduate committee, and graduate program staff monitor your progress.

You must complete all work for the degree within seven years, including transferred credits, coursework, essay and all examinations.

The Master’s program may include a graduate certificate, but it is not required.

The steps taken to obtain an MPP include the following:
1. File a Program of Study
2. Complete required coursework
3. Compose an MPP Committee
4. Research, write and defend an MPP Essay

Filing a Program of Study
The Program of Study is a document that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that you must complete in order to obtain the degree. The Program of Study form for the MPP degree should be completed and submitted to the Graduate School before completing 18 graduate credits (generally the end of the second quarter of study for full-time students).

The program of study is developed by the student under the approval of his or her Committee Chair and the Graduate Program Director.

The Graduate School is moving to digital submission of programs of study, available here: https://gradschool.oregonstate.edu/forms/#program.

Required Coursework

A minimum of 62 credits must appear on the MPP program of study. The MPP program of study must include:

- ECON 517 Microeconomic Theory for MPP Students [4 credits; for students without microeconomics background-prereq for ECON 524 and ECON 539; counts as elective credits]
- ECON 524 Introduction to Econometrics [4 credits]
- ECON 539 Public Policy Analysis [4 credits]
• PPOL 511 Public Organizations and Leadership [4 credits]
• PPOL 512 Public Policy Theory [4 credits]
• PPOL 507 Professional Development Seminar for First Year Students [1 credit]
• PPOL 507 Professional Development Seminar for Second Year Students [1 credit]
• PPOL 521 Understanding Social Research [4 credits]
• PPOL 522 Quantitative Methods for Policy Analysis [4 credits] and/or PPOL 523 Qualitative Research Methods [4 credits]
• PPOL 524 Applied Research Methods [4 credits]
• PPOL 501 MPP Essay [6 credits]
• Elective coursework
• Internship credits (optional)

You can find an example MPP Program of Study here: https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/mpp-forms

Typical Full-Time MPP Course Schedule

Courses outside of those listed may be used to meet concentration requirements with approval of the committee and the Graduate Program Director. We recommend fulltime students take no more than 16 credits a quarter. Part-time students will take fewer credits depending on their own preference (see Satisfactory Academic Progress Policy for Part Time & Ecampus Students).

Year 1 - Fall (13 credits)
ECON 517 Microeconomic Theory for MPP (prereq for Economics courses)
PPOL 507 Professional Development Seminar for First Years
PPOL 512 Public Policy Theory
PPOL 521 Understanding Social Research

Year 1 - Winter (13 credits)
ECON 524 Introduction to Econometrics
ECON 539 Public Policy Analysis
PPOL 507- Diversity, Equity and Inclusivity seminar
PPOL 511 Public Organizations and Leadership

Year 1 - Spring (12-16 credits)
PPOL 522 Quantitative Methods for Public Policy Analysis and/or PPOL 523 Qualitative Analysis
PPOL 524 Applied Research Methods
Elective Course

Year 2 – Fall (12-16 credits)
PPOL 507 Professional Development Seminar for Second Years
Elective Course
Elective Course
Elective Course and/or PPOL 510 Internship

Year 2 – Winter (12-16 credits)
Elective Course
Elective Course
Elective Course and/or PPOL 510 Internship
PPOL 501 MPP Essay Credits

Year 2 – Spring (12 credits)
PPOL 501 MPP Essay Credits

Graduate Committee Composition
For information regarding your graduate committee composition, please contact graduate program staff. Additionally, please see this link: https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/committees-and-procedures.

MPP committee. You will work toward your degree under the guidance of 3 faculty members serving as your MPP committee (1 Committee Chair and 2 Committee Members). Committee Chairs and Members must hold graduate faculty status in the MPP Program. The Chair and second committee member must be "Academically Qualified" faculty. Until the MPP Committee is formed, the Graduate Director will serve as the head advisor and council.

MPP Essay
Conducting independent research is a central part of the Masters' degree. The research topic must be described in a written document, which can take the form of either a research project paper or a essay. You and your major professor decide which format is best suited for your research. Many factors are involved including the nature of the research topic, your circumstances, time frame and career plans, the major professor’s time availability, level of interest and expertise in the topic, and the availability of funding. Please consider the facts in the table below when making your decision. Based on discussion with your major professor, before the next to last quarter of your degree, make a decision about which pathway you want to follow. Refer to the table, MPP Essay vs. Executive MPP Project, below.

The MPP Essay is required of all MPP students. The student will be judged on how well her or his paper addresses these five goals:
1. Illustrate an in depth, detailed and nuanced understanding of a specific issue, topic or question in the field;
2. Illustrate an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
3. Express the ideas, concepts and arguments advanced in the paper with precision and rigor;
4. Enlarge the reader's understanding of the issue and topic.
5. Proposes policy recommendations to address the issue/problem.

The MPP Essay should strive to be equivalent in content, sophistication and technical expertise to a publishable paper in a respected scholarly journal. The MPP Essay can be on any subject in public policy, as agreed upon by your committee. There are no limitations or preferences for a particular theoretical or methodological approach. It should be 30 to 60 pages in length. Previous MPP Essays are available for
The first draft of the MPP Essay should be given to all committee members for review at least four weeks prior to the defense date.

To achieve the goals at the minimum, the MPP Essay needs to have a(n):

- **Title and Signature Page.** The MPP Essay needs a title page and a committee signature page similar to requirements for Theses and Dissertations at OSU. However, the signature page only has your three committee members names included.
- **Abstract.** The MPP Essay should have a 250 word or less abstract that succinctly describes the topic and general findings.
- **Introduction and Statement of the Problem.** The MPP Essay needs to have a clearly and precisely stated question, essay and argument. The first couple pages should clarify the topic and how the subject will be approached and analyzed.
- **Literature Review.** The MPP Essay needs an extensive literature review of the subject. Few of us think anything that is brand new and we need to acknowledge our intellectual debts. The literature review shows that you have immersed yourself in the subject, have read extensively about it, and have drawn your ideas, concepts and arguments from a variety of sources. The length of the literature review will vary by subject. If you do a theoretical MPP Essay or one based on secondary sources, then the review will have to be quite extensive since your argument refashions existing thoughts and theory. If you are doing an empirical project, the literature review needs to incorporate the important relevant thinking and studies which influence the design of your research, your hypothesizing and theory development, and the likely analysis of your data. The main purposes of the literature review are to show the reader that you know the subject and that you can place your thinking into ongoing theorizing and research in the subject area.
- **Methods.** How did you collect data/observations to test hypotheses and/or support your theoretical argument(s)? Discuss samples, populations, potential bias, etc.
- **Discussion.** This section states and justifies the body of your description, analysis, and argument in a precise, readable and rigorous manner.
- **Conclusion.** This summarizes your argument and shows how your work enhances our theoretical understanding of the subject.

