

George Mason University School of Public Policy

Ph.D. in Public Policy Student/Faculty Handbook 2004-2005



**School of Public Policy
George Mason University
4400 University Drive, MS 3C6
Fairfax, Virginia 22030
(703) 993-2280**

**Email: spp@gmu.edu
Web: <http://policy.gmu.edu>**

Revised August 2004

This Handbook incorporates most of the requirements and rules pertaining to the Doctoral Program in Public Policy at George Mason University. In addition, the University Catalog (current edition) and associated requirements and rules, along with other pertinent University policies apply to and, in the case of inconsistency, take precedence over this Handbook. These rules apply to the incoming class of 2004-2005.

Certain information in this Handbook, such as credits, names, places, times, course numbers and URLs, is subject to change.

Table of Contents

INTRODUCTION	5
Research Participation	6
School of Public Policy	6
DOCTORAL PROGRAM OVERVIEW	8
The Curriculum	8
Stage One: Foundation Work	9
Prerequisites: Methodological and Substantive Foundation	9
Core Courses	9
Comprehensive Qualifying Examination	10
Concentrations	11
Advanced Methods in Policy Research	11
Full-Time/Part-Time Status	11
Recommended Course Sequences	13
Stage Two: Field Research and Dissertation Proposal Development	14
Advanced Coursework	14
Field Statement and Reading List Examination	14
Field Examination	15
Structure of the Field Examination	15
Grading the Field Examination	16
Retaking the Field Examination	16
Disposition of the Field Examination	16
Registration during Dissertation Work	16
Selecting a Dissertation Topic	17
Dissertation Chair	17
Dissertation Committee	17
Dissertation Proposal	18
Stage Three: Ph.D. Candidacy and Dissertation Research	19
Advancement to Candidacy	19
External Reader	19
The Dissertation	20
Oral Defense	20
Dissertation Format and Delivery of Final Copies.....	21
Intent to Graduate Form & Graduation Application	22
Participation in Commencement/Convocation	22
INTERNATIONAL STUDENT SERVICES	23
Office of International Programs and Services	23
English Language Institute	23
International Student Health Insurance	23
UNIVERSITY SERVICES	24
Electronic Communication and GMU Email Account	24
Health Insurance	24
SPP Career Services	24

PROGRAM ADMINISTRATION, POLICY AND PROCEDURES	25
The Advisor	25
Core Course Exemption	26
Class Locations and Times	26
Residency Requirement	26
Registration	26
Study Abroad	27
Directed Reading Course (PUBP 796)	27
Evaluations	27
Dismissals	28
Appeals	28
Grade Appeals	29
Drops/Withdrawals.....	29
Credit for Prior Graduate Work	30
Leave of Absence	30
Re-Enrollment Procedures	30
Courses at Other Institutions	30
The Honor System and Professional Conduct	30
SPP Policy on Plagiarism	31
Use of Editors	32
Funding	32
APPENDIX I: CONCENTRATIONS	33
The Doctoral Program Concentrations	33
National Governance	33
Regional Development	33
Science and Technology	34
Society, Culture and Values	34
Organizational Informatics and Enterprise Engineering	35
International Policy and Trade	35
APPENDIX II: SPP FACULTY	37
Faculty and their Research	37
Selected Affiliated Faculty	41
Instructional and Research Faculty	42
APPENDIX III: DOCTORAL FORMS	43
Reduction of Credit Hours Form	44
Qualifying Exam Application Form	45
Field Research Committee Form	46
Field Examination Grade Form	47
Dissertation Committee Form	48
Change of Dissertation Committee Member Form	49
Statement of Readiness for Proposal Defense	50
Dissertation Proposal Defense	51
Dissertation External Reader Form	52
Oral Dissertation Defense Readiness Form	53
APPENDIX IV: MAP OF FAIRFAX CAMPUS	54

INTRODUCTION

Welcome to George Mason University's Ph.D. Program in Public Policy. The program faculty looks forward to a rewarding professional association with you during this important part of your career.

This Handbook

This Handbook is a reference for you as you proceed through the program. Read it carefully and use it to learn about the program. Each incoming class is guided by a somewhat **different** version of the Handbook. You will be guided by the terms of this version throughout your program. The faculty reserves the right to make changes to the program. The provisions of this Handbook supplement those of the University Catalog.

Your Education is in Your Hands

Your doctoral education will serve as an "apprenticeship" to provide you with the knowledge and experience that will enable you to move confidently into advanced positions in the field of public policy. As you develop professionally and academically through course work and a variety of research experiences, you will progress from the core courses to advanced methodological courses, to specialized content courses. Research and practical experience both inside and outside GMU will provide valuable complements to the field of public policy.

At established milestones, assessments will be made of your progress to determine whether you are ready for the next step of your academic journey. A satisfactory grade in each of the core courses, plus an overall satisfactory rate of progress (particularly on written research material) will allow you to continue in the program.

To facilitate the development of necessary skills, you will work with a faculty advisor from the moment you begin the program. You are responsible, in collaboration with your advisor and other faculty, for progress in the program and for the development of your own education. It is your education and your career, and its full development is in your hands. The faculty member will participate as your partner, counselor, evaluator, teacher, and supervisor, but the final responsibility is yours. The journey will be demanding and difficult, but we hope you will find it exciting, challenging and intellectually fulfilling.

Upon completing all requirements and with the positive assessment and formal recommendation of the faculty, you are awarded the degree of Doctor of Philosophy. This degree symbolizes the completion of a comprehensive public policy education and research program that is designed to develop a fully capable and responsible public policy analyst, scholar, and advanced professional. This degree also marks the beginning of a career in continuing education, a journey that will never be complete.

Research Participation

Receiving the Ph.D. in Public Policy is a privilege, not a right. Satisfactory progress in the doctoral program is not simply a matter of doing well in course work. The largest difference you may notice between our doctoral program and your prior academic work is the amount of time you are expected to devote to research and study that is not associated with any formal course work.

In addition to conveying existing knowledge to a new generation, quality doctoral programs are dedicated to expanding the knowledge base of the field. Hence, the development of research skills is of primary importance. You are expected to work with faculty-led research teams throughout your program, which will foster the maturation of your research skills and facilitate the development of a quality doctoral dissertation proposal.

You are expected to become familiar with the research projects of program faculty, staff and fellow students by attending colloquia, brown-bag lunch presentations and other informal research reviews. As your research interests develop, you should ask to join appropriate research teams. As a new member, you will bring not only substantive knowledge of related topics, but also a set of methodologically relevant analytical skills, the ability to use them and the flexibility to learn new skills.

By the end of the second year in the program, doctoral students should author or co-author a manuscript for an appropriate journal or professional conference. The faculty believes that peer-reviewed published research is an important indicator of a student's capabilities. Professionally refereed publications are a central part of a scholar's vitae presented for advanced professional employment. Working with faculty is an important route toward published work. High quality papers and research reports prepared by students and faculty often are made available to interested parties through the School of Public Policy (SPP) Working Paper Series

Oral and written presentations serve as practice of the requisite skills for a professional career. It is common for a student to make presentations at colloquia, practicum sites with research clients, and professional conventions. Attendance at professional meetings and related social functions not only enhances a student's professional development but also provides opportunities to "network."

Many students return to academia after a significant period in the work force; many continue to work while pursuing degrees. Nevertheless, the program places a heavy emphasis on contributions by every student to the intellectual life of the program and the School, including participation in research projects, attendance at seminars, SPP conferences and workshops, and publication of on-going research.

School of Public Policy

George Mason University's commitment to public policy studies and policy research led to the development of the Institute of Public Policy in 1991 and the School of Public Policy in 2000. The School's dedication to interdisciplinary education and research allows it to reach across the

University and bring together the knowledge and skills needed to address a wide variety of policy concerns. While most of its core faculty hold full-time tenured positions within SPP, some members of the faculty are from other University departments and schools. SPP also has important research faculty on grants and contracts as well as short-term appointments; their contributions are central to SPP's educational and research objectives.

George Mason University is located on three campuses (Arlington, Fairfax, and Manassas) in Virginia, 3 miles, 15 miles and 25 miles west of downtown Washington, D.C. In establishing SPP, the University sought to take advantage of its location adjacent to the nation's seat of government and still make it sensitive to the northern Virginia region. This prime location offers students and faculty unique opportunities to study federal executive and legislative policymaking as well as agency policy activities.

In addition to administering the doctoral program in public policy and seven master's level policy programs, SPP has become a major focus for applied policy research in a number of fields including regional economic development, transportation, science and technology, electronic commerce, organization and knowledge management, governance, enterprise engineering and resource planning, and economic policy. This externally-funded research places SPP and GMU in the top three institutions in federal research and development support (NSF 2001 discipline research listing) for its area. In addition, faculty and students in the School publish widely in the primary academic and professional journals in these and other fields, including American policy and politics, comparative politics, legislative and executive branch operations, federalism, regional economic development, transportation, environmental policy, national security, and foreign affairs policy. Besides the academic faculty and graduate students, SPP is privileged to host a substantial number of senior fellows, visiting faculty, post-doctoral associates, and other researchers who make essential contributions to its research, teaching and outreach activities.

SPP emphasizes alternate approaches to policy decisions. These interests result from a view that social and economic changes caused by continuing innovations in modern technology require modifications in the substance of public policy, as well as in the way in which public decisions are made. SPP contributes to new concepts in policy formation, while building on the fundamental, pluralistic and democratic characteristics of policy making in the United States. Appropriate techniques of investigation and analysis also are emphasized. The School is committed to working closely with the University's initiatives in computational science, information technology, public affairs, bioinformatics, environmental science, conflict analysis and resolution, health, law, economics, and other policy related fields.

The School of Public Policy's Ph.D. program is one of the largest public policy programs in the United States, based on the number of students pursuing the doctor of philosophy degree in the field. The University has made a major investment in this program, which results in close associations between students and faculty members.

DOCTORAL PROGRAM OVERVIEW

The doctoral program prepares its graduates for positions of significant responsibility in academia, government and the private and public sectors. Its focus is on analytical and research-based approaches to public policy. SPP seeks to understand the underlying determinants of public policy choices, to analyze and improve the implementation of policy and to identify and assess new opportunities to address emerging issues.

