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DOCTORAL DEGREE (Ph.D.) IN PUBLIC POLICY AND POLITICAL ECONOMY (PPPE)

ECONOMIC, POLITICAL AND POLICY SCIENCES (EPPS)

ADVISING GUIDE

Welcome to the doctoral program in Public Policy and Political Economy (henceforth PPPE) in the School of Economic, Political and Political Sciences at the University of Texas at Dallas. Please read this Advising Guide and other documents to which it refers. The guide suggests steps for proceeding carefully through the program and it summarizes important policies and procedures that graduate students are expected to know. If you have any questions, then please contact the Program Head, the Director of Graduate Studies/Associate Program Head, or the Graduate Program Administrative Assistant

Some Preliminary Considerations

University policies and procedures concerning graduate programs, assistantships, and other important matters are contained in the University of Texas at Dallas Graduate Student Guide and the University of Texas at Dallas Graduate Catalog (Students who matriculated in the program earlier may also need to consult previous editions of the graduate catalog.) The Guide and Catalog are both available from the Office of the Dean of Graduate Studies, or online at http://www.utdallas.edu/dept/graddean/. Students should read both as well as this Advising Guide. Students are also expected to regularly review communications sent to their UTD email accounts that may include important announcements and advising information. Students should keep copies of their degree plan and all documents related to transfer work and/or substitutions.

The PPPE Program Head

The PPPE Program Head is a faculty member who works with the program faculty and School and University administration to administer the program. The Program Head, in conjunction with the Director of Graduate Studies/Associate Program Head, the PPPE Program Committee and the program faculty, is responsible for course scheduling, graduate program development and administration, admissions decisions, teaching/research assistantships and doctoral student recruitment, advising and professional development. Students should address questions about the doctoral program and their progress in it to the Program Head or the Director of Graduate Studies/APH.

Admission

Admission means that a prospective student has met all admission requirements and may proceed with coursework in the doctoral program. Conditional admission means that an individual has not met one or more requirements, such as a letter of recommendation or a
satisfactory score on the Graduate Record Examination (GRE) or Graduate Management Aptitude Test (GMAT). Students may also be admitted with performance requirements, such as a minimum GPA or other requirements. Such students typically can begin coursework in the program, but they must fulfill these requirements within the time period specified in their letter of admission. If the conditions of admission are not met continuation in the program is not allowed.

**Transfer Credit**

There are two avenues to obtain credit from graduate courses taken elsewhere. First, individual courses may be transferred. To be eligible, courses, which received a grade of “B” or better (not a B-), may be transferred. However, transfer courses generally cannot be used to substitute for the core and major field courses covered by the core exam. Students should meet with the Director of Graduate Studies their first semester if they wish to transfer individual courses and complete a “Request for Transfer Credit” form. The form is available in the Graduate Program Office. (This is not necessary for the block of electives.) The completed form and a transcript are forwarded the Dean of Graduate Studies for the approval. If approved, then the courses appear as transfer credits on the student's record. The course must not be a correspondence or extension course. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis. No more than 25% of the required hours (18 hours) for a doctoral degree can be transferred from another university. Second, students who have earned a masters degree from another university, if the university recognizes your masters degree (it will show up on your unofficial transcript), then the program may apply as a block 36 hours of elective credit if the degree is deemed relevant by the Director of Graduate Studies.

Up to thirty-six hours of masters degree work (MPP, MSIPE) at UT Dallas may be transferred toward the PPPE degree.

If a course taken elsewhere is similar to one required for a qualifying examination in the doctoral program here, then the student may be asked to consult with the appropriate professor in order to determine whether the course taken elsewhere adequately covers the coursework required here. In the case of PPPE 6310, PPPE 6342, EPPS 7313 (or EPPS 6313), and EPPS 7316 (or EPPS 7316), students are advised to take the required PPPE courses so that they are prepared for the Methods Qualifying Exam.

No more than 15 semester credit hours taken as a non-degree student at UT Dallas can be subsequently applied to a degree program at UT Dallas.