Think ahead to the oral defense of your MPP Essay and prepare for challenges to your essay statement. To help you prepare, your committee will point out strengths and weaknesses of the MPP Essay before you get to the oral defense stage. **All committee members must provide feedback before scheduling your final defense.** Students should not schedule a final MPP Essay defense until all committee members are satisfied with the quality of the MPP Essay.

The MPP Essay will not be the last word on the subject it will be your critical thoughts and expertise on the subject at the time you defend it. It is a stage in your intellectual development. You may change your
thinking about your subject as will the committee members who read and critique it. The MPP Essay will be scholarly, theoretically sound, empirically solid, and defensible.

**MPP Oral Examination**

A final examination is required of all master's candidates. The examination is intended to test the candidate's ability to integrate and interpret material in the major and supporting fields with emphasis on the work presented in the essay. The student should be fully prepared to answer any question from members of his or her committee as it relates to all course work to go beyond description of the concepts and engage in a critical discourse to demonstrate the student's critical analysis and reflection and synthesis of all course work.

**FINAL ORAL EXAMINATIONS SHOULD NOT BE SCHEDULED UNTIL ALL COMMITTEE MEMBERS ARE SATISFIED WITH THE QUALITY OF THE MPP ESSAY AND THE DEFENSE HAS BEEN SCHEDULED WITH THE GRADUATE SCHOOL (http://oregonstate.edu/dept/grad_school/current/forms.html). FINAL EXAMINATIONS MUST BE SCHEDULED WITH THE GRADUATE SCHOOL AT LEAST TWO WEEKS AHEAD OF TIME AFTER A FINAL PROGRAM OF STUDY HAS BEEN APPROVED BY YOUR COMMITTEE CHAIR, PROGRAM DIRECTOR AND THE GRADUATE SCHOOL.**

The student should expect the final oral to take approximately 2 hours. At the conclusion of the examination, the committee members meet in private, vote and return their examination form to the Graduate School. In the event the MPP Essay requires additional revision after the oral defense, students have two weeks to submit their revised MPP Essay to the Committee Chair and the Public Policy Graduate Program Director. Failure to submit the final revised version of the MPP Essay will result in a failed defense.

**NOTE:** Final examinations are open to the public. All faculty members and fellow students are encouraged to attend. During the oral defense, candidates will be addressed by their committee members and other appropriate faculty members only. Students and members of the general public may only observe the examination. Forms for scheduling the final exam are available at the Graduate School's Survival Guide: http://oregonstate.edu/dept/grad_school/current/forms.html.

**Failed Master's Oral Examination:**

Should a student fail his or her first attempt at the final oral examination, a second, final reexamination may be held at the request of the student's program/department. A waiting period of three months between the first examination and the final examination is required to allow the student time to prepare for a successful defense.

**General Guidelines for the Final Oral Defense:**

If you have any questions, please contact the MPP Director.

**Agenda:**

- Call to Order
- Introductions
Final Examination Guidelines:

The final defense is scheduled for 2 hours. The Major Professor chairs the defense meeting. All members of the committee may ask questions. Interested visitors may be a part of the audience during the student's presentation of research findings. Visitors will be asked to leave while the committee deliberates.

After the committee has completed its questioning of the candidate, the student is invited to leave the room while the committee deliberates. When the committee has reached a decision, the student is invited back to hear the committee's action. Actions available to the committee are Pass, Pass with one dissenting vote, Recess, or No Pass.

Students are required to submit a final electronic copy of the MPP Essay to the Graduate Program Director to be included in the Valley Library collection.

Examples of former MPP Essays are available for review at this website under "Research." All Master's degrees require a final oral exam. You must have a minimum GPA of 3.00 to schedule a final oral examination. All coursework appearing on the program of study must be completed and a grade assigned prior to scheduling the final oral examination. You are responsible for scheduling the oral exam with the Graduate School and for all other arrangements of the Master's defense.

Notify Lena Cottam of your intent to defend. You will need to see the College's requirements list AND the OSU Graduate School's list. After your defense, you will get an email from Lena Cottam providing instructions on the required distribution of your final paper and scheduling your exit interview.
Executive MPP Program Guidelines

Executive MPP Requirements
You are required to complete 45 credits of graduate level coursework, including:

- 25 credits of core coursework;
- 16 credits in concentration courses in one of 4 concentrations (Energy Policy, Environmental Policy, Social Policy or Rural Policy) or 11 graduate certificate programs; and,
- 4 credits toward an applied policy capstone project.

Your major professor, graduate committee, and graduate program staff monitor your progress.

You must complete all work for the degree within seven years, including transferred credits, coursework, capstone, and all examinations.

The Master’s program may include a graduate certificate, but it is not required.

The steps taken to obtain an Executive MPP include the following:
1. File a Program of Study
2. Complete required coursework
3. Compose an MPP Committee
4. Research, write and defend an MPP Essay

Filing a Program of Study
The Program of Study is a document that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that you must complete in order to obtain the degree. The Program of Study form for the Executive MPP degree should be completed and submitted to the Graduate School before completing 18 graduate credits (generally the end of the second quarter of study for full-time students). The program of study is developed by the student under the approval of his or her Committee Chair and the Graduate Program Director.

The student is then required to hold a formal committee meeting upon the completion of 18 credits of coursework or sooner. At this meeting, the Program of Study will be reviewed and revised as needed.

The Graduate School is moving to digital submission of programs of study, available here: https://gradschool.oregonstate.edu/forms/#program.

Executive MPP Required Coursework
A minimum of 45 credits must appear on the Executive MPP program of study. The Executive MPP program of study must include:

- ECON 539 Public Policy Analysis [4 credits]
- PPOL 511 Public Organizations and Leadership [4 credits]
- PPOL 512 Public Policy Theory [4 credits]
- PPOL 507 Professional Development Seminar for First Year Students [1 credit]
- PPOL 521 Understanding Social Research [4 credits]
• PPOL 522 Quantitative Methods for Policy Analysis [4 credits] and/or PPOL 523 Qualitative Research Methods [4 credits]
• PPOL 524 Applied Research Methods [4 credits]
• PPOL 501 MPP Essay [4 credits]
• Elective coursework

You can find an example Executive MPP Program of Study here: https://liberalarts.oregonstate.edu/spp/mpp/mpp-handbook/mpp-forms

Sample Executive MPP Course Schedule
Courses outside of those listed may be used to meet concentration requirements with approval of the committee and the Graduate Program Director. Most Executive MPP students are part-time, so we provide an example for a part-time student. We recommend fulltime students take no more than 16 credits a quarter.

