The Rules outlined in this booklet describe the standards and procedures for the College of Architecture and Planning- PhD Program that is under the auspices of the Graduate School at the University of Colorado Denver | Anschutz Medical Campus.

Please read these standards and procedures carefully. They have been approved by the CAP PhD faculty and Graduate School, and are strictly enforced. Failure to comply with the policies as stated in this handbook can result in a hold being put on a student’s account, preventing them from registering for subsequent semesters.

Last revised: April, 2015
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1. Introduction and Overview

The Ph.D. in Design and Planning at the University of Colorado is a research-oriented degree offered by the College of Architecture and Planning (CAP) at the University of Colorado Denver. Initiated in 1997, the program is dedicated to the education of future architects, landscape architects, and urban planners who are intellectual leaders, and who have a critical understanding of the social, political, and global conditions that influence their profession. It is the intent of the program to prepare the students to excel in the planning and design of built environments through the incorporation of intellectual, analytical, and integrative aspects of the involved professions. Within this context, students and faculty seek to creatively shape the built environment and understand it in relation to institutional, political, economic, social, and natural environments.

Admission to the program is competitive and based on merit and available funded projects in the program. Excellent academic performance, references, and GRE scores are prerequisites. In the first two years of residence, students take courses to satisfy the requirements of a major and a minor field of study and the core requirement of the program, as well as additional electives. The minimum residency requirement is four semesters, not including summer semesters. The first major step in their progress through the program is the completion of the course work required by the candidate’s selected major and minor fields of study. The second major step is the completion of the comprehensive examinations in the selected major and minor fields of study.

After satisfying program requirements, students move on to preparing a thesis topic and research proposal which is presented and defended in a public event. With the successful defense of the thesis topic and research proposal, students are admitted to candidacy. Finally, the completed thesis is defended in a public examination involving external examiners in addition to the members of the committee. Upon successful completion of the thesis defense the program recommends the awarding of the PhD degree.

One of the strengths of the College of Architecture and Planning Ph.D. program is that students can take advantage of resources in all departments and fields in the College and elsewhere in the university. The program is a unique, joint program in which students may choose to focus in Architecture, Planning, or Landscape Architecture, or work in any combination of these disciplines. Interdisciplinary study and cross-disciplinary inquiry occur in a congenial work environment, drawing upon a wealth of faculty and resources in a range of campus units. The main mission of the program is to provide a foundation for scholarship in planning and design drawing from scientific, critical, historical, and creative modes of inquiry.

The Ph.D. degree in Planning and Design is appropriate for those seeking careers in research and teaching or in roles in government or professional consultation, all of which require a research specialization. So far, over 40 graduates of the program have gone on to faculty positions at universities in the United States and elsewhere, post-doctoral work, and into private consulting, non-profit organizations, and the federal government.
2. Admission

2.1. Prerequisites

Applicants admitted to the PhD Program normally will have completed the requirements for the Master of Architecture, Master of Planning, Master of Landscape Architecture, or a related master’s degree program. Students from allied fields are also encouraged to apply. Field specialization and background are open. However, students will preferably have completed a program in planning or a design-related field, such as:

- Architecture
- Architectural Engineering
- City and Regional Planning
- Landscape Architecture
- Urban Design
- Environmental Studies

2.2. GPA, GRE and TOEFL Scores

Consistent with the University requirements, applications are evaluated based on Grade Point Average (GPA) scores, Graduate Record of Examination (GRE) scores, and the Test of English as a Foreign Language (TOEFL) scores (where applicable). All exams must have been taken within a year before applying to the program:

- Academic achievement as evidenced by an undergraduate grade point average of 3.0 (on a 4.0 scale) or better, and a graduate grade point average of 3.5 or better.

- The program looks for GRE scores of 158 or better on each of verbal and quantitative reasoning tests and for a minimum of a 4.00 score on analytical writing, unless a student’s record documents substantial professional or scholarly achievement as evidence of exceptional ability.

- Applicants whose native language is not English must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam, or have a graduate degree from a university in the U.S. or another English-speaking country. The minimum TOEFL score required for acceptance by the University of Colorado at Denver is 80 or higher on the TOEFL (sub-scores of 20 in Reading, Listening, and Speaking, and 24 in Writing) or 6.5 on the IELTS (sub-scores of 5.5 in each area). However, the Ph.D. program typically does not accept a student with a score lower than 85 on the TOEFL and 6.8 on the IELTS.