**The 99 Hour Rule and Out of State Tuition**

Tuition for Excessive Doctoral Hours: For a doctoral student enrolling for the first time in Fall 1999 or after, Section 54.012, *Texas Education Code*, establishes a maximum number of doctoral semester credit hours that a doctoral student may attempt while paying tuition at the
rate provided for Texas residents. Attempted semester credit hours include all doctoral semester credit hours taken at a Texas institution of higher education for which a student was registered as of Census Day, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. The maximum is 99 doctoral semester credit hours. A student who exceeds the maximum semester credit hours may be charged tuition at the rate charged nonresident doctoral students. The higher tuition rate applies only to those doctoral semester credit hours that exceed 99 semester credit hours. Note, however, that “Ph.D. hours” begins only after a student has acquired 30 hours, or if they enter a Ph.D. program with a pre-existing Master’s degree.

**Grading Policy**

All core courses for the degree must be passed with a grade of “B” or better (not a B-). Students who receive a grade lower than a B will need to repeat the course and attain a B. The student may request that the Program Head designate an alternative. Such waivers will only be made in exceptional circumstances.

Students are expected to maintain at least a 3.0 grade point average in the program. If a student’s GPA falls below a 3.0, they have the next two semesters to raise their grade point average to at least 3.0. Failure to do so results in immediate dismissal, although students may reapply. Any student who receives two Cs will not be allowed to continue in the program. Students must consult with the PPPE Program Head (and as appropriate the EPPS Associate Dean for Graduate Studies) when they consider the possibility of retaking a course. In many cases, retaking courses is not allowed. Please note that courses retaken count towards the “99 hour” rule.

Students should avoid an “X” (Incomplete). An Incomplete is granted when the student has finished close to 70% of the course requirements and can document legitimate reasons, such as illness, which prevent completion of the remaining requirements before the end of the semester. Professors may have other requirements for granting an Incomplete. All remaining requirements must be finished and the professor must submit the change of grade by the deadline of eight weeks from the end of the following “long” semester. If the work is not completed by the deadline, the Incomplete will automatically turn to an “F.”

**Student Ethics and Conduct**

Student behavior is expected to conform to the highest academic and professional standards. Students should remember that very few people are able to earn doctoral degrees. Those who do so must conduct themselves in an ethical and professional manner. In particular, fraudulent behavior, including cheating and plagiarism (either as a student or as a TA), is not tolerated. As a rule, the program recommends expulsion on a first offense. Students who are found to be responsible for a charge in judicial affairs will be ineligible to continue receiving, renew, or apply for program funds.
Career Development

Attending Conferences
Students are encouraged to attend professional conferences, particularly after they have passed their qualifying exams and are working on their dissertation. Prior to applying to present a paper at a conference every student must get approval from their dissertation advisor if they have one and the Director of Graduate Studies. Students also should make arrangements to present their paper to a brown-bag prior to attending the conference. Students may apply for program support if they are presenting papers at conferences. In order to receive these funds you must be on the official program and show your paper to the Director of Graduate Studies prior to attending the conference.

Submitting Papers for Publication
Getting published is the ultimate test of success as an academic researcher, and new Ph.D.’s on the academic job market are stronger candidates if they have one or more publications. Students who are considering submitting a paper to an academic journal for possible publication are strongly encouraged to show the paper to their dissertation committee chair before submission.

Attending Talks and Workshops
The program offers numerous opportunities for professional development each semester. Graduate students should attend any professional talk, job talk, or workshops being held in the program. All funded students are expected to be in attendance if they are not otherwise in class or conducting program business. All others are strongly encouraged to attend. Participation in program talks, workshops and other events is one factor considered for program support.

Student Registration
Students are expected to maintain continuous registration (excluding Summer terms) of at least three semester credit hours in the Ph.D. program. Such registration includes, but is not limited to, semesters in which examinations are taken and the semester of graduation. A student who does not maintain registration for more than one academic year and has not requested and received permission for a leave of absence, must apply for readmission. All requests for leave of absence must be sent to the Program Head, who will forward the request to the Dean of Graduate Studies. The student is subject to the Graduate Catalog in effect at the time of readmission. Since the Catalog is revised biennially, students taking leaves may be required to satisfy different degree requirements than were in effect prior to their leave. And, thus may need additional time to complete the program. Students on financial aid should consult the Office of Financial Aid on minimum hours of registration to maintain eligibility.