Year 1 - Fall (5 credits)
PPOL 507 Professional Development Seminar for First Years
PPOL 521 Understanding Social Research

Year 1 - Winter (4 credits)
ECON 539 Public Policy Analysis

Year 1 - Spring (4 credits)
PPOL 524 Applied Research Methods

Year 1 - Summer (4 credits)
PPOL 523 Qualitative Analysis

Year 2 - Fall (4 credits)
PPOL 511 Public Organizations and Leadership

Year 2 - Winter (4 credits)
PPOL 512 Public Policy Theory

Year 2 - Spring (4 credits)
Elective

Year 2 - Summer (4 credits)
Elective

Year 3 - Fall (4 credits)
Elective
Year 3 - Winter (4 credits)
Elective

Year 3 - Spring (4 credits)
PPOL 501 Executive MPP Project

Graduate Committee Composition (see above under MPP guidelines)

Executive MPP Capstone Project
An Applied Policy Capstone Project is required of all Executive MPP students (PPOL 501). The capstone project will focus on a policy issue/problem of relevance to the student’s current position or a policy area where the student has career or public service aspirations. Capstone projects will be judged on how well the following five goals are addressed:

1. Illustrate an in depth, detailed and nuanced understanding of a specific issue, topic or question in the field;
2. Illustrate an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
3. Express the ideas, concepts and arguments advanced in the paper with precision and rigor;
4. Enlarge the reader’s understanding of the issue and topic.
5. Proposes policy recommendations to address the issue/problem.

The Capstone project should strive to be equivalent in content, sophistication and technical expertise to a publishable paper in a respected scholarly journal. The project can be on any subject in public policy, as agreed upon by the student’s committee. There are no limitations or preferences for a particular theoretical or methodological approach.

The first draft of the Applied Capstone Project should be given to all committee members for review at least four weeks prior to the defense date.

Executive MPP Oral Examination (see same section above under MPP guidelines)
## Final Capstone: Executive MPP Project vs. MPP Essay

<table>
<thead>
<tr>
<th></th>
<th>Executive MPP Project</th>
<th>MPP Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form</strong></td>
<td>25 pages maximum, format is choice of student and major professor.</td>
<td>Up to 100 pages, document formatted according to Graduate School requirements.</td>
</tr>
<tr>
<td><strong>Permanent Record</strong></td>
<td>One copy submitted to ScholarsArchive.</td>
<td></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Original work by the student including original questions, data analysis and writing; often does not involve primary data collection by the student.</td>
<td>Original work by the student including original question, data analysis and writing; may involve primary data collection by student.</td>
</tr>
<tr>
<td><strong>Committee Structure</strong></td>
<td>A major professor and 2 additional committee members.</td>
<td></td>
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<tr>
<td><strong>Editing and Feedback</strong></td>
<td>Draft of paper is reviewed by major professor one time.</td>
<td>Multiple drafts are reviewed by major professor and committee members may review parts.</td>
</tr>
<tr>
<td><strong>Assessment and Grading</strong></td>
<td>Major professor reads final draft and assigns a letter grade. Grade must be B or better for Master’s degree.</td>
<td>All committee members review the final draft and provide comments at defense.</td>
</tr>
<tr>
<td><strong>Master's Defense</strong></td>
<td>Oral presentation open to the public. Afterwards, student is tested by the committee on coursework and project.</td>
<td></td>
</tr>
<tr>
<td><strong>Likelihood of Publication</strong></td>
<td>A publication from the Master’s is useful to the student who intends to continue in graduate school or whose job requires publication. Publication of an essay/capstone depends mostly on the efforts of the authors, including the student and his/her major professor and committee members. The process can take several years after the defense.</td>
<td>Essay has to be edited down by about 2/3 before it can be submitted.</td>
</tr>
<tr>
<td><strong>Work Required to Publish</strong></td>
<td>Refinements of both formatting and content are required to convert a research paper into a submittable manuscript.</td>
<td></td>
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<tr>
<td><strong>Eligibility for PhD</strong></td>
<td>Admission depends on the student’s motivation, finding a major professor, strong letters of recommendation (including from Master’s major professor and committee members) and evidence of the student’s ability to conduct an independent, original research project. Both the project and the essay provide evidence of this ability.</td>
<td></td>
</tr>
<tr>
<td><strong>Job Qualifications</strong></td>
<td>Job applicants are asked to provide evidence of writing ability and ability to work independently. Both the project and the essay provide evidence of this ability.</td>
<td></td>
</tr>
</tbody>
</table>
## Tasks for Completing a Resident/Online/Executive Master’s in Public Policy

<table>
<thead>
<tr>
<th>Year 1 Tasks</th>
<th>Target for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize selection of major professor and discuss developing a committee.</td>
<td>End of fall term / 12 credits</td>
</tr>
<tr>
<td>Create a committee; prepare and submit an initial program of study.</td>
<td>End of winter term / 18 credits</td>
</tr>
<tr>
<td><strong>Final Year Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Submit your approved final program of study to the Graduate School for final review.</td>
<td>At least 15 weeks before final oral examination</td>
</tr>
<tr>
<td>Submit draft of essay/capstone to major professor.</td>
<td></td>
</tr>
<tr>
<td>Coordinate with your committee to set a time and date for your final oral examination.</td>
<td>At least one term before final oral examination</td>
</tr>
<tr>
<td>Submit draft of essay/capstone to your committee.</td>
<td></td>
</tr>
<tr>
<td>Reserve a room for the exam.</td>
<td>At least four weeks before final oral examination</td>
</tr>
<tr>
<td>Schedule your final oral examination with the Graduate School.</td>
<td></td>
</tr>
<tr>
<td>Email the Assistant to the Director with the details of your defense including the defense date, time, location, degree, concentration, major professor’s name, and the title of your re-search paper. She will email an announcement out to the College.</td>
<td>At least two weeks before final oral examination</td>
</tr>
<tr>
<td>Submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).</td>
<td>At least two weeks before final oral examination</td>
</tr>
<tr>
<td>Complete final oral examination.</td>
<td>Prior to the end of graduating term</td>
</tr>
<tr>
<td>Submit final paper in PDF format to ScholarArchive.</td>
<td>Prior to leaving campus</td>
</tr>
<tr>
<td>Make an appointment for an exit interview.</td>
<td>Prior to leaving campus</td>
</tr>
</tbody>
</table>
PhD Program Guidelines

Program Overview

Oregon State University offers the Ph.D. in Public Policy to graduate students interested in the study and practice of policy. Graduates of the Ph.D. in Public Policy program will have the capacity to shape the future direction of public policy, participate in original public policy research and analysis, and train the next generation of teachers and researchers for programs in public policy and related social sciences. Program graduates will also be qualified to be leaders in the public and non-governmental sectors.