2.3. Application Checklist

The following documents must be submitted before an application will be considered:

- Application Forms
- Application Fee
- Three Letters of Recommendation
- Examples of previous research and written works
- Official transcripts from all previously attended institutions of higher learning
• Statement of Personal and Professional Goals
• Scores of Test of English as a Foreign Language (TOEFL) for non-U.S. residents whose native language is other than English
• Graduate Record Examination (GRE) score
• Financial Statement (for non-U.S. residents/citizens)

3. Program Requirements

3.1. Overview

Successful completion of the PhD program requires fulfilling course requirements, passing the comprehensive examinations, preparing and defending a dissertation proposal, and undertaking research, writing and defending a dissertation. This is a multi-year process that involves a close mentoring relationship with the student’s advisor. The Checklist that follows summarizes the major requirements of the program.

A student’s program of study must include at least 12 credit hours of PhD Program core classes, 15 credit hours of study in a Major field and 9 hours in a Minor field. The Major and Minor requirements are minimums; the particular field of study may require additional work.

Based on these and other requirements, students shall complete a minimum of 36 credit hours in their Major and Minor fields, and PhD Program core requirements prior to advancement to candidacy. This is the equivalent of four semesters (two years) of coursework. Credit transfers are not allowed. Credits earned from previous courses before the student is accepted to the Ph.D. program cannot be used as credit toward the Ph.D. degree.

Students must maintain a 3.0 GPA in all their coursework. A grade of less than B in any PhD Program requirement (Core, Major and Minor) will not be accepted as meeting those requirements. For Program Core courses, the student must retake the course. A Program Core course may only be retaken once. The student will be terminated from the program if a grade less than B is received more than once in a PhD Program Core course.

In addition, students must also pass a comprehensive exam as well as write and defend a dissertation proposal and dissertation.

Checklist of Student and Advisor Responsibilities

Annually
End of Year Report submitted by the student to his/her Advisor and the PhD Program Director in April

Year One
Student refines focus of Major Field
Student identifies Minor Area, including Minor Advisor
Student develops course of study with his/her Advisor
Advisor provides advice on above and reviews progress

Year Two
Student refines focus of Minor Field
Student completes the course requirements
Advisor provides advice on above and reviews progress
Completion of Course Requirements
Upon completion of the course requirements, the student prepares a list of courses taken and their allocations to major and minor fields. This list is reviewed and approved by the student’s advisor, and submitted to the PhD Program Director for final approval.

Comprehensive Examinations
Before the comprehensive examinations a student must establish a Comprehensive Examination Committee. The formal confirmation of the dissertation committee is established by signing the committee form. The student’s Comprehensive Examination Committee and the examination schedule must be approved by the PhD Program Director. The Graduate School must be notified on the appropriate forms at least two weeks before the exam.

The committee chair is responsible for monitoring the conditions and reporting their outcome to the PhD Program Director. The examination form must be signed by the committee and returned to the PhD Program Director for approval. Upon approval of the form, the PhD Program Director submits the form to the Graduate School Office.

Dissertation Proposal
The proposal should be submitted by the student in writing first to the student’s Dissertation Advisor, the Dissertation Advisory Committee, and to the PhD Program Director for approval. Upon approval, the proposal must be presented to and approved by the student’s Advisor and Dissertation Advisory Committee.

After the student has satisfied the requirements for the course work, comprehensive examination and dissertation proposal, he/she will be eligible for admittance to the status of doctoral candidate. The student’s advisor and PhD Program Director must approve completed Candidacy Status application form before submission to the Graduate School for final approval and filing.

Dissertation Defense
The PhD Program Director will approve the student’s final examination / defense committee and the examination schedule. The Graduate School must be notified on the appropriate forms at least two weeks before the exam. The dissertation defense committee shall consist of a minimum of five Graduate Faculty members. The student’s dissertation advisor may not chair the examination committee.

If both the dissertation and the examination are satisfactory and the candidate has completed the requirements of minimum credit hours, residence, major/minor fields, and any other requirements of the field of study, the Graduate School will certify the candidate as qualified to receive the degree of Doctor of Philosophy.