The standard (and minimum) course load for a full-time graduate student during the fall or spring semester is 9 hours. The maximum is 15 hours, although it is rare for students to be able to successfully manage this workload. Students who have work, family, or other nonacademic obligations should consult with the Director of Graduate Studies on strategies for fulfilling program requirements.
**Student Funding**

Full-time PPPE students may qualify for funding through appointment as a graduate Teaching Assistant (TA). Teaching Assistantships carry with them the expectation of 20 hours of work per week with a faculty supervisor or School center or program. The amount of monthly stipend varies. TAs are also eligible for a Graduate tuition waiver that covers 9 hours per semester of tuition and fee costs. Subject to budget availability and satisfactory performance, TAs may be eligible for funding in the summer semester. The minimum hour registration requirements may vary year to year, so students should check with the Director of Graduate Studies prior to registering for Summer. Qualified students may also be employed as Teaching Associates, with responsibility for teaching their own courses. This can be an invaluable experience for those who seek a career in teaching.

In addition to TA positions, students with particular skills may be appointed as graduate Research Assistant (RAs). RA positions differ from TA positions in that they are funded by external faculty grants and contracts, which mean that RA appointments are expected to work on those funded projects. Monthly compensation may vary from that of the TA, based upon the conditions of the grant, contract, etc. Full time (20 hours per week) RAs are generally eligible for the same benefits, including tuition waivers.

TAs will be funded so long as they: (1) maintain acceptable academic progress, maintain a 3.0 or above GPA, and perform their responsibilities in an acceptable, timely manner; (2) do not exceed 10 long semesters of funding or 99 semester hours of Ph.D. work, whichever the student achieves first, and (3) comply with the conditions of their appointment letter and milestones agreement. RA funding is contingent on the continuation of external funding.

**Other Fellowships**

The University has other funding opportunities available to its students. Students are encouraged to check the financial aid website ([http://www.utdallas.edu/student/finaid/scholarships/](http://www.utdallas.edu/student/finaid/scholarships/)). Additionally, students are strongly encouraged to register for notification of other grant and fellowship opportunities though a PIVOT search library session. Enrollment classes are offered through the McDermott library and the Office of Sponsored Projects.
PROGRAM REQUIREMENTS: The Structure of the Ph.D. Program in PPPE

The Ph.D. program in PPPE consists of the following:

- 33 hours of core courses
- 12 hours of field courses
- 6 hours area of specialization
- A qualifying examination in Quantitative Empirical Methods and Research Design
- Matriculation to the dissertation phase
- Participation in Dissertation Seminar
- Successful completion of a dissertation

A sample course schedule is provided in Appendix A.

I. Core Courses – 33 hours (Course descriptions are available on-line in the Graduate Catalog. Recent course syllabi are available on-line at http://sacs.utdallas.edu/syllabi/)

Students complete a core sequence of courses as follows:

1. Six hours of coursework in Government and Public Policy:
   - PPPE 6347 Proseminar in Political Institutions and American Politics
   - PPPE 6329 Ethics, Culture, and Public Policy

2. Six hours of Theories of Political Economy
   - PPPE 6321 Economics for Public Policy
   - PPPE 6301 Political Economic Theories

3. Fifteen hours of Quantitative Methods

There are two tracks for the first six hours of quantitative methods. One track (EPPS 6313 & EPPS 6316) is algebra based. The other (EPPS 7313 & EPPS 7316) is calculus based. Students are strongly encouraged to take the calculus based sequence so they will have more choices for the three additional required methods courses. Students with only an algebra background are still prepared to study for the MQE, but may be constrained in their choices for the additional methods courses.

<table>
<thead>
<tr>
<th>Algebra based track</th>
<th>Calculus based track</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPPS 6313 Introduction to Quantitative Methods</td>
<td>EPPS 7313 Descriptive and Inferential Statistics</td>
</tr>
<tr>
<td>EPPS 6316 Applied Regression</td>
<td>EPPS 7316 Regression and Multivariate Analysis</td>
</tr>
</tbody>
</table>
Students will also take at least three additional courses from a set approved by the relevant graduate program committee.