To successfully complete the program, students entering with an MPP degree (or equivalent) will be expected to take courses, pass exams, complete a dissertation, and teach as follows:

- Coursework will include an established core of research methods and theory, courses in an area of concentration, and elective courses. Most students will complete coursework by the end of year two.
- Students must complete a written preliminary exam (covering theory, methods, and the student’s substantive concentration area) and an oral preliminary exam. These exams will be developed and assessed by the student's dissertation committee. Most students will complete the preliminary exams by the end of year two. The student will become a doctoral candidate upon completion of required course credits and the preliminary exams.
- Students will write a dissertation proposal to be defended in front of their committee. After successfully defending the dissertation proposal, the student will research and write a doctoral dissertation, which will be submitted for oral defense in front of the student's committee. With all other degree requirements fulfilled, the student will be awarded the Ph.D. upon successful defense and submission of the dissertation. Most students will complete this requirement by the end of year four.
- Students will also fulfill a teaching requirement, which can include classroom instruction or related activities.
- Through successful completion of the Public Policy Ph.D. program, students will graduate with:
  - The ability to conduct original policy research that extends the knowledge of both policy and other social science disciplines. This will be demonstrated through mastery and application of critical thinking, and application of standard and innovative policy theory and methods in both coursework and an individual research project.
  - Substantive knowledge in an area of concentration that allows for immediate immersion in a relevant policy arena.
  - Skills and experience in teaching and/or public scholarship. This will be demonstrated through university teaching assignments, development and implementation of community outreach/training programs and professional development seminars, and/or presentations at professional conferences.
  - Knowledge of ethical standards and practices in public policy research, teaching, and service. This will be accomplished through participation and training in research methods courses, professional development seminars, and core courses in public policy and administration.
Coursework

Coursework in the Public Policy Ph.D. program is directed toward two goals: to provide a strong foundation in the theory and methodology that are central to public policy scholarship; and to develop expertise in an area of concentration. To this end, the curriculum encompasses the following areas:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Theory</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Methods</td>
<td>14</td>
</tr>
<tr>
<td>Area of Concentration</td>
<td>16</td>
</tr>
<tr>
<td>Responsible Conduct of Research</td>
<td>1</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>36</td>
</tr>
<tr>
<td>Discretionary*</td>
<td>41</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td>120</td>
</tr>
</tbody>
</table>

*Discretionary credits may include:

- MPP or Equivalent Degree: Up to 22.5
- Professional Practicum: Up to 12
- Electives (additional theory, methods, or area of concentration): Variable
- Additional dissertation research: Variable

Most students will complete the required coursework by the end of year two.

Required Courses

Required components of the course of study include:

*Advanced Theory*

At least 12 credits of advanced theory courses are required for the program. The objective of these courses is to provide a body of theoretical knowledge that informs research and analysis in public policy. Two core courses, required of all Ph.D. students, will draw from important theoretical frameworks within the three disciplines of the School, to be divided into the following two general categories: economic theory for public policy and social/political theory for public policy. These courses are:

- Public Policy Theory (PPOL 512; 4 credits)
- Advanced Theory I (PPOL 613; 4 credits)
- Advanced Theory II (PPOL 614; 4 credits)

An additional 3 credits of advanced theory coursework are required. Students may choose which course(s) to take, but they must be drawn from a list of pre-approved courses or approved by the student’s dissertation committee chair.
Advanced Methods
At least 14 credits of advanced methods courses are required for the program. Two required courses, totaling eight credits, and required of all Ph.D. students, will draw from qualitative and quantitative methodologies, as practiced in modern policy scholarship. These courses are:

- Advanced Qualitative Methods (PPOL 628; 4 credits)
- Advanced Quantitative Methods (PPOL 621; 4 credits) –OR– Advanced Policy Analysis (PPOL 622; 4 credits)

The purpose of Advanced Qualitative Research Design and Methodology is to provide a body of knowledge on qualitative approaches to policy research. Upon completion of this course, students will have an understanding of leading qualitative data collection and analysis methods, including their relative strengths and limitations when applied to policy research. The course will allow students to interpret and critically review published qualitative scholarship in the social sciences.

The purpose of Advanced Quantitative Research Design and Methodology is to teach students the uses and limitations of quantitative analysis in policy research. Upon completion of this course, students will understand quantitative data structures and the methods for their collection, as well as their advantages and limitations in addressing policy questions. They will be familiar with leading techniques to estimate and infer causal effects of policies and other factors on outcomes of interest.

Six additional credits of methods training are required. Students may choose which courses, to take, but these courses must be drawn from a list of pre-approved courses, or approved by the student’s dissertation committee chair.

Area of Concentration
• A minimum of 16 credits in a single area of concentration. The areas of concentration include: Energy Policy; Environmental Policy; International Policy; Law, Crime, and Policy; Rural Policy; Science and Technology Policy; and Social Policy. Courses must be drawn from a list of pre-approved courses, or approved by petition to the student’s dissertation committee chair.

Responsible Conduct of Research
• PPOL 507-Professional Development Seminar for PhD students, CITI Training, or IST 520 (Responsible Conduct of Research) or equivalent (1 credit)

Dissertation Research
• Students are required to take at least 36 credits of dissertation research, but more dissertation research credits can be applied to the degree but not on the program of study.

Discretionary/Additional Credits
The minimum course requirements outlined above total 79 credits. Students must complete an additional 41 credits to complete the total required 120 credits, consisting of the following options:

Master of Public Policy or Equivalent Degree
• Up to 22.5 credits of relevant coursework from a previous Master’s degree can be applied to the Ph.D., with the approval of the program director and dissertation committee chair. For graduate
work that did not culminate with a degree, additional credits may be included in the program of study, with the approval of the program director and dissertation committee chair. [Note: a 3 credit semester course is equivalent to 4.5 credits of quarter credits]

**Professional Practicum**
- Students are encouraged to complete a professional practicum at a policy-relevant institution. This placement should include a mentoring relationship with a current practitioner. The practicum may include relevant work, approved by the dissertation committee, in a government agency, a non-profit organization, the OSU Public Policy Laboratory, or another organization. Students may receive up to 12 credits for completion of a professional practicum during their time in the Ph.D. program. The content and performance benchmarks for the practicum must be approved by the program director and the dissertation committee.