3.2. Residency and Enrollment Requirements

The minimum enrollment requirement at CU Denver for doctoral students is six (6) semesters of full time scholarly work beyond the attainment of a bachelor's degree. No enrollment credits are allowed for an earned Master's degree from another institution. At least four (4) semesters of credit must be earned for work performed while enrolled at CU Denver.

The doctoral program requires a minimum of two years of residency (not fewer than four semesters enrolled in a minimum of six credit hours each, excluding summer) devoted to
coursework and other preparation for advancement to doctoral candidacy status. Ordinarily, research for the dissertation will also be completed while in residence. After that time, special arrangements can be made with the CAP PhD Committee if substantial work needs to be performed elsewhere.

Students must complete the comprehensive examinations and dissertation proposal within four years from the beginning of their first semester in which they are enrolled as a PhD student at University of Colorado Denver. In addition, University of Colorado Denver requires that all degree requirements be completed within eight years of matriculation.

3.3. Active Status

To remain actively enrolled, students must register for six credit hours or more each academic semester (excluding summer) until they become a doctoral candidate. Students who are not so registered are automatically withdrawn from the University of Colorado Denver and must apply for readmission to the program. The readmission decision will depend on the student’s academic record and progress toward the degree.

Doctoral students must register for a minimum of one hour of dissertation credit in the term of graduation. If all requirements for graduation, including submission of the final approved dissertation, have been completed prior to the last day of registration, and the student was registered for the preceding term, the student may apply for a waiver of the enrollment requirement.

3.4. Leave of Absence

Students who need to leave the CU Denver graduate programs for a period of time should determine with their program directors if a petition for leave is required for an absence of up to one year. If approved by the Ph.D. Program Director, a copy of the petition is forwarded to the Graduate School Office for their final approval before placed in the student’s file. Approved leaves of absence do not automatically extend the time limits for earning a degree, but they may be cited as supporting documentation to request an extension if needed.

Leaves of absence that exceed one year will not be approved unless the Ph.D. Program Director provides the Dean with a compelling justification why such action should be approved.

Students who have not registered for three consecutive semesters will be considered to have withdrawn from the program and will be required to reapply for admission and be considered with all other applicants.

3.5. Advising and Committees

Overview

Each student entering the program will have a PhD advisor. Students wishing to change their Advisor should do so during their first year. All appointments of advisors must be approved by the PhD Program Director. Students wishing to change their Advisor after the first year must petition the PhD Program Director for approval.

The Advisor:
The advisor guides the student through the completion of the course requirements, the preparation for the comprehensive examinations, the dissertation proposal, and the
dissertation. The advisor must have a doctoral degree and be a tenured/tenure-track member of the CAP PhD program.

**Dissertation Advisory Committee:**
The Dissertation Advisory Committee provides guidance for the investigated dissertation topic, comprehensive examination, dissertation, and the final dissertation examination.

This committee includes at least three faculty members: the Advisor and two additional faculty members. Including the advisor, the majority of the committee members must be full-time faculty members of CAP, and the majority of the committee members must have a PhD degree.

Membership of this committee may change if the student’s interests and needs change. Any changes should be developed in consultation with the student’s advisor, and must be approved by the PhD Program Director.

**Comprehensive Examination Committee:**
This committee consists of a minimum of three graduate faculty members, including the Advisor. Although it is not a requirement, this committee should mainly consist of the Dissertation Advisory Committee. Including the advisor, the majority of the committee members must be full-time faculty members of CAP, and the majority of the committee members must have a PhD degree. For the comprehensive examination, at least one member must represent the student’s major field of study, and at least one member must represent the minor field of study.

**Final Dissertation Examination Committee:**
This committee consists of a minimum of five members, including the Advisor, the Dissertation Advisory Committee for the dissertation, and at least two additional external members, with at least one from outside the University of Colorado Denver. External members must be full time faculty members in a degree-granting institution and must have PhD degrees.

**Special Circumstances**
If the advisor leaves the faculty of CAP before the comprehensive exam and/or thesis topic is approved, the PhD Program Director will work with the student to identify a new advisor for the committee.