The program places heavy emphasis on research methods and literature, effective professional communication to both expert and lay audiences, and an interdisciplinary approach that accounts for all significant dimensions of policy issues. Policy understanding and appreciation is informed by theory and philosophy, model building, and historical and real-world knowledge of specific circumstances, cases and issues. In addition to focused studies and research in specific areas of concentration, the program requires advanced preparation in the relationship of national culture and value choices to the definition and acceptable solution to policy problems; comparative analysis of national systems for developing public policy; and the constellation of international-level challenges currently facing policymakers and the public.

At the Ph.D. level, all students are required to complete course work emphasizing methodological foundations, the context of public policy making and a concentration in an important substantive domain of public concern. **The present areas of concentration in the doctoral program are:** National Governance; Regional Development; Science and Technology; Society, Culture and Values; International Policy and Trade; and Organizational Informatics and Enterprise Engineering. The program does not view these areas as isolated but rather as focal points for interaction. See Appendix I for detailed descriptions of each concentration.

The Curriculum

The degree requires a minimum of 82 credit hours of course work and supervised research beyond the bachelor's degree. A minimum of 52 hours of course work must be taken in degree status with the School of Public Policy, excluding any required prerequisites. The specific set of courses a student takes will depend on his or her preparation and interests. Prerequisites include three courses involving core competencies in economics (PUBP 720), statistics (PUBP 704) and government (PUBP 730). If the student's master's degree did not include equivalent courses, these 700-level courses must be taken as soon as possible upon entering the program and no later than one year after admission. These prerequisite courses do not count toward the 82 credit hour degree requirement. A maximum of 30 credits of relevant graduate work associated with the Master's degree may be accepted toward the total of 82. The Doctoral Program Director will determine the relevancy of previously earned graduate credits. (see Appendix III for the Reduction of Credit Hours)

All students are required to take a set of core courses or to present compelling evidence that they have achieved equivalency. In rare instances, students may have sufficient preparation to qualify for an exemption from a required 800 level course. To request an exemption, a written request to the teacher of the course, via the Director of Ph.D. Student Services is necessary. The instructor will forward a recommendation to the Doctoral Program Director, who will make the final

decision. This letter must include an explanation of why the exemption should be granted, along with documentation to support this claim. Supporting evidence must include a course title and a transcript showing the grade earned, a copy of the catalog description of the course, a syllabus for the course or a list of topics covered, identification of the test(s) used in the course, examination questions and results from the course, and any papers or projects written for the course. The student will be notified in writing as to whether the exemption is granted and, if so, whether additional requirements, such as a more advanced course, need to be met. Any exemptions will not result in a reduction of credit hour requirements.

The program is divided into three major stages. These serve as guideposts. It should be noted that often there is overlap as students move from one stage to the other. **Stage One** involves foundation work, **Stage Two** involves field research and dissertation proposal development and **Stage Three** is Ph.D. candidacy and dissertation research.

Stage One: Foundation Work

This stage provides a solid foundation through course work covering:

- methodology, including policy research, political and economic analysis and other modes of statistical analysis and management science methodology;
- the context of public policy issues and
- program concentrations.

Students generally are expected to complete their core courses before taking any electives, although full-time students with no required prerequisites might take one or two electives concurrently with core courses.

After successful completion of the core courses, students take the Comprehensive Qualifying Exam, which is the first major evaluation of academic progress.

Prerequisites: Methodological and Substantive Foundations

PUBP 704	Statistical Methods in Policy Analysis
PUBP 720	Managerial Economics and Policy Analysis
PUBP 730	National Policy Systems and Theory

Ph.D. students are required to have competence in these three areas, either by taking the 700-level courses above or by providing evidence that equivalent courses already have been taken. Your letter of admission specifies which, if any, prerequisite courses you are required to take. Prerequisite courses will not count as part of the 82-credit hour requirement.

Core Courses

Completion of all core courses with a grade of B or better is required. Students failing to earn a grade of B or better are required to retake the course the next semester it is offered. Failure to earn a grade of B or better after retaking the course will result in automatic dismissal from the program. (see Dismissal Policy on page 28 for more details)

Note: Starting in Spring 2005, all four core courses will be offered each semester, alternating between the Fairfax and Arlington campuses. In the Fall of 2004, all but 805 will be offered. Each course is capped at 15 students.

PUBP 800	Culture and Policy
PUBP 801*	Macro Policy
PUBP 804	Multivariate Statistical Analysis in Public Policy
PUBP 805	Public Policy Systems and Theory
PUBP 850**	Seminar in Public Policy (two semesters)

*Students whose final paper in PUBP 801 is deemed unacceptable for a doctoral program must take PUBP 709 the following semester. PUBP 709 credit hours will not count as part of the 82 hours of course work. Failure to earn a grade of B or better in PUBP 709 may result in dismissal.

**PUBP 850 should not be taken during the first semester.

Comprehensive Qualifying Examination

The Comprehensive Qualifying Examination assesses the ability of a student to understand a complex policy problem, to analyze the problem and its underlying database and to prepare a written report on that problem, as well as to assess core knowledge and methodological/substantive foundations. This examination is offered in late May/early June and in January of each year. *Full-time students are required to take the examination at the end of their first year of study while part-time students are required to take the examination no later than the completion of their second year.* Prior written approval to postpone the examination must be obtained from the Doctoral Program Director. This will be granted only once and the student must take the examination at the next offering. Students will have two opportunities to earn a passing grade on this examination. Failure to pass the Comprehensive Qualifying Examination on the second attempt will result in automatic dismissal from the program. With the exception of PUBP 850, the core courses listed above must be taken within the required timeframe prior to the Comprehensive Qualifying Examination.

The Doctoral Program Director will determine the format and coordinate the development of the examination. Currently, the examination consists of two parts: a 3-hour in-class exam and a 3-day take-home exam. Students are presented with a public policy situation and accompanying data from which they are asked to provide an integrated interdisciplinary analysis. The Qualifying Examination is graded as follows: pass with distinction, pass, marginal pass, and fail. A marginal pass will not necessitate retaking the exam, but will require at least one additional course to remedy deficiencies. This supplemental course, to be approved by the Program Director, is taken in addition to all other course requirements and will not count as credits towards the degree.

At the end of the student's first year and no later than the time at which the student takes the Comprehensive Qualifying Examination, the Program Faculty will conduct a review to determine the individual's suitability to continue in the program. The School, at its sole discretion, may dismiss a student from the program during this time for any reason whatsoever.

Concentrations

Upon passing the Comprehensive Qualifying Examination, students are required to select a primary concentration. This requires one two-semester sequence for each concentration, as described below. In addition, students are required to take at least one course from another concentration as an advanced elective.

PUBP 810 and 811	Theory and Methods in Regional Policy I and II
PUBP 820 and 821	Technology, Science and Public Policy I and II
PUBP 840 and 841	Research Seminar in Policy Governance I and II
PUBP 860 and 861	Social Theory & Public Policy/Research Seminar in Culture & Policy
PUBP 871 and 872	Organizational & Policy Aspects of Information/ Organizational Processes & Technology
PUBP 880 and 881	Global and International Public Policy/International Trade Policy

Advanced Methods in Policy Research

Students are required to take a minimum of one advanced methodology course listed below. Advanced methods courses in other GMU departments or consortium universities may be substituted with the approval of the Ph.D. Program Director. Some concentrations may require additional courses. Beyond these requirements, depending on the program of study and the research interests, advisors/committee chairs may mandate more coursework in particular methodologies.

- PUBP 705 Advanced Statistical Methods in Policy Analysis
- PUBP 806 Advanced Management Science for Public Organizations
- PUBP 807/SOCI 634 Advanced Qualitative Research: Theory and Methods
- PUBP 808 Advanced Economic Analysis for Policy Research

Full-Time/Part-Time Status

Prior to passing the field exam, full-time students are required to take a minimum of nine credits every semester. Full-time students in dissertation proposal stage (i.e. taking PUBP 998) must take six credits to maintain full-time status. This does not include summer. Students who wish to register for more than 12 credits in a semester should seek permission from the Doctoral Program Director before doing so.

Part-time students are required to take a minimum of two three-credit courses each semester.* Reduction of this load may be offset by a course in the summer. Keep in mind, however, that required courses generally are not offered during the summer.

While every effort is made to schedule courses to accommodate the needs of part-time students, those who pursue their doctoral training on a part-time basis must recognize that it is difficult to offer courses meeting dispersed needs. Flexibility on the part of employers is essential for successful participation in the doctoral program. Failure to meet program requirements, particularly prior to completion of the Comprehensive Qualifying Examination, constitutes grounds for dismissal.

* The Doctoral Program Director may approve a schedule with fewer credits in one semester, providing 12 credits are taken during the academic year.

Recommended Course Sequences

Full-time Student (no prerequisites required)

<u>First Year</u>		<u>Second Year</u>	
<u>Fall term</u>	<u>Spring term*</u>	<u>Fall term</u>	<u>Spring term</u>
PUBP 801	PUBP 800	Conc. Class	Conc. Class
PUBP 804	PUBP 805	2 nd Conc.	Advanced Methods
Elective 1	PUBP 850 (1)	Elective 2	Elective 3
	PUBP 709**		PUBP 850(1)

Part-time Student (no prerequisites required)

<u>First Year</u>		<u>Second Year</u>	
<u>Fall term</u>	<u>Spring term*</u>	<u>Fall term</u>	<u>Spring term</u>
PUBP 801	PUBP 800	Conc. Class	Conc. Class
PUBP 804	PUBP 805	2 nd Conc.	Advanced Methods
	PUBP 709**	PUBP 850 (1)	PUBP 850 (1)

Full-time Student (with need for all prerequisites)

<u>First Year</u>		<u>Second Year</u>	
<u>Fall term</u>	<u>Spring term</u>	<u>Fall term*</u>	<u>Spring term</u>
PUBP 704	PUBP 804	PUBP 805	Conc. Class
PUBP 730	PUBP 800	Conc. Class	Advanced Methods
PUBP 801	PUBP 720	2 nd Conc.	Elective 1
	PUBP 850 (1)		PUBP 850 (1)
	PUBP 709**		

Part-time Student (with need for all prerequisites)

<u>First Year</u>		<u>Second Year</u>	
<u>Fall term</u>	<u>Spring term</u>	<u>Fall term</u>	<u>Spring term*</u>
PUBP 704	PUBP 804	PUBP 800	PUBP 805
PUBP 801	PUBP 720	PUBP 730	Elective 1
	PUBP 709**	PUBP 850 (1)	PUBP 850 (1)

* Qualifying Exam taken upon completion of all core courses (except 850).