**Electives**
- Electives can include additional graduate-level credits in theory, methods, or the area of concentration. They may also include courses, relevant to pursuit of the degree, from other departments and programs at Oregon State University, or at other institutions. All elective courses applied to the program of study must be approved by the program director and the dissertation committee.

**Dissertation Research**
- Students may take additional dissertation research credits, beyond the 36 credits required for the program.

**Additional Requirements**
For students entering the Ph.D. program with a Masters degree from an external program that does not meet the requirements of the School of Public Policy’s MPP, fulfillment of some MPP courses may be required. These additional requirements will be determined on a case by case basis upon admission into the program.

The core requirements of the OSU MPP are:
- ECON 524 (Introduction to Econometrics – 4 credits)
- ECON 539 (Public Policy Analysis – 4 credits)
- PPOL 512 (Public Policy Theory – 4 credits)
- PPOL 511 (Public Organizations and Leadership – 4 credits)
- PPOL 521 (Understanding Social Research – 4 credits)
- PPOL 522 (Conducting Social Research – 4 credits)
- PPOL 523 (Qualitative Methods – 4 credits)
- PPOL 524 (Applied Research Methods – 4 credits)

**Advancement to Candidacy**

**Program of Study**
A program of study describing the courses that have been and will be taken to satisfy the requirements of the Ph.D. degree is required of all students and must be signed by all committee members and
submitted to the Graduate School at least six weeks prior to the oral component of the preliminary examination. No course with a grade lower than B- may be counted toward the program of study, and the entire program of study must have a GPA of at least 3.0.

**Preliminary Examination**
Students must pass a written preliminary exam and an oral preliminary exam. The written exam consists of multiple questions. Questions are designed to assess the student’s knowledge on the following topics: theory in public policy, methods in public policy, and the student's substantive concentration area. Questions will be designed to address the body of knowledge students are expected to attain in the core curriculum, along with the application of theory and methods to the student’s substantive area of research. The question on the substantive concentration area will involve a comprehensive overview of the field, and will include a discussion of current controversies, issues, opposing points of view, and gaps in the literature. Exams will be developed and assessed by the student’s committee. Students will have from one week (domestic students) to two weeks (international students) to answer the questions, and may retake the written preliminary exam, or any section(s) thereof, once.

Once the written preliminary exam has been passed, the committee will then orally examine students as required by, and in the manner described by, the University. Oral preliminary examinations typically last two hours. Students should be prepared to answer questions related to content in their written preliminary exams and prior coursework. The oral preliminary exam may be retaken once.

The purpose of the preliminary examination is for a student to master the literature in a defined policy subfield of their interest and to have a solid understanding of theories and methods used in research on public policy more generally. Passing the preliminary examination means that it is reasonable for the student to claim a degree of expertise. More specifically, a student should be able to accurately describe the contents of materials they have read, explain the relationship between different pieces of research, and discuss what the outstanding research questions are in the exam field.

The preliminary exam should be taken after completing the required number of credits in theory, methods, and the area of concentration. Most students will complete the preliminary exam by the end of their second year. Students may enroll in thesis credits while completing their written preliminary exam.

**Dissertation**

**Dissertation Proposal**
After reaching candidacy, the student must submit a proposal to be defended in front of the graduate committee. The proposal should be a detailed outline of the dissertation topic, and must contain the following elements:
1. A research question and discussion of its importance.
2. A comprehensive literature review (which may be an extension of the concentration paper) that identifies major literatures and the gaps in these literatures that the student intends to address with the research question.
3. A theoretical framework the student intends to use to address the research question.

4. The methodological approach the student intends to take and how the student intends to collect and analyze the data.

5. Preliminary ideas on the contribution of the research to a substantive policy area and/or academic field.

6. A timeline that outlines rough dates for the completion of each stage of research.

**Written Dissertation**

The Ph.D. student must produce a dissertation that is substantial in breadth and depth of analysis within a policy area. Given the interdisciplinary approach of the School of Public Policy, and alternative presentations of dissertations within the three academic fields represented in the School (Sociology, Political Science and Economics), students have the option to produce either a (book) manuscript or *three* stand-alone papers for the final dissertation. Regardless of the format, the following general criteria apply:

1. The work must be original and innovative. It must offer a novel contribution to a policy area or academic field displayed either by the discovery of new empirical facts or by the demonstration of innovative theoretical analysis.

2. The work must be of high quality, meaning that the committee considers the work to be of publishable quality.

3. If three stand-alone papers is the format chosen, the student must write a substantive introduction that links the three papers to a broad policy/literature, as well as a conclusion chapter that summarizes the student’s main contributions to this policy/literature.

**Dissertation Defense**

The oral defense of the written dissertation must occur no later than 5 years after the completion of the preliminary exams. Before the final defense of the dissertation, several deadlines must be met in accordance with Graduate School regulations. At least 15 weeks before the final oral defense of the dissertation, students must submit a diploma application form to the Graduate School. This should not be done until all committee members are satisfied that the Ph.D. student has fulfilled the above requirements for the written dissertation. At least 2 weeks before the final oral defense, the candidate must do the following:

1. Schedule the exam by submitting the online exam scheduling form to the Graduate School.
2. Submit pre-text pages to the Graduate School.
3. Give the dissertation to every member on the committee.

Upon the oral defense of the dissertation, the candidate’s committee will decide whether the student shall pass or fail. A candidate who fails will be allowed one attempt to retake the final defense. If the candidate passes, any suggested revisions must be made to the dissertation before it can be submitted to the Graduate School. If revisions are required, the final copy of the dissertation should be submitted to the Graduate School within 6 weeks after the exam or before the first day of the following term, *whichever comes first*, to avoid having to register for a minimum of three graduate credits.
Teaching
Students will be required to engage in teaching as part of their Ph.D. program. This requirement is broadly defined and may include:

- Serving as a course instructor at Oregon State University or another institution
- Serving as a teaching assistant with classroom instruction duties
- Conducting policy-relevant training programs or workshops; this work can be part of the professional practicum.
- Other applicable experience approved by the student’s committee.
- The fulfillment of this requirement must be approved by the student’s dissertation committee chair.