If the advisor leaves the faculty of CAP after the comprehensive exam and/or thesis topic is approved, and both the advisor and the student wish to continue in the advising relationship, there will be no change of advisor. The advisor may be appointed as adjunct faculty in the School, in order to recognize his or her continuing role, with approval of the PhD Program Director.

If a member of the dissertation committee other than the advisor is unable to continue in this role, for any reason, the advisor will work with the student to identify a new member for the committee. Upon accepting to serve in this role, the new member of the committee must sign on the dissertation topic and dissertation proposal documents as they were previously approved.

3.6. Curriculum

The minimum requirement is 36 credit hours of coursework, all of which must be at the Graduate level (5000 and above) and 30 hours of dissertation credits. All PhD students are required to take 12 credit hours of core courses.
The curriculum is divided into three stages consisting of core courses, major and minor field courses, and the dissertation. The program requires a minimum of 66 hours of graduate work, 36 of which must be earned while in residence.

Each student’s curriculum is tailored to his/her individual needs and is determined in close consultation with the dissertation advisor. Within their area of specialization, students will identify a major area of study and an outside field of study. All students are required to enroll in the PhD colloquium and Research Methods core courses during the first and second years of course work.

**Core Courses (12 credit hours, minimum with B or better grade)**

- PhD colloquium 1 (1 credit)
- PhD colloquium 2 (1 credit)
- PhD colloquium 3 (1 credit)
- PhD colloquium 4 (1 credit)
- Literature Review survey with the committee chair (2 credits total)
- Two Research Methods courses (3 credits each)

**Major Field of Study (15 credit hours, minimum of B or better grade)**
The Major Field encourages students to individualize their course of study by focusing on an area of scholarship within the specialized field. Major Advisors will work with the student to develop a course of study appropriate to the field.

**Minor Area of Study (9 credit hours, minimum of B or better grade)**
The Minor Area encourages students to individualize their course of study by focusing on an area of scholarship outside of the specialized field. The minor area may involve substantive research questions or it may focus on methodological approaches that can be related to the substantive concerns found in the major.

**Additional Courses (variable): (30 credit hours, minimum of B or better grade)**
During the course of doctoral study, students may enroll for credits related to their preparation for comprehensive exams, the dissertation proposal and preparation, or advisor approved independent study.

### 3.7. Typical Course of Study

**FIRST YEAR**
Students develop their degree plan, take six credit hours of the required Core Curriculum, complete additional courses in their specialty area, and any prerequisite courses.

**SECOND YEAR**
Students take the remaining core courses, continue to take electives in their minor and specialty areas, begin literature surveys and reviews, and prepare for their comprehensive exam.

**THIRD YEAR**
Students complete their specialization papers, prepare a dissertation proposal, complete literature review, and take the comprehensive exam.
FOURTH/FIFTH YEAR
Fourth and fifth years are spent researching and writing the dissertation.

3.8. Independent Studies

All independent or directed studies must be related to the student’s major or minor area of study, comprehensive examinations, and/or dissertation topic. The number of credit hours for independent studies is limited to a maximum of three per semester over the first four semesters of coursework. Independent study coursework cannot exceed 25 percent of the 66 credits of coursework required for the PhD degree.

3.9. Annual Reports

Students are required to submit year-end reports that update their progress relative to the program of study. The report must be first approved by the advisor of the student. Upon approval of the advisor, the report will be submitted to the PhD Program Director for final approval. The submission format is both digital and analog: (1) one pdf file of the report as signed; (2) one printout of the report as signed. A copy of this report is forwarded to the Graduate School Office to be placed in the student’s file.

Annual Report must include:

- Name of Major Advisor
- Name of Minor Advisor
- Members of the Advisory Committee
- Major milestones
  - Major and Minor areas of study requirements
  - Plan of fulfillment of core requirements
  - Comprehensive exams (if applicable)
  - Level and status of the dissertation
- Major and Minor courses taken or to be taken
  - Course Title
  - Name of the Professor
  - Grades received
  - A copy of the course syllabus
  - Reading list
- Independent Studies
  - Course Title
  - Name of the Professor
  - Grades received
  - A copy of the independent study outline
  - Reading list
  - Final product produced for the study
- GPA
- Other Accomplishments, including publications, awards, research grants, conference presentations, etc.