** Students, whose final paper in PUBP 801 is deemed unacceptable, must take PUBP 709 the following semester. PUBP 709 credit hours will not count as part of the 82 hours of course work.

Summer course offerings sometimes include PUBP 720.

Stage Two: Field Research and Dissertation Proposal Development

Students should begin Stage Two activities following *successful completion* of the Comprehensive Qualifying Examination.

Shortly after passing the qualifying examination, students must select a field research committee chair. Usually, the chair of the field research committee is the SPP core faculty member who becomes the chair of the dissertation committee. The chair, with advisory input from the student, selects at least two additional committee members, one of whom must be SPP core faculty. The committee should reflect a broad representation of the areas to be covered by the examination. The Field Research Committee Form must be submitted to the Doctoral Program Director for approval. It is the student's responsibility to have the committee sign this form and submit it to the Director of Ph.D. Student Services prior to completing the Field Statement. (see Appendix III for the Field Research Committee Form)

Advanced Coursework

In addition to the specified core courses for the student's selected concentration, each student is required to take four additional courses of at least three credits each. The second concentration course may be counted as an advanced elective. These courses must be selected in consultation with the student's field research committee chair, field research committee or the chair of the doctoral dissertation committee. These courses should build on and extend the knowledge base and methodological skills in the field, and should be supportive of the student's research interests. The courses may be selected from across the GMU curriculum and from the courses available through the Consortium of Washington Area Universities, as appropriate for doctoral-level education.

Field Statement and Reading List Examination

Students should begin work on a field statement before completing all field and methodology courses in order to allow for the possibility that the field research committee may recommend specific courses as essential background for the field statement.

Students may not register for PUBP 998 Dissertation Proposal until they have passed their field examination. While working on the field statement, students may register for one three-credit directed reading course (PUBP 796) with their field research chair or his/her designee. (See page 27 for Directed Reading). Students who maintain full-time status (for immigration or financial aid reasons) should plan their program timelines accordingly, and recognize they may have to take more courses than the minimum required while working on the field statement.

The field statement should describe the general boundaries of the student's area of desired research and teaching expertise; include a narrative description of the range of knowledge needed

to be expert in that field; and indicate the central literature from the relevant disciplines. In most cases, the field statement will encompass topics from more than one subject area; for example, organizational theory, government regulatory mechanisms, social welfare policy, economic theory of the firm, international trade, criminal justice systems, survey methodology, etc. In addition to reviewing the literature, the narrative should represent an integration of the diverse literature that makes up the student's field and outline the appropriate advanced methodologies used in this policy area. The goal is to assess and integrate the literature to make the field an organic whole. For example, a student whose dissertation involves the regulation of genetic research might define the field as comprising the topics of health policy, government regulation and experimental research design/methodologies.

The field statement must include a bibliography of the literature central to an understanding of the field. When the student has completed the field statement, s/he should be sufficiently conversant with the literature and methodologies to utilize these resources when writing the dissertation proposal. Students are not expected to be experts in each area, but rather to know the central ideas, information sources and methodologies in that field. The field statement is used by the members of the student's field committee as the basis for preparing the field exam. It is important to emphasize that the field statement has a much broader focus than the dissertation proposal.

Each student develops both a general reading list relevant to his or her field and a specialized reading list focused on the topic of dissertation research. A brief analytical narrative indicating the relevance of the selected materials to the particular field of study must accompany the bibliography. The student should submit a draft of the reading lists and narrative to the field research committee chair. The chair and committee are free to revise this list. The field research committee must approve the reading list before the date of examination.

Field Examination

The student's field research committee chair prepares the field examination with input from the committee's other members. It is a written exam which is scheduled at a time mutually agreeable to the committee chair and the student. The exam measures a student's knowledge of his/her chosen specialty and indicates the student's professional competence in that area. The field exam may cover materials outside the student's concentration and often will have relevant theoretical and methodological components.

Structure of the Field Examination

The field examination includes written questions on both advanced methods of inquiry (methodology) and substantive content in the domain of research interest (theoretical and empirical knowledge). Students are expected to synthesize material from across their entire program and might be asked questions that would require them to draw material from other readings, references and courses in answering a methodological or substantive question. The questions are broad, comprehensive and central to the professional knowledge training. Questions may address topics not explicitly covered in the student's field statement and reading lists.

Grading the Field Examination

The chair distributes the responses to the committee members. Grading occurs independently and the results are returned to the chair who will give feedback to the student on his/her performance on the exam. If deficiencies are identified, the student will receive written notification detailing what additional assignments or courses may be required. (see Appendix III for the Field Examination Grade Form)

Retaking the Field Examination

The student may be permitted to retake the examination once. The second examination must be taken at the earliest opportunity. The committee may augment the student's field statement reading list as a means to ensure that the student is better prepared for the second exam. Failure to pass the second examination will result in dismissal from the program.

Disposition of the Field Examination

It is the student's responsibility to ensure that the chair forwards the examination and Field Examination Grade Form to the Director of Ph.D. Student Services. It will be announced to the faculty that the examination will be available for their review for two weeks. During this two-week period, any member of the regular program faculty may review and, if they wish, challenge the grading of the examination. In such a case, the Doctoral Program Director and the Dean of SPP will organize a special review session with the examining faculty to make a final assessment. The original exam remains in the student's file, and a copy is returned to the student.

Registration during Dissertation Work

While preparing the dissertation proposal, students may take a maximum of six credits of PUBP 998 Research/Proposal for Dissertation.

- There is no minimum number of PUBP 998 credits required.
- PUBP 998 must be taken in increments of at least three credits per semester.
- Students are permitted to take additional courses along with PUBP 998 in order to maintain full-time status (including a second three-credit directed readings course).
- If a student does not successfully defend his/her dissertation proposal after completing six credits of PUBP 998, s/he must take at least three credits of other course work each semester (excluding summer) to maintain continuous enrollment while completing the proposal.

After a successful dissertation proposal defense, students may enroll in PUBP 999 Dissertation.

- Students are required to take a minimum of six credit hours of PUBP 999.
- Students may apply only 12 credits total of PUBP 998 and PUBP 999 toward the 82 credit graduation requirement. (examples: 998: 0 credits plus 999: 12 credits; 998: 3 credits plus 999: 9 credits; 998: 6 credits plus 999: 6 credits)
- Until a student has taken 9 credits of PUBP 998 and 999 combined, PUBP 999 must be taken in increments of at least three credits per semester.

- Once a student has taken 9 credits of PUBP 998 and 999 combined, s/he may take one credit of PUBP 999 each semester and be considered full-time, as long as s/he makes adequate progress until the program is completed.
- **Students must maintain continuous enrollment until graduation, excluding summer.**

Please contact the Director of Ph.D. Student Services prior to registration in dissertation course work.

Selecting a Dissertation Topic

The doctoral program tends to follow the social science tradition that requires a student to complete most course work, qualifying and field exams before beginning work on a dissertation proposal. However, SPP expects its students to focus much of their course work and research around a specific dissertation topic. The earlier in the program a student can identify a general topic, issue or problem to motivate a dissertation, the sooner the program and the student's other experiences at SPP can be structured around preparation for the dissertation. SPP encourages its students to begin to research and consider topics, advisors and committee members well in advance of these milestones.

Dissertation Chair

An important key to success in a dissertation is the selection of a dissertation chair who must be a member of the SPP core faculty. The dissertation chair gives primary guidance to the student while in candidacy.

Typically, students and faculty members discover or develop mutual interests, and the decision of who will be the advisor flows naturally from their evolving relationship. This decision is voluntary on both sides; that is, the student is free to select the dissertation chair, and the faculty is free to decide which students' committees to chair. ***It is the responsibility of the student to identify a dissertation chair who will accept the responsibility of supervision.*** Failure to do so may result in dismissal from the program. It may become necessary to modify significantly the proposed topic to meet the interests of the available faculty. A list of eligible faculty who may serve as dissertation chair is included in Appendix II.

Dissertation Committee

The first formal step in pursuing the dissertation is to form a dissertation committee. In most cases, the members of the dissertation committee will have been on the student's field research committee. The chair, in consultation with the student, selects the other members from among GMU faculty. At least two members of the committee, including the chair, must be from the SPP core faculty; the third member is selected from outside the SPP faculty and must be a tenured or tenure track member of the Graduate Faculty at George Mason University. The chair and those who have agreed to serve must sign the Dissertation Committee Form (see below). In addition to a committee, each student must have an external academic as a dissertation reader. (see External Reader section on page 19)

Additional members may be appointed to the committee with the approval of the Doctoral Program Director. The additional members may be selected from the GMU faculty, or they may have other affiliations. The Doctoral Program Director recommends the dissertation committee to the Dean of SPP. The Dean appoints the members and reserves the right to make such substitutions as necessary, after consultation with the dissertation committee chair. (see Appendix III for the Dissertation Committee Form)

The dissertation committee is responsible for supervising and approving all aspects of dissertation preparation and production. This includes requiring additional course work, research design, model building, data collection, data analysis, writing of the dissertation, and the oral defense. The committee reads the various drafts of the dissertation and advises the student about directions that the dissertation should take and changes that may be necessary.

A change in dissertation chair is unusual and reflects extraordinary circumstances. Any proposed change must be discussed with the present and proposed chair, as well as with the Doctoral Program Director. Both the Doctoral Program Director and the SPP Dean must approve a change in advisor. (see Appendix III for the Change of Committee Member Form)

Dissertation Proposal

The student must submit a written dissertation proposal. The proposal includes a focused review of the literature relevant to the proposed research; a well-developed rationale for the selection of the research topic, problem, question, or hypothesis; a research design; a data analysis plan; and time schedule for completion. The proposal should include an abstract of no more than 100 words, a two-page executive summary, 10 pages of narrative material, and a bibliography.