<table>
<thead>
<tr>
<th>METHODS electives</th>
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</thead>
<tbody>
<tr>
<td>EPPS 6324</td>
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<tr>
<td>EPPS 6346</td>
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<tr>
<td>EPPS 6352</td>
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<tr>
<td>EPPS 7304</td>
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<tr>
<td>EPPS 7318</td>
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<tr>
<td>EPPS 7344</td>
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<tr>
<td>EPPS 7368</td>
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<tr>
<td>EPPS 7370</td>
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<td>EPPS 7371</td>
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<td>EPPS 7386</td>
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<td>EPPS 7390</td>
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<td>GISC 6325</td>
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<td>GISC 6381</td>
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<tr>
<td>PA 6326</td>
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<tr>
<td>PPPE 6V91</td>
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<tr>
<td>PSCI 7372</td>
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</tbody>
</table>

*classes appropriate for student who taken the algebra based sequence

4. Six hours of Research Design

PPPE 6310 Research Design I
PPPE 6342 Research Design II

II. Field Courses

Field courses consist of 12 hours of course work taken in any two of four defined policy areas. Students must take six hours of required courses in each of the fields. The fields that students may select from and the required courses are provided below, although appropriate substitutions are permitted with permission of the Director of Graduate Studies. Course syllabi are available on-line at [http://sacs.utdallas.edu/syllabi/](http://sacs.utdallas.edu/syllabi/).

**Development**

PPPE 6354 Theories and Issues of Development (Required),

and one of the following:

PPPE 6335 Institutions and Development
PPPE 6343 Global Health Policy
PPPE 6352 World Political Economy
PPPE 6362 Political Development
PPPE 6363 Conflict and Development
PPPE 6367 Environmental Economics and Policy
PPPE 6366 Law & Development
PPPE 6370 Political Economy of Natural Resources
PPPE 6371 Urban Development
PPPE 6372 Faith, Ideology, and Development
PPPE 6392 Practice of International Development

**International Conflict and Security (Select two of the following):**

PPPE 6361 Civil Conflict
PPPE 6369 National and International Security Strategies and Policies
PSCI 6300 Proseminar on Comparative Politics and International Relations
PPPE 6363 Conflict and Development
PPPE 6370 Political Economy of Natural Resources
PSCI 6306 Human Rights and International Law
PSCI 7313 Counterterrorism and Counterinsurgency
PSCI 7318 Conflict Management
PSCI 7330 International Conflict
PSCI 7335 Theories of International Relations
PPPE 6374 U.S. Global Security and Public Opinion

**International Political Economy**

PSCI 6309 International Political Economy (required)

Select one of the following:
PPPE 6319 Political Economy of MNCs
PPPE 6352 World Political Economy
PSCI 6308 International Organizations
PPPE 6368 Political Economy of Finance
PPPE 6370 Political Economy of Natural Resources

**Social & Health Policy (Select two of the following):**

PPPE 6312 Social Economic Theories
PPPE 6313 Human Organizations and Social Theory
PPPE 6334 Workshop in Environmental and Health GIS/Policy
PPPE 6340 Domestic Social Policy
PPPE 6341 Health Policy
PPPE 6343 Global Health Policy
PPPE 6350 Social Stratification
Select one of the following:
PPPE 6359 Political Economy of Economic Development
PPPE 6365 The Innovation Economy

Select one of the following:
PPPE 6368 Political Economy of Finance
PPPE 6373 Issues in Science, Technology and Society
PPPE 6353 Industry, Technology, and Science Policy
PPPE 6391 The Political Economy of Technology and Innovation

III. Area of Specialization

Each student must choose one of the fields they have selected as their area of specialization. This requires a minimum of six additional hours of coursework. Students are expected to write their dissertations in the area they select as their specialization, although exceptions are possible with approval of the Director of Graduate Studies or Program Head. See approved list of courses for the possible concentrations below. Other courses may be added with the approval of the Director of Graduate Studies or Program Head.