The submission of this report is mandatory, not optional. The submission deadline is June, 1st.
3.10. Candidacy Status Application

The application and approval of the PhD Candidacy Status of the student is a two-step process:

(1) Comprehensive Examinations
(2) Dissertation Proposal

Students must apply for admission to candidacy for the doctoral degree at least two weeks before taking the comprehensive examination. The Candidacy Form is included in the Ph.D. Comprehensive Examination packet available on the Graduate School website.

3.11. Comprehensive Examinations

After completing or registering for all program-required, non-dissertation coursework, and concurrently with applying for admission to candidacy for the Ph.D., students must take a comprehensive examination in their respective field. The timing will normally be no sooner than the end of the fourth semester.

The student cannot take the comprehensive examination with less than a 3.00 G.P.A. and before they have completed or registered for all non-thesis coursework required by the CAP PhD Program and before this application is submitted to and approved by the Graduate School.

Before the comprehensive examinations a student must establish a Comprehensive Examination Committee with at least three members, including the student’s dissertation advisor. The membership and responsibility of this committee is defined in the Advising & Committee section. The student’s dissertation advisor may not chair the examination committee.

The student’s Comprehensive Examination Committee and the examination schedule must be approved by the PhD Program Director. The Graduate School must be notified on the appropriate forms at least two weeks before the exam. These forms are included in the Ph.D. comprehensive examination packet.

The Comprehensive Exam consists of two stages and tests the student's mastery of a broad field of knowledge, not merely the formal coursework that s/he has completed:

i. Students first prepare literature review papers in their chosen area(s) of specialization. Preparation of these specialization papers is to ensure that students possess the requisite background for the dissertation research to be undertaken. This effort is also intended to assist students in integrating the diverse disciplines and perspectives to which they have been exposed as these relate to their area(s) of specialization. The subject matter will be delineated so as to reflect the students’ interests and research direction and is determined in consultation with the student’s Advisor and Dissertation Committee.

Papers must entail an extensive review of the pertinent literature, describing and summarizing past research, critically evaluating its findings, and identifying remaining
questions, while outlining appropriate approaches to address them. Preparation of these papers may begin during the second year of full-time study. Students will typically find it to their advantage to produce them in the context of an independent study arrangement with a sponsoring faculty member.

ii. An oral exam that assesses the student's general knowledge and understanding of the field in which the dissertation will be developed. It is based on the previously prepared specialization papers and conducted by the dissertation committee.

The oral part of the comprehensive examination is open to all members of the Graduate Faculty. This examination must be completed no later than the end of the third year for full time students.

All members of the committee must be present for the examination although a minority of members, but not the chairperson nor the student, may participate by interactive video. In the event of an emergency that prevents one faculty committee member from attending the exam, the exam can proceed with the faculty who can attend and the student will schedule a separate meeting with the faculty member who was absent at an alternate time. The examination form must be signed by the committee and returned to the PhD Program Director for approval. Upon approval of the form, the PhD Program Director submits the form to the Graduate School Office. The student must receive votes from the majority of the examination committee for one of the following outcomes:

- Pass
- Conditional Pass
- Fail

If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within four months. The committee chair is responsible for monitoring the conditions and reporting their outcome to the PhD Program Director. Failure to satisfy these conditions will result in failure of the examination.

If a student fails the Comprehensive Exam, his/her Advisor will inform the student in writing of the grounds for falling short. A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the PhD Program Director and concurrence of the Dean. At the PhD program’s discretion, a student who fails the examination may retake it. The retake will be in the form designated by the committee and must be completed within 12 months. The original examination form noting the failure is signed by the committee and returned to the PhD Program Director. New examination forms will then be generated when the examination is rescheduled. Students will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.


After successful completion of the comprehensive examinations, the student will establish a dissertation topic in a Field of Study offered by the CAP. The dissertation advisor must have a doctoral degree and be a member of the CAP PhD program. The topic is not required to be contained within one Field of Study but may be interdisciplinary in nature. In consultation with
his/her Dissertation Advisory Committee, the student will develop a formal dissertation proposal comprising:

- General Statement of the scope of the dissertation
- Significance of the dissertation
- Survey of existing research and literature with critical comments and an assessment of the extent to which the material will be utilized
- An explication of the proposed design, methods, and data sources for the research
- Outline of the dissertation
- An assessment of the proposed project’s contribution to the field
- Working bibliography
- Resources for primary material

The proposal should be submitted by the student in writing first to the student’s Dissertation Advisor, Dissertation Advisory Committee, and finally to the PhD Program Director for approval. Upon approval, the proposal must be presented to and approved by the student’s Advisor and Dissertation Advisory Committee. The dissertation should be an original contribution to the student’s chosen field. This may involve adding new bodies of knowledge to the field, offering insightful reinterpretations of existing bodies of knowledge, or developing new procedures and methods.