When the written proposal has been accepted by the committee, the student makes an oral presentation of his/her dissertation proposal before the committee, the SPP faculty, fellow students, and other scholars. The committee must certify that the student is prepared to defend the proposal before the oral defense is scheduled. (see Appendix III for the Statement of Readiness Form) In scheduling the defense, it is the student's responsibility to ensure that all members of the committee are available and will be present for the defense. This is especially important during the summer, as faculty are not obliged to be available during summer session. If a defense is held during the summer, the student must register for PUBP 998 during summer session.

To schedule a defense, students should contact Susan McClure <mmclure@gmu.edu> to reserve the Finley Large Conference Room and reserve any AV equipment needed for the presentation. Students must submit to the Director of Ph.D. Student Services at least 15 days before the scheduled date of defense:

- a signed Statement of Readiness Proposal Defense Form (see Appendix III)
- an e-mail listing dissertation proposal title, date and time of defense, all committee members and abstract of NO MORE THAN 100 WORDS
- a copy of the final draft of dissertation proposal

After defense, the student is responsible for collecting faculty signatures on and submitting the Dissertation Proposal Defense Form for the defended proposal to the Director of Ph.D. Student Services. (see Appendix III for the Dissertation Proposal Defense Form)

Stage Three: Ph.D. Candidacy and Dissertation Research

Advancement to Candidacy

Advancement to candidacy for the doctoral degree occurs when a student has met the course work requirements, passed the comprehensive qualifying and field examinations, presented and successfully defended a dissertation proposal, and has an approved dissertation committee.

In accordance with University requirements, all students must:

- advance to candidacy within **six years** of enrollment in the program
- successfully defend his/her dissertation and graduate within **five years** after advancement to candidacy.

Failure to do so will result in dismissal from the university. SPP students are expected to complete their dissertations within **three years** from advancement to candidacy. All dissertation work completed beyond three years must be approved by the Doctoral Program Director and the Dean, and new course work or examinations may be required.

External Reader

After proposal defense, in addition to the three dissertation committee members, the student and chair must identify an **external reader** who is selected from outside GMU.

1. Nominees for an external reader may be suggested by the chair, committee members or the Ph.D. Program Director.
2. After the chair and the candidate agree on an appropriate reader, the chair will forward the recommendation, along with the reader's current CV, to the Director of Ph.D. Student Services.
3. The recommendation will consist of a brief written statement (letter, memo, email) to the Ph.D. Program Director verifying that the reader meets the following criteria:
 - a. The reader has a strong academic and research background (including scholarly publications) in a field relevant to the dissertation;
 - b. The reader is currently active in the field and is working in an academic or research setting;
 - c. The reader has no present or past relationship with the candidate that might hamper objectivity (e.g., formal supervisory or employer role); the relationship should be "arms length."
4. If one or more of these criteria are not met, the chair should offer a rationale for why this reader should be approved.

5. After approval by the PhD Program Director, the recommendation will be reviewed and approved by the Dean.

The external reader is invited to the dissertation defense, but is not required to attend. If the external reader cannot attend the defense, s/he is asked to write a short report and recommendation that comments on the quality and appropriateness of the candidate's dissertation and research. This report and recommendation is submitted to the student's chair and Doctoral Program Director.

The Dissertation

The doctoral dissertation is a critical element of advanced research-based education. A dissertation is expected to contribute significantly to new knowledge and understanding of the world in which we live. It builds on the best of what has been discovered and understood by scholars who came before, and it provides a foundation on which further inquiry and additional understanding can be built in the future. Occasionally, a dissertation results *de novo* from a blinding flash of original insight. However, most often a dissertation represents a logical extension of past work and demands the author have a comprehensive understanding of prior work in the chosen field of inquiry. Thus, a substantial part of the effort of doing research and writing the dissertation is devoted to building and codifying that base of prior knowledge. In public policy research, it is usually the case that a dissertation is located somewhere within a synthesis of prior work from several diverse fields of inquiry that places great demands on the intelligence, insight and stamina of the candidate.

It is our expectation that doctoral dissertations by SPP students will represent outstanding contributions to the base of scholarly inquiry relevant to public policy. The research done for a dissertation also should be significant to some public policy issue of importance. Thus, a marriage of scholarship and relevance is the hallmark of a good dissertation. A dissertation should incorporate the best professional practices related to style, format, referencing, graphics, and language. A dissertation should be ready to be submitted not only to the School, but also to a publisher for commercial publication. Not all dissertations result in publication and many that eventually are published require substantial editorial work to be transformed from an academic treatise to a finalized and marketable commodity. Nevertheless, publication is an appropriate goal of any dissertation effort.

Oral Defense

After each committee member has signed the Oral Dissertation Readiness Defense Form, the student must defend the dissertation in public before the dissertation committee, the SPP faculty, fellow graduate students, the University community, and other scholars. (see Appendix III for the Oral Dissertation Readiness Defense Form)

As with the dissertation proposal defense, students should contact Susan McClure <mmclure@gmu.edu> to reserve the Finley Large Conference Room and reserve any AV equipment needed for the presentation. Students must submit to the Director of Ph.D. Student Services at least 15 days before the scheduled date of defense:

- a signed Oral Dissertation Defense Readiness Form (see Appendix III)
- an email listing the dissertation title, date and time of defense, all committee members (including external reader) and abstract of NO MORE THAN 100 WORDS
- a copy of the final draft of dissertation

At the same time, the student must provide copies of the dissertation to all members of the dissertation committee. The student also must place a copy on reserve at the Johnson Center Library Reserve Desk so that it is available to the faculty at least two weeks before the scheduled oral defense. In scheduling the defense, it is the student's responsibility to ensure that all members of the committee are available and will be present for the defense. This is especially important during the summer, as faculty are not obliged to be available during summer session. Students must be registered for at least one credit of PUBP 999 during the semester in which they graduate. August graduates must register for summer session.

It is common for revisions to be required after a successful defense to accommodate both substantive improvements and editorial corrections. If the defense is successful, all members of the dissertation committee sign at least five copies of the Signature Sheet. A sample form may be found on the web at:

<http://www.gmu.edu/library/specialcollections/dtsamplepages.htm>

Please be certain the signature sheet follows the formatting guidelines before the committee signs it. A template for the entire dissertation, including an SPP signature sheet, is available from the Director of Ph.D. Student Services. After a successful defense, the above form must be submitted to the Director of Ph.D. Student Services to obtain final approval from the Doctoral Program Director and Dean of the School. If the defense is unsuccessful, the dissertation may be revised and a new defense date scheduled. The decision to allow a second defense is at the discretion of the doctoral committee.

Dissertation Format and Delivery of Final Copies

The University's "Thesis, Dissertation, or Project Guide" must be followed. Requirements for format, graphics, style, and timeline are rigidly applied. It is the responsibility of the student to follow the timeline/format established at:

<http://www.gmu.edu/library/specialcollections/dtguide.htm>

One to two months prior to defense, the student is encouraged to contact the Dissertation Coordinator in Fenwick Library for format review. The University Dissertation & Thesis Coordinator reviews the completed dissertation for compliance with the guidelines. The student is encouraged to forward a copy of the dissertation to the University Dissertation & Thesis Coordinator as soon as possible, in order to allow time to make the necessary changes to the

document. The Coordinator does not assume responsibility for editing or putting the dissertation in final form, which is fully the responsibility of the candidate. You may contact the Coordinator in Room C-201 Fenwick Library, MSN 2FL, telephone: (703) 993-2222.

A one page curriculum vitae of the external reader should be appended to the end of the dissertation and the external reader's name listed on the signature sheet. However, the reader is not required to sign the sheet if the chair receives a written report in lieu of attendance at the defense.

Once approved, the candidate prepares two copies of the final text on 100-percent cotton-bond paper and submits the copies to Fenwick Library. Included in this are two completed signature sheets, a completed transmittal sheet, UMI paperwork including a fee (\$55.00) and a Survey of Earned Doctorates.

The candidate must also provide a complete unbound photocopy to University Microfilming, Inc. for microfilming. Information may be obtained from UMI's homepage: <http://www.umi.com/>

Two unbound copies must be delivered to the Director of Ph.D. Student Services for SPP's permanent collection. The student must also provide bound copies for each member of the dissertation committee.

Intent to Graduate Form & Graduation Application

At the beginning of the semester in which the student intends to graduate, s/he must file electronically an "Intent to Graduate" form (GIF), located at:

<http://registrar.gmu.edu/grad/graduation.html>

The deadline for submitting the form is typically September 26th for the fall semester and February 27th for the spring and summer semesters. As this date may vary from year to year, please check the above website.

Following the electronic GIF, graduating students also must file a "Graduation Application," available at the same website listed above.

The deadline for submission is typically October 31st for the fall and March 31st for the spring and summer. In 2003-04, the deadlines for submitting the final dissertation were December 5th for the fall, April 30th for the spring, and July 30th for the summer. Please check the above website for current deadlines.

Participation in Commencement/Convocation

Students who have qualified for graduation for the summer, fall and spring semesters are invited to participate in the University's commencement and the School's convocation ceremonies.

Dates relating to Commencement can be found at:

<http://www.gmu.edu/departments/ur/events/commence2.html>

INTERNATIONAL STUDENT SERVICES

Office of International Programs and Services (OIPS)

OIPS provides advice on immigration matters, employment applications, taxation, GMU academic policies, cultural adjustment, and practical issues. The office conducts an international student orientation each semester, organizes outings, arranges biweekly workshops on topics of interest, and co-sponsors International Week each spring. The Office of International Programs and Services holds walk-in hours on Tuesdays, Wednesdays and Thursdays, from 1:00-4:00 pm.