Student Progress

Annual Reviews
Students in the Ph.D. program must demonstrate continuing progress through the degree program, with a limit of seven years of full-time enrollment from admission to complete the degree requirements. Students are required to maintain a 3.0 cumulative GPA and a 3.0 GPA in their program of study. If a student earns more than one grade below B in any course included on his or her program of study, the student’s academic performance will be examined by the student's committee chair and the Graduate Program Executive Committee to determine if the student may continue in the program or be dropped for academic deficiency. Two consecutive quarters of less than 3.0 will result in immediate termination from the program, regardless of cumulative GPA.

Progress will be monitored by means of an annual review. Students will submit information on the following to their committee chairs:

- GPA – must maintain a 3.0 per term and cumulative; note any courses with grade lower than B
- Program of study – submission by spring term of year one
- Coursework – list core, concentration, and elective courses completed
- Exams – planned date, or date of completion of comprehensive and preliminary exams
- Dissertation proposal – planned or completed date of proposal defense
- Dissertation – satisfactory progress of research and writing
- GRA/GTA responsibilities – performance of assigned duties
- Teaching – date of fulfillment of requirement
- Conference or seminar presentations – name and date of conference or seminar, title of paper
- Publishing – title of paper, name of journal, publication date, submission dates
- Service – committees, student governance, etc.
- Incomplete grades must be resolved within the quarter following the quarter in which the incomplete grade occurred; incomplete courses in fall quarter must be completed the following winter quarter. Students who are carrying incomplete grades in more than one course will not be allowed to enroll in new course work until the incomplete course work is finished.

Suggested Timeline
A suggested timeline for completing the Ph.D. follows. This timeline should serve as a rough guide for meeting program requirements, with X's representing reasonable windows for completing each requirement. For exact deadlines, students should consult the requirement descriptions above. This timeline assumes that a student enters with an MPP degree or equivalent.

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th>Y2</th>
<th>Y3</th>
<th>Y4</th>
<th>Y5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed funding</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Form committee</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced theory courses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Advance methods courses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Concentration area courses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other coursework</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Preliminary exam (written &amp; oral)</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dissertation proposal defense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Teaching</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dissertation data collection and research</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dissertation writing</td>
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<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation defense and deposit</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job market preparation</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Committees**
Committees for Ph.D. students will consist of a minimum of five members. The committee chair and at least one other committee member must be faculty in the School of Public Policy. All committee members must be approved faculty in the Public Policy graduate program, with the exception of one member who will serve as a Graduate Council Representative. Faculty from other institutions, including non-academic agencies and organizations, may serve on Ph.D. committees.

**Advising and Mentoring**
Committee chairs are expected to serve as both advisors and mentors to their Ph.D. students, with the objective of helping students to develop their professional skills and opportunities.

**Role and Responsibilities of Committee Chairs**
- Committee chairs are normally expected to see their students at least twice per term. They will help students plan their coursework, and provide advice on the dissertation proposal and research plan, stages of progress, feasibility and standard of research, and use of time throughout the research.
• Committee chairs should advise students of faculty and courses in their area of interest, funding opportunities, and other professional development activities. They should encourage and assist students in pursuing opportunities to publish and to present conference papers.

• Committee chairs should advise students on entering the job market (e.g., preparation of application materials).

Role and Responsibilities of Students
• Students should meet their committee chairs regularly, at least twice per term. It is the student’s responsibility to maintain contact with committee chairs.

• Students should submit written work regularly to their committee chairs, normally at least two weeks before meetings, to allow time for reading.

• Students can petition to change committee membership at any time (with the approval of the Public Policy Graduate Program Director).

• Students should first discuss any problems they are encountering with their committee chair, including, if relevant, those of the working relationship with the committee chair. If this proves difficult, students should discuss problems with the Graduate Program Director. Students are entitled to take any problems to the Director of the School of Public Policy or the Dean of the Graduate School.

Residency
For the doctoral degree, the residence requirement consists of two parts:
1. A minimum of 36 graduate Oregon State University credits must be completed; and
2. The student must spend at least three terms of full-time graduate academic work (at least 9 credits per term) on campus or at an off-campus site approved by the Graduate School. The latter requirement of three terms of full-time enrollment does not have to take place in consecutive terms.

Adequate fulfillment of the residence requirement shall be determined by the Graduate School.

Continuous Enrollment
Graduate students must register for a minimum of 3 graduate credits every term (Summer term is excluded) until their degree is granted. Students may apply for a leave of absence, which must be approved by the Public Policy Graduate Program Director.
Satisfactory Academic Progress Policy

January 18, 2018

Note: The following complies with Graduate School Policies and Procedures and the Public Policy PhD Handbook concerning Satisfactory Academic Progress toward the PhD in Public Policy. Exceptions to policy must be made in writing by the Graduate Director in consultation with Program Committee Chairs and when appropriate, with approval of the OSU Graduate School.

The OSU Graduate Catalog indicates that a student may be dismissed from the Graduate School for "...failing to make satisfactory progress toward an academic degree, as determined by a major department or the Graduate School....” The catalog indicates that satisfactory progress includes maintaining a GPA of 3.00 or better for all courses taken as a graduate student and for courses included in the graduate program, meeting departmental requirements, and participating in a creative activity such as the PhD dissertation. The PhD Handbook also states that to maintain satisfactory academic progress: “Incomplete grades must be resolved within the quarter following the quarter in which the incomplete grade occurred; incomplete courses in fall quarter must be completed the following winter quarter. Students who are carrying incomplete grades in more than one course will not be allowed to enroll in new course work until the incomplete course work is finished.”

Doctoral students matriculated Fall 2016 and later have 9 years to finish the degree program.