After the student has satisfied the requirements for the coursework, comprehensive examination and dissertation proposal, he/she will be eligible for admittance to the status of doctoral candidate. For recognition of this status, the student must submit a formal statement that names the Dissertation Committee, and delineates the dissertation topic, states the purpose of the investigation, and proposes a methodology for its completion.

The student’s advisor and PhD Program Director must approve the statement and completed Candidacy Status Application Form before submission to the Graduate School for final approval and filing.

3.13. The Dissertation

The PhD dissertation is a written piece of original scholarship that represents a significant new perspective or contribution in the chosen field of study. The candidate must complete a comprehensive, comparative, and methodological investigation in the chosen field, culminating in a written dissertation covering that investigation. The dissertation must be either an addition to the fundamental knowledge of the field or a new and substantially better interpretation of facts already known. It must demonstrate that the candidate provides substantial evidence of original thought, talent for independent research, and ability to organize and present findings. The dissertation must be presented in the format appropriate to the candidate’s field. It must meet the criteria published in the University of Colorado Denver Graduate School Rules and Policies.

The student’s Advisor and Dissertation Committee periodically review drafts of the dissertation and offer suggestions for its completion. The student’s Dissertation Advisory Committee shall evaluate the final draft dissertation when ready to determine whether the document has met both the objectives stated in the proposal and the minimal standards for dissertations. It is expected that the members will give this evaluation within two weeks after the receipt of the completed draft dissertation. The student will be personally available for clarification, if any is needed, at this stage. The advisor shall inform the Dissertation Advisory Committee and the PhD Program Director as soon as the Committee agrees that the final examination can be
scheduled. No final examinations will be scheduled without a letter from the Dissertation Committee Chair to the PhD Program Director requesting an examination to be scheduled. The letter must state the dissertation is in final form and that all members of the final examination committee have the most recent version.


After the dissertation has been completed, a final examination on the dissertation and related topics is conducted in two parts:

1. an oral presentation of the dissertation research that is open to the public, and
2. a closed examination conducted by the examining committee.

The PhD Program Director will approve the student’s final examination/defense committee and the examination schedule. The Graduate School must be notified on the appropriate forms at least two weeks before the exam. Forms are included in the Ph.D. graduation packet.

Students must register for the semester in which they undertake the dissertation defense; therefore, if students elect to defend their thesis in the summer semester they must register for that semester.

The Graduate School will send announcements of the examination to appropriate faculty members, and the signature form will be sent to the PhD program office to be placed in the student’s file for use at the examination. The dissertation defense committee shall consist of a minimum of five Graduate Faculty members. The student’s dissertation advisor may not chair the examination committee. The student must submit finalized draft copies of the thesis to the defense committee at least two weeks before the examination date.

All members of the committee must be present for the examination although a minority of members, but not the dissertation chair or the student, may participate by interactive video. In the event of an emergency that prevents one faculty committee member from attending the exam, the exam can proceed with the faculty who can attend and the student will schedule a separate meeting with the faculty member who was absent at an alternate time.

The examination form must be signed by the committee and returned to the Graduate School office. The student must receive votes from a majority of the examination committee for one of the following outcomes:

- Pass
- Conditional Pass
- Fail

If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within 60 days of the defense. Under extenuating circumstances, the PhD Program Director may petition the Graduate School for additional time. If a student fails the examination, s/he may not continue in the program.

If both the dissertation and the examination are satisfactory and the candidate has completed the requirements of minimum credit hours, residence, major/minor fields, and any other
requirements of the field of study, the Graduate School will certify the candidate as qualified to receive the degree of Doctor of Philosophy.