To learn more, visit the Office of International Programs and Services located in Student Union I, Fairfax Campus, Room 310, (703) 993-2970, or go to their website:

<http://www.gmu.edu/student/oips/>

English Language Institute (ELI)

The School of Public Policy attracts students from around the world. This diversity greatly enhances the educational experience of all students and is one of the school's major strengths. We recognize that many international students may require additional assistance in developing their English language skills. We strongly recommend that all students for whom English is a second language consider participating in programs offered by the English Language Institute (ELI) at George Mason University.

ELI provides quality instruction in English as a second language, aimed at developing language and academic skills, as well as cultural awareness necessary for successful academic, personal and professional life. The Support Services Program provides programs for non-native English speaking students newly admitted to George Mason University and other international members of the Mason community.

For further information or an application form, call the ELI at (703) 993-3660, fax to (703) 993-3664, e-mail to ELI@gmu.edu, or visit the ELI web site at: <http://eli.gmu.edu/>

International Student Health Insurance

Health insurance is required for all F-1 and J-1 visa holders. Health insurance fees are deducted from all payments received by the University before funds are applied to tuition or other charges. Failure to make this payment may result in cancellation of classes. See the Health Insurance section for further information.

UNIVERSITY SERVICES

Electronic Communication and GMU Email Accounts

Students are required to activate and access the email account provided by the University. The University will communicate only via the Mason email accounts for registration, student accounts/billing and financial aid. Students are responsible for the content of any communication sent to them by email. Students may choose to have GMU emails forwarded directly to another account, but the GMU mail server retains copies of the mail. To avoid errors due to mailboxes being over quota, students should either regularly delete this mail from their GMU account or email <support@gmu.edu>:

Subject: request to have forwarding without saving message on the server
Text: student's full name
social security number and GMU ID number
address where the email should be forwarded
Contact: telephone number or external email address

Health Insurance

Students may purchase health insurance through Chickering Benefit Planning Insurance Agency (www.chickering.com). F-1 and J-1 visa students are automatically enrolled in the University's plan. The deadline for an annual policy or for fall semester enrollment is **September 16, 2004**. The deadline for spring semester enrollment is **February 16, 2005**. George Mason University's policy number is 724536. For additional information contact Student Health Services at (703) 993-2830 or visit the web site at: <http://www.gmu.edu/student/hcs/service.html>

SPP Career Services

SPP offers comprehensive career service assistance for all current SPP graduate students. The Director of Career Services and Alumni Relations and the Assistant Director of Career Services will provide one-on-one assistance reviewing and revising your resume and cover letter, exploring your career goals, identifying employment opportunities, and providing you with the skills needed for a successful career search. For more information on career services, please visit <http://policy.gmu.edu/career>

Through Patriot Job Web, George Mason University's on-line job and internship database, SPP maintains a job posting service. In order to access positions advertised in the School of Public Policy and George Mason University, it is important that you sign up for Patriot Job Web. To sign up for Patriot Job Web, go to <http://careers.gmu.edu/employers/joblist/> or call GMU University Career Services at (703) 993-2370. The Career Services office is located in the Student Services Suite, Arlington Campus, Original Building, (703) 993-4975.

PROGRAM ADMINISTRATION, POLICY AND PROCEDURES

The School of Public Policy administers the Ph.D. program in Public Policy. Key individuals responsible for the administration of the program include:

Dean	Professor Kingsley E. Haynes
Senior Associate Dean	Professor James H. Finkelstein
Associate Dean for Research and Development	Professor Roger R. Stough
Associate Dean for Academic Affairs	Professor Catherine Rudder
Assistant Dean of Academic Affairs and Student Services	Professor Matthys K. van Schaik
Associate Director of Graduate Admissions	Leslie M. Levin
Ph.D. Program Director	Professor David J. Armor
Director of Ph.D. Student Services	Elizabeth C. Eck
Assistant Ph.D. Student Services Coordinator	Diane Fier
Director of Career and Alumni Services Administrator	Heather O. Gaillard
	William H. Coester

The Ph.D. program core faculty is composed of tenured and tenure track members of the GMU faculty whose primary affiliations are in the School. It also includes several members of the College of Arts and Sciences (Departments of Public and International Affairs, Psychology, Sociology) and others of the School of Information Technology and Engineering, College of Nursing and Health Science, the School of Law, and others. A list of the core faculty may be found in Appendix II.

The Advisor

Key to each student's success in the program is close and continuing consultation with a member of the core faculty as advisor. This begins as soon as one enters the program. Initially advisors are assigned by the program administration based on students' interests and on the need to balance the advising load among the faculty. Later the advisor typically is the faculty member who agrees to chair the student's field research and examination and their dissertation committee, and may not be the person originally assigned to the student. Students may change their advisors with the agreement of both professors. All need to jointly inform the Director of Ph.D. Student Services in writing when such a change is made.

The advisor helps determine the student's schedule of classes for each semester, answers general questions about the program and helps the student select a specialty and define a research orientation. The advisor is the first point of contact for problems that may arise and must be consulted before any program changes are made. The advisor helps the student with research skill preparation and should be kept current when a student makes any decisions regarding the program. The advisor also helps with the formation of the field research committee and the dissertation committee. In addition, the advisor serves as primary facilitator for the School's evaluation of the student's progress in the program. The advisor is the student's advocate. The

student should develop a professional relationship with him/her. It is to the student's advantage to keep the advisor informed of his or her progress and any special circumstances that arise.

Core Course Exemption

Students may have completed graduate courses, which they believe are equivalent to one or more of the required core courses. Those seeking exemption from courses may submit a written petition to the Director of Ph.D. Student Services for review by the core course instructor, who will either recommend to the Program Director that the exemption be granted or that the student take a proficiency examination. The petition must include the following documentation (items 1-4 are mandatory; items 5 and 6 will help make the case):

1. Course title and a transcript showing the grade earned
2. A copy of the catalog description of the course
3. A syllabus for the course or a list of topics covered
4. Identification of the text(s) used in the course
5. Examination questions and results from the course
6. Any papers or projects written for the course

Students will not receive credit toward the 82-hour degree minimum for a core course from which the student has been exempted, unless that course is included within the 30-credit maximum allowed for prior graduate work.

Students seeking exemption from a quantitative methodology course may petition in writing to take a more advanced course in the same specialty area at GMU or at another institution approved by the Doctoral Program Director. If that course is passed with a grade of B or better, the student will be exempt from the less advanced core course requirement. The credit earned for the more advanced course will count toward the 82-credit minimum.

Class Locations and Times

Most SPP doctoral-level courses are offered on the Fairfax campus (a limited, but increasing number are offered in Arlington), Monday through Friday, from 4:30 p.m. to 7:10 p.m. or 7:20 p.m. to 10:00 p.m. and during the day at the discretion of the faculty. The School reserves the authority to select the time and place of each public policy class or seminar, within the limits set by general University policies and procedures.

Residency Requirement

The doctoral program must include a minimum of 52 hours of graduate work taken at George Mason University after admission to degree status. **Students must register with the University for every semester until they have completed all degree requirements.** Students who fail to do so will be dropped from the program.

Registration

Before the beginning of each semester, the student should consult with the advisor regarding course registration for the upcoming semester. Registration is the responsibility of the student. S/he may register by logging on to <https://patriotweb.gmu.edu/>. The student should contact the Director of Ph.D. Student Services regarding registration for closed courses, Directed Reading Courses (PUBP 796), and courses requiring special permission, e.g. PUBP 998 and 999 credits.

Study Abroad

Doctoral students may participate in GMU study abroad courses. These courses will be posted to the GMU transcript and the credit will be counted toward the 82 credit total required for graduation. However, a study abroad course may *not* count as one of the advanced elective courses required for the degree.

Directed Reading Course (PUBP 796)

Students who have passed the Comprehensive Qualifying Exam may take directed reading courses. Directed reading courses may have 1 to 3 credits. *A maximum of 6 credits of directed reading courses may be counted toward degree requirements; more than 6 credits of directed reading will not be counted for the degree.* Students wishing to pursue directed reading courses in areas not covered by regular course offerings should contact the Director of Ph.D. Student Services for an Individualized Section Form. The student must assign a “course title” and have the faculty member directing the reading initial the form next to his/her name. A course outline of topics to be covered and a preliminary bibliography is required, as well as a statement on evaluation procedures for the course. After obtaining the signature of the Ph.D. Program Director, the completed form must be delivered to the Registrar’s office for processing. It is the student’s responsibility to give the Director of Ph.D. Student Services a copy of this signed form for the student’s SPP file.

Evaluations

Each student’s academic performance is evaluated at the end of each academic year. It should be noted that satisfactory performance in a doctoral degree program incorporates much more than achieving passing grades in designated courses and successfully completing examinations. Faculty are concerned particularly with the capability of students to conduct individual scholarly inquiry, to communicate their work effectively and to serve as members of the professional community. Timely progress in the program is also a critical element in assessing continuation. All of these factors are considered in periodic student evaluations.

It is the responsibility of faculty advisors to represent each student in the faculty discussion of the student’s progress, so each student should keep his/her advisor informed regarding progress or areas of concern.

At the time of the qualifying examination, the faculty evaluates whether students should be encouraged to continue the pursuit of a doctoral degree. Many factors are examined such as

course performance, GPA and the capability of the student to successfully complete a dissertation.

The results of the evaluation are conveyed to each student by his/her advisor and/or the Doctoral Program Director. For students making good academic progress and fulfilling all requirements in a satisfactory manner, the formal evaluation is typically pro forma in character.

During the fall semester, Student Services conducts a review of all first year students. This includes verification of the credentials submitted for admission including their vitae, academic degrees, honors, and other relevant materials.

Dismissals

The student may be asked to leave the program at the end of the first year or year and a half if the faculty feels the student has not made sufficient progress or has major academic deficiencies. In addition, the student may also be dismissed if an individual member of the faculty is not willing to take full responsibility for the student's progress at that time or the student fails to meet other program requirements. This includes, but is not limited to, the student's failure of either the Comprehensive Qualifying Examination or Field Examination.