Year 1

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td><strong>Discuss your goals, expectations and required prerequisites and core coursework with the Graduate Director.</strong></td>
</tr>
<tr>
<td></td>
<td>Enroll in required prerequisites and core coursework.</td>
</tr>
<tr>
<td></td>
<td>Complete FERPA, IRB and Diversity Training (Professional Development Seminar).</td>
</tr>
<tr>
<td></td>
<td>Complete and submit an Individual Development Plan to the Graduate Director; update annually and submit to your committee chair.</td>
</tr>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required.</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td>Enroll in required prerequisites and core coursework.</td>
</tr>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required.</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td>Enroll in required prerequisites and core coursework.</td>
</tr>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required.</td>
</tr>
</tbody>
</table>
### Year 2

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Select program committee members, chair and Graduate Council Representative (5 members total).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meet with your program committee to create a program of study; take to the meeting the Doctoral Program Checklist, all transcripts, list of eligible transfer credits, transfer form, your program curriculum checklist, Program of Study Draft, general overview of planned dissertation research topic(s), and Individual Development Plan. Doctoral programs of study must be submitted before the end of the fifth term.</td>
</tr>
<tr>
<td></td>
<td>Enroll in required prerequisites and core coursework.</td>
</tr>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Enroll in required prerequisites and core coursework.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required</td>
</tr>
<tr>
<td></td>
<td>Begin meeting with program committee members for preliminary examination reading list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Enroll in required prerequisites and core coursework.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintain a cumulative 3.0 GPA with no course grades below B minus.</td>
</tr>
<tr>
<td></td>
<td>Continuous enrollment policy required.</td>
</tr>
<tr>
<td></td>
<td>Begin meeting with program committee members for preliminary examination reading list.</td>
</tr>
<tr>
<td></td>
<td>If preliminary written and oral exam scheduled with required core coursework completed, 6 weeks before oral examination submit revised program of study to the Graduate School for audit. At least 2 weeks before final oral exam use Online Scheduling Form. Schedule written exam before the oral exam with the program committee (1 week for domestic students and 2 weeks for international students if needed).</td>
</tr>
</tbody>
</table>

**Satisfactory academic progress:** Written and oral preliminary exams passed unanimously or with 1 dissenting vote. **Unsatisfactory academic progress:** Failed preliminary exams (2 or more dissenting votes) can result in termination from the program or allowing 1 additional attempt to pass exams at the discretion of the committee.

Within in 1 quarter (3 months) of passing preliminary exams, a dissertation proposal meeting must be scheduled with the program committee.
<table>
<thead>
<tr>
<th>Year 3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td>Meet with program committee members for preliminary examination reading list. Preliminary written and oral exam to be taken Fall Quarter. Six weeks before oral examination submit revised program of study to the Graduate School for audit. At least 2 weeks before final oral exam use Online Scheduling Form. Schedule written exam before the oral exam with the program committee (1 week for domestic students and 2 weeks for international students if needed). <strong>Satisfactory academic progress:</strong> Written and oral preliminary exams passed unanimously or with 1 dissenting vote. <strong>Unsatisfactory academic progress:</strong> Failed preliminary exams (2 or more dissenting votes) can result in termination from the program or allowing 1 additional attempt to pass exams at the discretion of the committee with at least 1 term elapsed. Within in 1 quarter (3 months) of passing preliminary exams, a dissertation proposal meeting must be scheduled with the program committee. Satisfactory progress is made on dissertation data collection, analysis and writing (program committee evaluates). Continuous enrollment policy required.</td>
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<tr>
<td><strong>Winter Quarter</strong></td>
<td>Satisfactory progress is made on dissertation data collection, analysis and writing (program committee evaluates). Continuous enrollment policy required.</td>
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<tr>
<td><strong>Spring Quarter</strong></td>
<td>Satisfactory progress is made on dissertation data collection, analysis and writing (program committee evaluates). Continuous enrollment policy required. If dissertation defense, at least 2 weeks before final oral examination: use online form to schedule final oral examination; distribute a defendable copy of dissertation to program committee at least 2 weeks before the defense; submit pre-text pages of dissertation to the Graduate School. <strong>Satisfactory academic progress:</strong> Final oral exam passed unanimously or with 1 dissenting vote. Final dissertation copy sent to Scholars Archive within 6 weeks of defense date. <strong>Unsatisfactory academic progress:</strong> Failed final oral exam (2 or more dissenting votes) can result in termination from the program or allowing 1 additional attempt to pass exams at the discretion of the committee. At least 1 term must elapse between the first and second attempt (if allowed).</td>
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Year 4+ (if necessary)

| Satisfactory progress is made on dissertation data collection, analysis and writing (program committee evaluates). |
| Continuous enrollment policy required. |
| If dissertation defense, at least 2 weeks before final oral examination: use online form to schedule final oral examination; distribute a defendable copy of dissertation to program committee at least 2 weeks before the defense; submit pre-text pages of dissertation to the Graduate School. |
| **Satisfactory academic progress**: Final oral exam passed unanimously or with 1 dissenting vote. Final dissertation copy sent to Scholars Archive within 6 weeks of defense date. **Unsatisfactory academic progress**: Failed final oral exam (2 or more dissenting votes) can result in termination from the program or allowing 1 additional attempt to pass exams at the discretion of the committee. At least 1 term must elapse between the first and second attempt (if allowed). |
| **NOTE**: Graduate Council Policy states “the final oral examination must be taken within five years after the oral preliminary examination. If more than five years elapse, the candidate will be required to take another oral preliminary examination.” |
Certificate Programs

We currently offer two certificate programs in Energy Policy and Rural Policy. Certificate Programs at OSU require 18 credits of coursework and can be completed as a stand-alone program or as part of one of our other graduate programs. There is no continuous enrollment policy for those students pursuing certificates. See the Transfer Credit Policy section of this handbook for information on transferring courses between our graduate programs and from other institutions.

Please take a moment to examine the Graduate School’s Graduate Certificate Flow Chart, which is full of important information about completing a certificate program: https://gradschool.oregonstate.edu/current/certificate-students#program-study.

Each certificate program has a faculty coordinator who will serve as your main point of contact while you complete your degree:

- Energy Policy: Professor David Bernell (david.bernell@oregonstate.edu; 541-737-6281)
- Rural Policy: Professor Mark Edwards (mark.edwards@oregonstate.edu; 541-737-5379)

After discussing a plan for degree completion with this faculty coordinator, you should together prepare a Program of Study and submit this to the Graduate School.

Energy Policy Certificate

Professor David Bernell (david.bernell@oregonstate.edu; 541-737-6281) is your main point of contact for questions on the Energy Policy Certificate.

You need to complete 18 credits, consisting of the following classes, to earn the Energy Policy Certificate.

Core Curriculum Requirements

1. You can take two of these three courses:
   a. PS 573 – US Energy Policy (4 credits)
   b. PS 578 – Renewable Energy Policy (4 credits)
   c. PPOL 541 – Energy, Climate and Society (4 credits)

   PS 573 and 578 will be offered once every year. PPOL 541 will be offered once every other year.

2. You will need to take 2 units of PPOL 501 (Research & Scholarship) with the Certificate Program Coordinator. PPOL 501 is offered every term; this is a capstone course in which students will, under guidance of the Certificate Coordinator, complete an energy policy analysis on a topic the student chooses.