<table>
<thead>
<tr>
<th>Courses approved for Areas of Specialization</th>
<th>*See advising spreadsheets for more suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> each course can only be used to satisfy one category</td>
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<tr>
<td><strong>Development</strong></td>
<td></td>
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<tr>
<td>PSCI 6309</td>
<td>International Political Economy and Organizations</td>
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<tr>
<td>PPPE 6335</td>
<td>Institutions and Development</td>
</tr>
<tr>
<td>PPPE 6360</td>
<td>World Political Economy</td>
</tr>
<tr>
<td>PPPE 6362</td>
<td>Political Development</td>
</tr>
<tr>
<td>PPPE 6363</td>
<td>Conflict and Development</td>
</tr>
<tr>
<td>PPPE 6364</td>
<td>Development Economics</td>
</tr>
<tr>
<td>PPPE 6368</td>
<td>Population and Development</td>
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<tr>
<td>PPPE 6379</td>
<td>Special Topics in Development Studies</td>
</tr>
<tr>
<td>PPPE 6V76</td>
<td>Policy Research Workshop in Development Studies</td>
</tr>
<tr>
<td>PPPE 7368</td>
<td>Spatial Epidemiology</td>
</tr>
<tr>
<td>PPPE 7V64</td>
<td>Policy Research Workshop in Poverty Research and Policy</td>
</tr>
<tr>
<td>PPPE6319</td>
<td>Political Economy of MNCs</td>
</tr>
<tr>
<td>PSCI 6300</td>
<td>Proseminar in Democratization, Globalization and International Relations</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>PSCI 6337</td>
<td>Comparative Institutions</td>
</tr>
<tr>
<td>PPPE 6335</td>
<td>Institutions and Development</td>
</tr>
<tr>
<td><strong>International Conflict &amp; Security</strong></td>
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</tr>
<tr>
<td>PA 6351</td>
<td>Introduction to Homeland Security</td>
</tr>
<tr>
<td>PPPE 6361</td>
<td>Civil Conflict</td>
</tr>
<tr>
<td>PPPE 6363</td>
<td>Conflict and Development</td>
</tr>
<tr>
<td>PPPE 6369</td>
<td>National and International Security Strategies and Policies</td>
</tr>
<tr>
<td>PPPE 6374</td>
<td>U.S. Global Security and Public Opinion</td>
</tr>
<tr>
<td>PPPE 7313</td>
<td>Counterterrorism and Counterinsurgency</td>
</tr>
<tr>
<td>PSCI 7318</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>PSCI 7330</td>
<td>International Conflict</td>
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<tr>
<td><strong>International Political Economy</strong></td>
<td></td>
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<tr>
<td>PPPE 6301</td>
<td>Political-Economic Theories</td>
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<tr>
<td>PPPE 6335</td>
<td>Institutions and Development</td>
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<tr>
<td>PPPE 6360</td>
<td>World Political Economy</td>
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<tr>
<td>PPPE 6366</td>
<td>International Economics</td>
</tr>
<tr>
<td>PPPE 7320</td>
<td>International Negotiations</td>
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<tr>
<td>PPPE 7368</td>
<td>Spatial Epidemiology</td>
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<tr>
<td>PPPE 7V64</td>
<td>Policy Research Workshop in Poverty Research and Policy (if international)</td>
</tr>
<tr>
<td>PSCI 5301</td>
<td>Proseminar in Democratization, Globalization, &amp; Int'l Relations</td>
</tr>
<tr>
<td>PSCI 6309</td>
<td>International Political Economy</td>
</tr>
<tr>
<td>PSCI 6316</td>
<td>International Organization</td>
</tr>
<tr>
<td>PPPE 7381</td>
<td>Special Topics in Political Economy</td>
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<tr>
<td><strong>Social Policy</strong></td>
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<tr>
<td>SOC 6380</td>
<td>Non-Profit Organizations</td>
</tr>
<tr>
<td>SOC 6381</td>
<td>Non-Profit Management</td>
</tr>
<tr>
<td>SOC 6350</td>
<td>Social Stratification</td>
</tr>
<tr>
<td>PA 6374</td>
<td>Financial Management for Non-profit Organizations</td>
</tr>
<tr>
<td>SOC 6355</td>
<td>Race, Ethnicity, and Community</td>
</tr>
<tr>
<td>SOC 6356</td>
<td>Health and Illness</td>
</tr>
<tr>
<td>SOC 6354</td>
<td>Social Movements</td>
</tr>
<tr>
<td>PA 6375</td>
<td>History and Theories of the American Philanthropic Sector</td>
</tr>
<tr>
<td>PA 6376</td>
<td>Assessment and Outcomes for Non-profit Organizations</td>
</tr>
<tr>
<td>SOC 7340</td>
<td>Domestic Social Policy</td>
</tr>
<tr>
<td>SOC 7341</td>
<td>Health Policy</td>
</tr>
<tr>
<td>SOC 7344</td>
<td>Gender and Public Policy</td>
</tr>
<tr>
<td>PPPE 7368</td>
<td>Spatial Epidemiology</td>
</tr>
<tr>
<td>PPPE 7376</td>
<td>Special Topics in Social Policy</td>
</tr>
<tr>
<td>PPPE 7V47</td>
<td>Policy Research Workshop in Health Care Policy</td>
</tr>
<tr>
<td>PPPE 7V62</td>
<td>Policy Research Workshop in Social Policy</td>
</tr>
<tr>
<td>PPPE 7V64</td>
<td>Policy Research Workshop in Poverty Research and Policy</td>
</tr>
</tbody>
</table>
Courses that can be used as Electives (in addition to courses in the areas of specialization)