A student is automatically dismissed from the program for the following reasons:

- receiving a grade of F in a single graduate level course
- receiving a grade of B- or below in two or more 800-level courses, even if retaken
- receiving a grade of B- or below in a single core course after the second attempt (since PUBP 709 is a remedial course for PUBP 801, a grade of B- or below in PUBP 709 will also result in dismissal)
- failing the Comprehensive Qualifying Examination after the second attempt
- failing the Field Examination after the second attempt

A student who receives a grade of B- or below in a core course must retake the course. The course must be retaken during the next term in which it is offered. Should a student fail to receive a grade of B or better in the core course on the second attempt, the student is dismissed automatically from the program. Students who are required to take PUBP 709 must receive a grade of B or better. Failure to do so will result in automatic dismissal. PUBP 709 may not be retaken.

A student who is dismissed or terminated from the program will receive written notification from the Doctoral Program Director. The dismissal or termination is effective upon receipt of this notification. The notation of academic dismissal is affixed to the graduate student's official record. A student who is dismissed may not take additional course work at the University.

Appeals

A student who is dismissed from the program for any reason other than an automatic dismissal described above may appeal the decision to the Dean of the School. This appeal must be in writing and must be received within 30 calendar days of the date on the notice of dismissal. The

Dean of the School may appoint a committee to review the appeal. This committee will make a recommendation concerning the appeal, and the Dean will make a final determination. This determination cannot not be appealed.

There is no appeal of academic dismissal from the program if such action is an automatic dismissal that result from a student's failure to meet the above stated requirements. However, students are entitled to an appeal of the grade that led to the dismissal or termination.

Grade Appeals

Although the individual faculty member is the best judge of student performance, there may be instances when a student disagrees with a grade or other evaluation. In such cases, the student first must ask the faculty member concerned to reconsider the grade. If the student is not satisfied, a written request for review may be made to the Dean of the School. This request must be submitted prior to the end of the drop period of the next regular session, excluding summer. The Dean of the School may dismiss the appeal as being without merit; uphold the appeal and issue a change of grade; or appoint a committee to review the appeal. This committee will make a recommendation concerning the appeal, and the Dean will make a final determination, which cannot be appealed.

Drops/Withdrawals

Students may be dropped from the program for failure to:

- carry a sufficient credit load
- meet continuous registration requirements
- take the qualifying examination in the required timeframe
- resolve incomplete grades in a timely manner, or
- meet conditions of provisional admission status.

Students may submit a written request to withdraw from the program to the Ph.D. Program Director who will make a recommendation to the Dean of the School. Requests for nonacademic reasons are generally accepted. The Dean reserves the right to reject any withdrawal, particularly when the student's academic performance is in question.

Students who were dropped or have withdrawn are not permitted to enroll in any classes at George Mason University unless the Dean of the School approves their written request for reinstatement. The Dean reserves the right to deny this request, send this request to the Admissions Committee for re-evaluation or to place conditions upon reinstatement. Such conditions may include, but are not limited to, resolution of outstanding incomplete course work, completion of specified courses, achievement of specified grades in course work, or deadlines for taking required examinations. The Dean of the School may also require that students meet the requirements of the Student Handbook in effect at the time of reinstatement.

Credit for Prior Graduate Work

The Doctoral Program Director may approve a maximum of 30 semester hours of relevant prior graduate work toward the required 82 hours. A maximum of twelve relevant credits taken at George Mason University while in Extended Studies may be transferred to the program with the approval of the Doctoral Program Director. Any Extended Studies credits granted will be included in the 30 semester hours.

Leave of Absence

SPP does not grant a formal leave of absence from the doctoral program. Students who wish to take leave from the program should write the Program Director beforehand, explaining their circumstances. Each student's situation will be evaluated when the student wishes to re-enroll (see below). Should a student need to withdraw mid-semester, it is critical either to complete courses or go through formal withdrawal procedures so that the possibility of future enrollment is not jeopardized.

Re-Enrollment Procedures

Permission to re-enroll in the program must be obtained by all doctoral students who have failed to enroll in at least one credit of course work for two or more consecutive semesters (not including summer) at George Mason University. Students should complete and submit to the School of Public Policy, Office of Student Services, Finley 211, a Graduate Re-Enrollment Form, available on the Registrar's website at <http://registrar.gmu.edu>. The Program Director and the student's advisor will conduct a review of the student's file for any academic deficiencies. If they grant the student permission to re-enroll, notification will be sent to the Registrar's office.

Courses at Other Institutions

After matriculation, a maximum of twelve credits may be taken at other accredited institutions. The School must approve such course work in advance. Students seeking approval should provide the Doctoral Program Director with a written request that includes a copy of the catalog description of the course, a syllabus for the course or a list of topics covered in it, and identification of the text(s) used in the course. Courses taken at any member institution of the Consortium of Universities of the Washington Metropolitan Area may be billed at George Mason University tuition rates. See the Director of Ph.D. Student Services for details.

The Honor System and Professional Conduct

George Mason University operates under an honor system that has existed in the Commonwealth of Virginia for over 150 years. Students are responsible for understanding the provisions of the code that is described in detail in the *George Mason University Catalog*.

Students entering the Doctoral Program in Public Policy embark upon a rigorous intellectual undertaking. It is imperative that students understand and uphold the norms and values of an academic community. Students are expected to familiarize themselves with the "Statement of Professional Ethics" and "Statement on Plagiarism" adopted by the American Association of

University Professors. These statements are incorporated in the *GMU Faculty Handbook*, which is available on the GMU website:

<http://www.gmu.edu/facstaff/handbook>

As members of the academic community, students are held to these standards of professional conduct. Should disagreements between students or between a student and faculty member arise, every effort should be made to resolve these differences in a collegial manner. If this is not possible, students are responsible for taking the initiative to consult with their advisors, the Director of the Doctoral Program and then the Dean of the School to discuss their concerns.

SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on trust. Thus, any act of plagiarism strikes at the heart of the University and the purpose of the School of Public Policy. Any act of plagiarism constitutes a serious breach of professional ethics and will not be tolerated.

Plagiarism is the use of another's words or ideas presented as one's own. It includes, among other things, the use of specific words, ideas or frameworks that are the product of another's work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen, and because it constitutes lying to one's professional colleagues. It is shortsighted and self-defeating, and can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously. Punishment may take the form of a failing grade for the paper in which it occurs, a failing grade in the course or expulsion from the School of Public Policy.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. At any time, faculty may submit student's work without prior permission from the student.

The SPP policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it.

Use of Editors

Doctoral students are permitted to use copy editors for the sole purpose of formatting dissertations according to Fenwick Library requirements; outside editors may not be used for a draft dissertation prior to the defense.

Funding

The School of Public Policy attempts to provide, but does not guarantee, financial support to all new full-time students. Typically, this takes the form of either a Graduate Research Assistantship (GRA) or a Graduate Teaching Assistantship (GTA). The Office of the Provost publishes “Guidelines for Appointing Graduate Research and Teaching Assistants” each year. This document includes a number of important policies and procedures that define the scope, roles, rules, and regulations governing such appointments.

Full-time GRAs and GTAs must be enrolled for a minimum of 6 credit hours each semester (excluding summer), are prohibited from having other meaningful outside employment, only can have other GMU employment subject to approval of the Dean, and are expected to maintain high academic performance. GRAs and GTAs are encouraged to take 9 credits each semester during their first year. Appointment as a GRA/GTA does not constitute employment but rather is seen as part of one’s academic training. Therefore, the School may determine at any time to discontinue support for any individual for any reason.

Decisions on funding are made yearly. Both the sponsoring faculty member and the student’s advisor make recommendations each year regarding requests for continued support. Individuals who have received any grade below a “B” typically will not be renewed. Generally, funding is limited to three years. All assistantships include some tuition remission, depending on the availability of funding. For doctoral students in the dissertation stage of the program, no more than nine credits total of dissertation course work (PUBP 998 and PUBP 999 combined) will be paid for through the GRA tuition waiver. Students must find alternate funding for the final three credits of required dissertation course work.

APPENDIX I: CONCENTRATIONS

The Doctoral Program Concentrations

Owing to the interdisciplinary nature of the doctoral program in public policy, the core areas of faculty and student research interest are structured around areas of concentration. Each concentration is built on a two-semester seminar sequence. Every doctoral student is required to take both seminars in one of the concentrations and one semester in another related concentration.

National Governance

This concentration examines institutions of governance on the federal, state and local levels in the United States. The term “governance” includes the theoretical and practical approaches that society takes to organize itself for decision making about public policy. Emphasis is placed upon the values that underlie policy choices and includes the interactions of government with the private and non-profit sectors. Important areas of public policy which had previously been implemented by public sector employees are now carried out by private and non-profit organizations under contract to governments. These organizations and their roles are included as essential elements of governance. Specific attention is devoted to policy-making institutions such as Congress, the White House, executive branch agencies, and the courts. On a political level, the policy agenda moves to a study of elections, the regulatory process, interest group activity, intergovernmental relations, and budgeting and tax policy.

Students specializing in this field may focus on the way in which institutions process issues into policies; how alternative policy options are formed; how public policies are implemented, and how to evaluate outcomes. Approaches to understanding the policy process include historical, developmental, quantitative, and global perspectives. Although current coursework emphasizes the United States, students are encouraged to adopt a comparative perspective, and to take advantage of opportunities to work with faculty whose expertise lies in the international arena. Faculty from the Department of Public Affairs, along with the School of Public Policy’s core faculty, play a central role in this field of concentration.

Regional Development

Public policy is influenced by location and mobility. This concentration focuses on two policy areas. It looks at the changes in economic structure of sub-national regions, how extra-regional policies affect these changes and how regional policy can direct these dynamics. It also considers how movement of goods and people can influence the ways regions and cities develop, and how transportation policy has evolved, not only to afford greater economic efficiency in its own right, but also as part of the spatial development process. While policy makers less commonly discuss the development of sub-national regions than national macroeconomic policy, it affects where people live, train, look for work, and raise families. Transportation and modern communications allow people and institutions within a region to interact and provide the basis of everyday life and, as a result, develop in an internally coherent and externally unique way. The history of

regions' and transport's legal, economic, industrial, and cultural development leaves a legacy that evolves, but is seldom broken. Hence, the development of social and cultural expressions and values needs to be recognized in the design and execution of regional development policy. In addition, there is increasing awareness that regional economies contain the basis for national economic well-being.