3. You will need to take 8 units of electives. Usually elective courses are 3 or 4 units. The Ecampus courses listed here are pre-approved electives, but additional ones may be approved by the Certificate Coordinator if you locate an OSU graduate course in the social sciences which clearly has a strong energy analysis theme to it, or if the instructor of the course will agree to assisting the
student to generate a rural theme to a topical course. Not every course listed is offered each year, so it is wise to look ahead as far as the university catalog will permit. The following link to the catalog allows you to identify which courses are scheduled for the next two to three quarters: https://classes.oregonstate.edu/. Approved electives:

a. AEC 534 – Environmental and Resource Economics (3 credits)
b. BA 532 – Environmental Law, Sustainability, and Business (4 credits)
c. CHE 550 – Conventional and Alternative Energy Systems (3 credits)
d. CHE 551 – Solar Energy Technologies (3 credits)
e. ECE 530 – Contemporary Energy Applications
f. ECON 566 – Economics of Traditional and Renewable Energy (4 credits)
g. FES/MNR 500 – Market Tools for Managing Greenhouse Gas Emissions (3 credits)
h. PPOL 541 – Energy, Climate and Society (4 credits)

If this course is not used as a core curriculum course, it can be used as an elective.
i. PPOL 547 – Integrated Approaches to Food-Water-Energy-Climate (4 credits)
j. PS 555 – The Politics of Climate Change (4 credits)
k. PS 573 – US Energy Policy (4 credits)

If this course is not used as a core curriculum course, it can be used as an elective.
l. PS 575 – Environmental Politics and Policy (4 credits)
m. PS 577 – International Environmental Politics and Policy (4 credits)
n. PS 578 – Renewable Energy Policy (4 credits)

If this course is not used as a core curriculum course, it can be used as an elective.
o. SNR 520 – Social Aspects of Sustainable Natural Resources (3 credits)
p. SNR 521 – Economics of Sustainable Natural Resource Management (3 credits)
q. SOC 580 – Environmental Sociology (4 credits)
r. SOC 581 – Society and Natural Resources (4 credits)

Rural Policy Certificate

Professor Mark Edwards (mark.edwards@oregonstate.edu; 541-737-5379) is your main point of contact for questions on the Rural Policy Certificate.

You need to complete 18 credits, consisting of the following classes, to earn the Rural Policy Certificate.

Core Curriculum and Requirements

1. You can take two of these three courses:
   a. PPOL 552 International Comparative Rural Policy (4 units)
      i. Usually offered in the Fall
   b. SOC 539 Welfare and Social Services (rural emphasis) (4 units)
      i. Usually offered in the Spring
   c. SOC 575 Rural Sociology (4 units) [this change was approved in Fall 2020]
      i. Usually offered in the Fall
2. You will need to take 2 units of PPOL 501 (Research & Scholarship) with the Certificate Program Coordinator.
   a. He is generally available to do this in Spring but may be able to assist during other terms. The writing project will usually be in the form of a policy brief that requires the student to research a rural policy topic of their own choosing.

3. You will need to take 8 units of electives. Usually elective courses are 3 or 4 units. The Ecampus courses listed here are pre-approved electives, but additional ones may be approved by the Certificate coordinator if you locate an OSU graduate course in the social sciences which clearly has a strong rural or policy analysis theme to it, or if the instructor of the course will agree to assisting the student to generate a rural theme to a topical course. Not every course listed is offered each year, so it is wise to look ahead as far as the university catalog will permit. The following link to the catalog allows you to identify which courses are schedule for the next two to three quarters: https://classes.oregonstate.edu/. Approved electives:
   a. AEC 521 – Economics of Rural Poverty and the U.S. Social Safety Net (3 units)
      Note: There is considerable overlap between this course and SOC 539.
   b. AEC 534 – Environmental and Resource Economics (3 units)
   c. AEC 554 – Rural Development Economics and Policy (3 units)
   d. ANTH 581 – Natural Resources and Community Values (3 units)
   e. PPOL 505 – Reading and Conference (variable units)
      If a particular elective topic is not available, a student may work with a graduate faculty member to develop a reading list, and to read and master the material in consultation with that faculty member.
   f. PS 575 – Environmental Politics and Policy (4 units)
      Usually offered twice per year online.
   g. SNR 520 – Social Aspects of Sustainable Natural Resources (3 units)
   h. SOC 539 – Welfare and Social Services (4 units)
      If this course is not used as a core curriculum course, it can be used as an elective.
   i. SOC 575 – Rural Sociology (4 units)
      If this course is not used as a core curriculum course, it can be used as an elective.
   j. SOC 580 – Environmental Sociology (4 units)
   k. SOC 581 – Society and Natural Resources (4 units)
Transfer Credit Policy

**Master of Public Policy (62 credit degree):**
Up to 22 graded graduate level transfer credits (quarter equivalent) not applied to a previous masters may be used toward the MPP. Transfer courses cannot be blanket courses (e.g., thesis credits) or have non-standard grades such as “P” or “S.” Grades must be a B or better to transfer. The transfer credit grades will count on the program of study GPA if the courses are used on it, but not on the cumulative OSU GPA.

**Executive MPP (45 credit degree):**
Up to 22 graded graduate level transfer credits (quarter equivalent) not applied to a previous masters may be used toward the Executive MPP. The Executive MPP residency requirement is 23 credits. Transfer courses cannot be blanket courses (e.g., thesis credits) or have non-standard grades such as “P” or “S.” Grades must be a B or better to transfer. The transfer credit grades will count on the program of study GPA if the courses are used on it, but not on the cumulative OSU GPA.

**PhD in Public Policy (120 credit degree):**
Up to 22 graded graduate level transfer credits (quarter equivalent) may be used toward the PhD including finished master degree programs. Transfer courses cannot be blanket courses (e.g., thesis credits) or have non-standard grades such as “P” or “S.” Grades must be a B or better to transfer. The transfer credit grades will count on the program of study GPA if the courses are used on it, but not on the cumulative OSU GPA.

**Graduate Certificates (18 credit degree):**
If a student is currently completing an 18-credit certificate, all credits can transfer into a 45-credit or larger master’s program. However, a course used as a capstone on the certificate cannot fulfill a capstone requirement on another certificate or a master’s program. The capstone credits could be counted twice, just not as fulfilling a capstone requirement twice.

If a student completes a master’s first and then returns after a gap to complete a certificate, they can include up to 9 transfer credits on the certificate, including credits previously used on a master’s degree.