| Any PPPE course |

Other courses can be approved by the Director of Graduate Studies or Program Head. See the advising spreadsheets. Courses in the PPPE program are currently listed with the course prefix PPPE or EPPS in the university’s course schedule (available on-line in Course Lookup). When selecting courses, PPPE students are encouraged to consider appropriate graduate courses from CRIM, ECO, GISC, PA, PSCI and SOC.

Students may request that alternative courses be substituted in a particular field with the approval of the Program Head or Director of Graduate Studies. Moreover, students may, in consultation with the Program Head or Director of Graduate Studies, define a new field provided that appropriate coursework is available in a coherent research literature is identified.

IV. Methods Qualifying Examination

After the end of their first year, full-time students will be evaluated on the basis of a Methods Qualifying Examination (MQE). The MQE covers course material from EPPS 6313/6316 &/or EPPS 7313/7316, PPPE 6310 Research Design I and PPPE 6342 Research Design II. It is critical for full-time students to take EPPS 6313/EPPS 7313 and PPPE 6310 the Fall semester of their first academic year and EPPS 6316/EPPS 7316 and PPPE 6342 in Spring of that year.

The MQE is administered once a year in May. Student performance will be evaluated as unsatisfactory, satisfactory or excellent. Those failing the exam will be given a second opportunity to pass, at the end of the summer immediately following their first attempt to pass the exam. Those failing the MQE for the second time will not be allowed to continue the program. Part-time students should seek to complete the required methods sequence by no later than spring of their second year; courses noted above should be taken in the same basic sequence. Students taking 6 hours a semester must take the research design and quantitative methods sequence so that they may take the MQE after their first spring. Only students taking 3 hours a semester may delay until spring of their second year and the 12 hours that cover the MQE material as described above. Further information on the MQE may be obtained from the chair of the PPPE Methods Committee. Information about the exam will be disseminated to all students early in the spring semester. Students who wish to delay their MQE exam must petition the Program Head in writing. However, only exceptional circumstances will merit postponement of the exam.
V. The Dissertation Seminar and Dissertation Committee

The Dissertation Seminar (PPPE 8398 Dissertation Seminar) is designed to assist students in the formulation of a dissertation topic, the identification of a likely chair, and the dissertation proposal after passing the MQE. Dissertation seminar may be repeated as necessary. Students with an already well-defined topic may instead register for an independent study with their likely chair, with the approval of the Program Head. However, students should note that they are limited to two independent studies over the course of their doctoral study.

When a faculty member agrees to supervise the dissertation, the supervisor and the student decide on the remaining composition of the supervising committee. A minimum of four “voting members” (tenured/tenure-track/clinical faculty) of the faculty is normally required. Additional members from outside the voting faculty must be approved by the Program Head and the Dean of the Graduate Studies. When all members have agreed informally to serve, the Program Head approves and appoints the committee. The dissertation committee is officially formed at the student’s dissertation proposal defense.

The dissertation proposal briefly describes the topic; the background of the research; the hypotheses to be tested or concepts to be explored; and the methodology to be employed. The proposal should address the relationship of the proposed work to existing work in the field, its intended outcome, and its contribution to the field. The proposal should be prepared by the student in consultation with the supervising professor who will approve the document before its submission to the dissertation committee. The recommendation of the committee is then forwarded to the Program Head for approval. When the chair and the committee agree that the proposal is ready for a formal defense, the proposal defense is scheduled and held. Following the proposal defense, the program is required to submit to the Dean of Graduate Studies documentation on the dissertation and the supervising committee; this form is available from the PPPE program office.