The role of regional industrial clusters in the local development of new technologies is one focus of the doctoral program at SPP. This topic is highly synergistic with the other concentrations in science and technology policy; governance and public management; and evolutionary systems and economic policy. The importance of sub-national regions in national (and global) development is examined, as is the non-conformity between regional economies and governmental boundaries. Specific issues that result from managing overlapping jurisdictions along with the challenges of the multi-jurisdictional region, so evident in the three-state-and-Federal-district National Capital region, is another focus of the program.

Science and Technology

Work within the Science and Technology Policy concentration is concerned with seeking an understanding of the relationship between science and technology and public policy. It is recognized that science and technology have become important causal factors in society. This concentration is concerned with understanding how science and technology generate public policy issues and problems and how science and technology may be used to resolve issues or solve problems.

As used in this concentration, science and technology refer to the set of activities which range from research (i.e., the search for explanatory theory) through the development, production and use of technologies. Work in this concentration is particularly focused on the technology end of the science technology spectrum. It is the enhanced capability to manipulate nature using technology that has both the most immediate and, at least in the short term, the broadest impacts on society and public policy.

The Science and Technology Policy concentration require a two-semester seminar sequence. The first semester includes a reading seminar, providing students with a broad look at a diverse body of literature. From that survey of the literature, students identify a research topic to explore during the second semester. The second semester is devoted to preparing research papers with the goal of publishing the papers in journals. At the beginning of the second semester, each participant in the seminar prepares a detailed prospectus for the research paper. This will be reviewed and critiqued by the members of the seminar. Completed papers will be presented at the end of the semester.

Society, Culture and Values

The Society, Culture and Values Policy concentration emphasizes the role that social structure, culture and values play in the development and implementation of public policy. Study in this concentration is grounded in the understanding that public policy decisions are not made in a

vacuum; they are the result of cultural and social forces, from both contemporary and historical perspectives. These forces also provide the context for policy making.

In order to analyze public policy, the student will be exposed to a wide range of theoretical and methodological frameworks that offer insight into the policy process both in the United States and internationally. Through exposure to these frameworks and the development of others, the student will be able to analyze how public policy is made and implemented, determine why specific policies are formulated and evaluate their relative merits and effectiveness.

Students in the concentration are expected to focus on both functional areas of public policy as well as attending to their contextual frameworks. These include attention to specific issues and areas in public policy such as education, race and ethnicity, gender, health, the family, politics, and the media, among others. Members of the SPP core faculty, along with faculty from other related departments in the University, play key roles in the concentration.

Organizational Informatics and Enterprise Engineering

Organizational Informatics is a discipline that is concerned with the interaction among organizational processes and information systems and technologies. This area of study and research has become extremely important in recent years because traditional organizational models are obsolete. The concentration adopts a holistic view of enterprise integration, focusing on the extended enterprise that contains customers, suppliers and other claimants. Research in Organizational Informatics is focused on the policy and management implications of information technology-enabled organizational change. The students study modern organizational concepts such as Enterprise Resource Planning, Electronic Commerce, Customer Relationship Management, and Supply Chain Integration and Management. This concentration is led by the Policy Analysis Center with faculty from the School of Information Technology and Engineering.

A doctoral thesis in Organizational Informatics is expected to be relevant to enterprise integration policy and should represent original, substantive and personal work. A competent dissertation may or may not develop a new analytical technique, but it should represent a creative, substantial, and sophisticated application of analytical concepts, models and techniques that are appropriate to a particular policy issue that is motivated by information technology-enabled organizational change. Organizational informatics dissertations are expected to demonstrate greater capacity, proficiency and ingenuity in moving across disciplinary lines in the specification and analysis of real problems, as well as a greater concern for practical implementation.

International Policy and Trade

Students in the International Policy concentration can pursue a wide range of international and comparative policy issues, including those related to economics, development, networks, and relations. The consideration of organizational and global processes, technological change and the economic, political and cultural aspects of international policy are an integral part of the concentration. Also, given the nature of international policy issues, informal or formal links to the other concentrations within the School of Public Policy are appropriate. The first course in the concentration surveys the field of Global and International Public Policy with a focus on

relevant theoretical and methodological approaches and debates, and provides students with tools for analyzing various world problems and policies. The second course in the concentration focuses on International Trade Policy, addressing international trade theory, trade policy analysis, regional economic integration, and the institutional arrangements governing world trade. The concentration aims to provide an inclusive academic home to students whose interests concern policy issues that involve inherently cross-border, regional or global issues. It draws on a large number of faculty members from the School of Public Policy.

APPENDIX II: SPP FACULTY

Faculty and their Research

(may chair committees or serve as a primary member)

Mark Addleson, Associate Professor and Director, Program on Organizational Learning; Ph.D., University of Witwatersrand, 1992.

Learning organizations and knowledge management; methodology of social inquiry; Austrian economics.

David J. Armor, Professor of Public Policy and Director, Public Policy Ph.D. program; Ph.D., Harvard University, 1966.

Education policy; family policy; welfare policy; civil rights/race relations policy (desegregation, affirmative action); military manpower; methodology (statistical analysis, survey design).

Philip E. Auerswald, Assistant Professor; Ph.D., University of Washington, 1999.

Science and technology policy; economics of innovation; industrial organization; economic development.

Ann Baker, Associate Professor of Organizational Learning; Ph.D., Case Western Reserve University, 1995.

Organizational conversation; dialogue and change as sources of learning; multiculturalism; creating organizational learning communities.

Kenneth J. Button, Professor of Public Policy; Ph.D., Loughborough University, U.K., 1981.

Transportation economics; transport planning; environmental economics; regional economics; urban economics.

Desmond Dinan, Jean Monnet Professor of Public Policy and Director, International Commerce and Policy program; Ph.D., National University of Ireland, 1985.

International commerce and European Union.

Michael K. Fauntroy, Assistant Professor; Ph.D., Howard University, 2001.

American government and politics.

Richard Florida, Hirst Professor of Public Policy; Ph.D., Columbia University, 1986.

Economic development; regional development; creativity; high-technology industry, talent and human capital; globalization; economic competitiveness; economic policy; science and technology policy.

Stephen S. Fuller, Dwight Schar Faculty Chair and University Professor of Public Policy and Regional Development; Ph.D., Cornell, 1969.

Regional economic development; urban development; housing; urban planning; demographics; the Washington area's development; economic analysis; labor force; forecasting – population, income, employment, real estate development; economic and fiscal impact analyses; economic development in developing countries.

Jonathan L. Gifford, Professor of Public Policy, and Director, Transportation, Policy, Operations, and Logistics program; Ph.D., University of California, Berkeley, 1983.
Transportation policy and planning; infrastructure policy and planning; urban and metropolitan planning and land use; technology standards and public policy; transportation and regional development policy.

Jack A. Goldstone, Virginia E. Hazel and John T. Hazel, Jr. Professor of Public Policy; Ph.D., Harvard University, 1981.
Sociology; culture; international relations.

Thomas R. Gulledge, Professor of Public Policy and Operations Research; Ph.D., Clemson, 1981.
Organizational informatics; enterprise engineering.

David M. Hart, Associate Professor; Ph.D., Massachusetts Institute of Technology, 1995.
Science and technology policy; business and politics; lobbying and representation; U.S. public policy process; U.S. policy history, especially business, economic and political history.

Kingsley E. Haynes, University Professor and Dean, School of Public Policy; Ph.D., Johns Hopkins University, 1970.
Regional economic development and policy; transportation systems and policy; softsystems modeling; phase change modeling of transportation; knowledge management models; planning and analysis models.

Jack C. High, Professor of Public Policy, Economics and Social Learning; Ph.D., UCLA, 1980.
Economic regulation; economic growth; economic history; international trade and investment; international institutions.

Christopher T. Hill, Vice Provost for Research and Professor of Public Policy and Technology; Ph.D., University of Wisconsin, 1969.
Science policy; technology policy; industrial innovation; R&D management; comparative science policy; Space, energy, homeland security policy and planning.

Todd M. LaPorte, Associate Professor; Ph.D., Yale University, 1989.
Technologies and organizations; technology and society; technology and politics; technology in politics; technology assessment and policy analysis; information and communications technologies; energy technologies; digital government, both worldwide and in the U.S.; comparative political and economic systems, particularly European; critical infrastructures; large technical systems; high reliability organizations and organizational failure; organization studies;

public management and public administration; qualitative methods; data collection methodologies.

Li-Gang Liu, Assistant Professor; Ph.D., Johns Hopkins University, 1997.
International trade and finance; corporate finance; East Asian economic development and policy; Chinese economy.

Stuart S. Malawer, Distinguished Service Professor of Law & International Trade; Ph.D., University of Pennsylvania, 1976.
U.S. trade law; global trade law; global trade relations; World Trade Organization (WTO).

Jeremy D. Mayer, Assistant Professor; Ph.D., Georgetown University, 1996.
Public opinion; racial politics; presidential elections; Japanese politics; statistical methods, survey methods; media politics.

Connie L. McNeely, Associate Professor of Public Policy; Ph.D., Stanford 1990.
Culture and policy; states and society; international development; organizations; race, ethnicity and nations; comparative policy.

Wayne D. Perry, Professor of Public Policy and Operations Research; Ph.D., Carnegie Mellon, 1975.
Science and technology; defense; international security and arms control; healthcare; operations research/management science; statistical models; stochastic processes; managerial economics and econometrics; policy analysis.

John E. Petersen, Professor of Public Policy; Ph.D., University of Pennsylvania, 1967.
Public finance (government finance), both domestic (state, local, federal) and international.

James P. Pfiffner, University Professor, Government and Politics; Ph.D., Wisconsin, 1975.
The presidency; Congress; American national government and policy process; public administration.

Kenneth A. Reinert, Associate Professor of Public Policy; Ph.D., University of Maryland, 1988.
International trade policy; international development policy; multilateral development organizations; foreign direct investment.

Mark J. Rozell, Professor of Public Policy; Ph.D., University of Virginia, 1987.
The presidency; media and politics; religion and politics.