The proposal defense should typically occur after completion of all core courses and approximately at the student’s 60th credit hour in the program. A student advances to doctoral candidacy when s/he has passed the qualifying examination and successfully passed the proposal defense. Candidacy must be achieved before a student is eligible to enroll for dissertation credit.
VI. The Dissertation

Once the proposal is presented and approved and until completion of the dissertation, the student may enroll in PPPE 8V99 Dissertation with his/her supervisor. Completion involves meeting requirements for independent research competence, honesty, style and format. Meeting these requirements necessitates close and continuous work with the supervisor and committee. Students also are expected to consult the “Guide for the Preparation of Master's Theses, Doctoral Dissertation and Doctor of Chemistry Practical Reports.” This guide can be obtained from the Office of the Dean of Graduate Studies. Doctoral dissertations produced by previous students in the School may be viewed in the School’s main office.

There are two possible options. One is the “book-length” format, which consists of an introductory chapter, several intermediary chapters and a concluding chapter. Another option is the “three-paper” format, which must demonstrate the ability of a candidate to identify, analyze and solve important research problems.

When the student and the supervising committee judge that the dissertation is complete, the Final Oral Examination is scheduled and held. Students must submit appropriate documentation to the Dean of Graduate Studies at least two weeks before the dissertation defense. Information on deadlines and procedures is available from the PPPE program office and the Office of the Dean of Graduate Studies.
Sample schedule

Below is a sample schedule for full-time students. Students should consult the Director of Graduate Studies prior to registering for courses. Please note that the methods and research design sequence must be completed in the first year to prepare for the MQE. Part-time students’ schedules should follow the ordering of this schedule as closely as possible to avoid delaying graduation. Part-time students, in particular, should consult with the Director of Graduate Studies prior to registering for coursework.

Fall Year One
PPPE 6301 Political-Economic Theories
PPPE 6310 Research Design 1
EPPS 7313/EPPS 6313 Descriptive and Inferential Statistics/Introduction to Quantitative Methods

Spring Year One
EPPS 7316/EPPS 6316 Advanced Regression/ Applied Regression
PPPE 6342 Research Design II
PPPE 6321 Economics for Public Policy

Methods Qualifying Examination spring/summer

Summer Year One (not required/optional) Field Courses and/or Methodology Electives

Fall Year Two
PPPE 6329 Ethics, Culture and Public Policy
PPPE xxxx Field course or Specialization elective
PPPE or EPPS Field course or Methodology Electives

Spring Year Two
PPPE 6347 Proseminar in Political Institutions & American Politics
PPPE xxxx Field course or Specialization elective
PPPE xxxx Methodology Elective

Summer Year Two (not required/optional)
Field Courses and/or Specialization/Methodology Electives
Workshop

Year Three and Four
Field Courses and/or Specialization/Methodology Electives
Electives
Dissertation Seminar
PPPE PhD Advising Protocol

All doctoral students are required to contact the Director of Graduate Studies before enrolling in classes for the first time. They will be given advice for the first year of courses. Afterwards, students can register online for classes through Orion (http://www.utdallas.edu/orion/).

Future advising and registration

• At the end of each semester and as you register for the next, enter all the relevant courses you have taken, including semester completed and grade received, on the excel spreadsheet degree plan. This information is available from your transcripts, which can be accessed from Orion. Students are to choose their courses, update their degree plan, and send the degree plan to the Director of Graduate Studies for approval. Please also copy the program assistant so that your permanent file will be updated.
• Any substitutions will need to be approved by the Director of Graduate Studies and filed with the program assistant.
• There is no need to meet for individual annual advising appointments if your courses fit in the identified categories. Simple clarifications can be handled via email with a completed degree plan. However you will need an updated degree plan on file with the Program Assistant at least once a year or you will have an advising hold placed on your account.
• Please email the Director of Graduate Studies with questions or concerns.
• Please note that all email correspondence must originate from your official UTD email.

What we expect from students

• Responsible for degree plan, which is the basis for advising
• Responsible for substitution approvals
• Send email from your UTD email address
• Familiarity with academic calendar and academic catalog; deadlines, requirements
• Sign the milestones agreement annually

What to expect from the Director of Graduate Studies

• Review the updated degree plan
• MQE exam status
• Update the Progress towards Graduation form. (Students will receive a copy via e-mail and a copy will be placed in student’s permanent file.)
• Answer any questions/concerns raised

Periodically, the Program Head, Director of Graduate Studies, and/or, the chair of the MQE committee will hold meetings for the PPPE students to provide more in-depth information on the numerous requirements of the program and to provide general advice on how to make expeditious progress to degree. These meetings and other opportunities will be announced via email, through the PPPE student list. Therefore, it is important that you check your UTD email.