Catherine Rudder, Associate Dean for Academic Affairs; Ph.D., Ohio State University, 1973.
American political institutions and politics; Congress; tax policy making; self-regulation; governance; non-profit institutions.

Stephen R. Ruth, Professor; Ph.D., University of Pennsylvania, 1971.

Rationalization of technology-based learning interventions; technology diffusion in developing nations; religious/theological issues in public policy formulation.

Laurie A. Schintler, Associate Professor of Public Policy; Ph.D., University of Illinois at Urbana-Champaign, 1995.

Regional development, transportation; quantitative methods.

Rainer Sommer, Associate Professor of Public Policy, and Director, Enterprise Engineering and Policy program; Ph.D., Columbia Pacific University, 1991, and George Mason University, 1998. Enterprise engineering and telecommunications.

Roger R. Stough, NOVA Endowed Chair and Professor of Public Policy, and Associate Dean for Research and Outreach, School of Public Policy; Ph.D., Johns Hopkins, 1978.

Regional economic development policy and analysis; information technology policy; Transportation policy; entrepreneurship.

Tojo J. Thatchenkery, Associate Professor of Organizational Learning; Ph.D., Case Western Reserve University, 1993.

Organizational learning and development; knowledge management; change management; Asian-Americans and organizational mobility; information communication technology (ICT); economic development of Southeast Asian nations.

Susan Tolchin, Professor of Public Policy; Ph.D., New York University, 1968.

Public policy theory; federal government (US); federal regulation; ethics.

Janine R. Wedel, Associate Professor; Ph.D. University of California, Berkley, 1985.

Ethics; international governance; comparative culture; non-profit organizations.

Selected Affiliated Faculty

Kevin Avruch, Professor of Anthropology; Ph.D., University of California, San Diego, 1978.

Timothy Conlan, Associate Professor of Government and Politics; Ph.D., Harvard, 1981.

Thomas Dietz, Professor of Sociology; Ph.D., University of California, Davis, 1979.

George L. Donahue, Professor of Systems Engineering and Operations Research; Ph.D., Oklahoma State University, 1972.

Robert L. Dudley, Associate Professor of Government and Politics; Ph.D., Northern Illinois University, 1980.

Terry L. Friesz, Professor of Systems Engineering & Operations Research; Ph.D., Johns Hopkins University, 1977

Michael W. Gremminger, European Union Fellow; MBA, University of Mannheim, 1990.

Gregory A. Guagnano, Associate Professor of Sociology; Ph.D., University of California, Davis, 1986.

Hugh Hecllo, Robinson Professor of Public Affairs; Ph.D., Yale University, 1970.

James T. Hennessey, Chief of Staff; Ph.D., George Mason University, 1997.

Julianne G. Mahler, Associate Professor of Government and Politics; Ph.D., State University of New York, Buffalo, 1976.

John Paden, Robinson Professor of International Studies; Ph.D., Harvard University, 1968.

Priscilla M. Regan, Associate Professor of Government and Politics; Ph.D., Cornell University, 1981.

Joseph A. Scimecca, Professor of Sociology; Ph.D., New York University, 1972.

Edgar H. Sibley, University Professor of Information and Software Engineering; Sc.D., Massachusetts Institute of Technology, 1967.

Instructional and Research Faculty

(may serve on committees, but not as chair or a primary member)

Brien Benson, Research Associate Professor; Ph.D., George Mason University, 1998.

Audrey E. Clarke, Research Professor; Ph.D., Kent State University, 1992.

George Cook, Affiliate Professor; A.B., George Washington University, 1957.

David F. Davis, Research Assistant Professor, School of Public Policy; M.S. (Applied Mathematics), 1981, M.S. (Operations Research), Naval Postgraduate School, 1981.

James H. Finkelstein, Professor and Senior Associate Dean; School of Public Policy; Ph.D., The Ohio State University, 1980. Education policy and qualitative research methods.

A. Lee Fritschler Professor of Public Policy; Ph.D., Maxwell School of Citizenship and Public Affairs, 1965. U.S. national government (Executive); relationship between the institutions of government; accountability; regulation; federalism; public management; science and public policy; higher education policy; U.S. Postal Service and communications policy.

Desmond J. Lugg, Distinguished Research Professor; M.D., Adelaide, 1974.

Arthur S. Melmed, Research Professor; M.S.E.E., Columbia University, 1956.

Arnauld Nicogossian, Distinguished Research Professor; M.D., Teheran University, 1964; M.S., Ohio State University, 1972.

James Riggle, Research Assistant Professor; Ph.D., George Mason University, 2002.

Charles Robb, Distinguished Professor of Law and Public Policy; J.D., Univ. of Virginia, 1973.

Frank Sesno, University Professor of Public Policy and Communications; B.A., Middlebury College, 1977. International studies and Washington politics.

Matthys van Schaik, Assistant Dean and Associate Director, International Commerce and Policy Program; Ph.D., University of South Carolina, 1995. International commerce and research methods.

Alexander E.R. Woodcock, Research Professor; Ph.D., University of East Anglia, England, 1968.

APPENDIX III: DOCTORAL FORMS

Note: all forms are available online at <http://www.gmu.edu/departments/t-phd/courses.c.html>

1. Reduction of Credit Hours Form
2. Qualifying Exam Application Form
3. Field Research Committee Form
4. Field Examination Grade Form
5. Dissertation Committee Form
6. Change of Dissertation Committee Form
7. Statement of Readiness for Proposal Defense Form
8. Dissertation Proposal Defense Form
9. Dissertation External Reader Form
10. Oral Dissertation Defense Readiness Form

George Mason University
School of Public Policy
Reduction of Credit Hours Form

Student's Name: _____ G#: _____

Semester/Year of enrollment into the School of Public Policy: _____

Total Reduction of Credit Hours: _____

This student has entered our degree program with previous post-baccalaureate course work in a relevant field earned at an accredited institution. Thus, we will reduce the hours required for the degree as indicated below:

Course #	Institution Name	Course Name	Term/Year	Credits Earned

Doctoral Program Director: _____ Date: _____

Original: Registrar
Copy: Department File

SPP Ph.D. Form 1

George Mason University
School of Public Policy
Qualifying Exam Application Form

Student's Name: _____

G Number: _____

Advisor: _____

Handbook year: _____ Concentration: _____

Please indicate which courses you have taken and the grades you received. If you have taken a course but have not yet received a grade, please leave the Grade field blank.

<u>Core Courses:</u>	<u>Year/Semester</u>	<u>Grade</u>
PUBP 800	_____	_____
PUBP 801	_____	_____
PUBP 804	_____	_____
PUBP 805	_____	_____
PUBP 850	_____	_____
PUBP 850	_____	_____

Approved by:

Name

Signature

Date

Director of Ph.D.
Student Services

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 2

George Mason University
School of Public Policy
Field Research Committee Form

Student's Name: _____ Date: _____

Tentative Title of Field Statement: _____

The following professors have agreed to serve on my field research committee:

	Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Approved By:

Director of Ph.D.
Student Services _____

PhD Program Director _____

SPP Dean _____

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

George Mason University
School of Public Policy
Field Examination Grade Form

Student's Name: _____ Date: _____

I have read and graded this student's field examination.

	Signature	Date	Grade (Circle One)
Chair	_____	_____	Pass / Fail
Member	_____	_____	Pass / Fail
Member	_____	_____	Pass / Fail
Member	_____	_____	Pass / Fail
Member	_____	_____	Pass / Fail

The above named student has received the grades indicated above and receives an overall grade of Pass / Fail (circle one).

Chair _____

I have received a copy of the field examination for the student named above.

Director of Ph.D. Student Services _____ Date _____

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 4

George Mason University
School of Public Policy
Dissertation Committee Form

Student's Name: _____ Date: _____

Tentative Dissertation Title: _____

The following professors have agreed to serve on my dissertation committee:

	Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Approved By:

Director of Ph.D.
Student Services _____

PhD Program Director _____

SPP Dean _____

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 5

George Mason University
School of Public Policy

Change of Dissertation Committee Member Form

Student's Name: _____ Date: _____

Tentative Title: _____

The following professors have agreed to serve on my dissertation committee:

	Name	Signature	Date
Chair	_____	_____	_____
Leaving Committee	_____	_____	_____
Joining Committee	_____	_____	_____
Leaving Committee	_____	_____	_____
Joining Committee	_____	_____	_____

Approved By:

Director of Ph.D.
Student Services _____

Ph.D. Program Director _____

SPP Dean _____

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 6 (optional)

George Mason University

School of Public Policy

Statement of Readiness for Proposal Defense

Student's Name: _____ Date: _____

This form needs to be signed and submitted at least two weeks prior to the scheduled defense.

I have read the draft dissertation Proposal Defense as titled below and it is of sufficient quality for proceeding to the oral defense.

Tentative Title: _____

Committee Members:

	Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

I have received a draft copy of the document named above.

Director of Ph.D. Student Services _____
Signature Date

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.
SPP Ph.D. Form 7

George Mason University
School of Public Policy
Dissertation Proposal Defense

This is to certify that this student has successfully defended the above dissertation proposal.

Student's Name: _____ Date of Defense: _____

Tentative Title: _____

Committee Members:

	Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Approved By:

Ph.D. Program Director _____

SPP Dean _____

I have received a copy of the dissertation proposal.

Director of Ph.D. Student Services _____
Signature Date

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 8

George Mason University
School of Public Policy
Dissertation External Reader

Student's Name: _____ Date: _____

Dissertation Title: _____

The following professor has agreed to serve on my dissertation committee as an external reader:

	Name	Signature	Date
Chair	_____	_____	_____
External Reader	_____	_____	_____

Approved By:

Ph.D. Program Director _____

SPP Dean _____



Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 9

George Mason University
School of Public Policy
Oral Dissertation Defense Readiness Form

Student's Name: _____ Date of Defense: _____

Title: _____

We certify that this student is prepared to orally defend his/her dissertation.

Committee Members:

	Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Please return this form to the Director of Ph.D. Student Services, Rm. 211 Finley, MS 3C6.

SPP Ph.D. Form 10