3.15. PhD Degree Time Limit: Eight Year Completion Requirement

University of Colorado Denver requires that doctoral students, whether enrolled full time or part time, must complete all degree requirements within eight years of matriculation. Students who fail to complete the degree in this eight-year period are subject to termination from the Graduate School upon the recommendation of the PhD Program Director and concurrence of the Dean of the College of Architecture and Planning and the Dean of the Graduate School. For a student to continue beyond the time limit, the program director must petition the Dean for an extension and include: 1) reasons why the program faculty believes the student should be allowed to continue in the program, and 2) an anticipated timeline for completion of the degree. Approved leaves of absence do not automatically extend the time limits for earning a degree, but they may be used as a reason to request an extension if needed.

3.16. Appeals and Grievances

Students, who feel they have been treated unfairly or outside of normal PhD program policies, may file a grievance with the CAP PhD Program Director. Students must follow these procedures before they can submit a grievance to the Graduate School.

4. Financial Aid and Resources

4.1. PhD Program and CAP

The PhD program offers a variety of financial aid opportunities to graduate students. Most types of financial assistance at the graduate level are merit-based rather than need-based. Because of the ongoing academic and research activities, Graduate Research Assistantship (GRA) positions may be available.

GRA positions are offered based on externally funded faculty research. The decision to offer a GRA position is made by the Principal Investigator (PI) directing a research project, for any duration that the PI sees as appropriate, whether renewable or not.

In addition, a number of Graduate Teaching Assistant (GTA) positions are funded by the undergraduate and graduate departments in the College of Architecture and Planning. These are determined based on the needs of those departments and the qualifications of the candidates. GTA positions are offered at the discretion of the Department Chair via coordination with the PhD Program Director on a per-semester basis.

4.2. The Graduate School CU Denver

The Graduate School provides up to $500/year to help defray the expenses incurred by a PhD student who attends a national meeting and presents his/her work. The $500 can be used to help defray the costs of registration, travel, lodging, food, etc. Funds are distributed once travel is complete and receipts have been submitted for reimbursement.
5. Resources

5.1. Faculty Resources

The faculty of the PhD program represents a broad range of interests and expertise.

**Ameri, Amir**  
*Associate Professor*  
*Department of Architecture*  

Ph.D., Cornell University 1988  
History and Theory of Architecture from Renaissance to present, Cultural Studies, Contemporary Theory, History of Building-types

**Attmann, Osman**  
*Associate Professor*  
*Department of Architecture*  

Ph.D., Georgia Tech 1999  
Green Buildings, Sustainable Living Environments, Environment & Health, Architectural Technologies

**Beck, Jody**  
*Assistant Professor*  
*Department of Landscape Architecture*  

Ph.D., University of Pennsylvania 2009  
Politics of land use, particularly focused on energy and food

**Gallegos, Phillip**  
*Associate Professor*  
*Department of Architecture*  

Arch.D., University of Hawaii 2007  
Education and the Profession

**Gelernter, Mark**  
*Professor*  
*Department of Architecture*  

Ph.D., University of London 1981  
History, Theory, Urbanism, Traditional Design Languages

**Jenson, Michael**  
*Associate Professor*  
*Department of Architecture*  

Ph.D., University of Edinburgh 1996  
The Philosophical Relationship of Power and Utopia
Koziol, Chris
Associate Professor
Department of Architecture
Ph.D., University of Colorado Denver 2003
Evidence-based design, Applied public interest design/research, Historic preservation & design policy history.

Makarewicz, Carrie
Assistant Professor
Department of Planning
Ph.D., University of California Berkeley 2013
Community and Economic Development

Mäkelä, Taisto
Associate Professor
Department of Architecture
Ph.D., Princeton University 1991
Aesthetic theory, the modern movement, cultural institutions, cultural criticism, classical & vernacular traditions, and global urbanism.

McAndrews, Carey
Assistant Professor
Department of Planning
Ph.D., University of California Berkeley 2010
Transportation planning, policy, and design; Public health and healthy communities; Organizations and institutions

Morgenthaler, Hans
Associate Professor
Department of Architecture
Ph.D., Stanford University 1988
Modern European Architecture

Németh, Jeremy
Assistant Professor
Department of Planning
Ph.D., Rutgers University 2007
Land Use, Zoning, Social Justice, Public Space, Urban Design

Rumbach, Andrew
Assistant Professor
Department of Planning
Ph.D., Cornell University 2011
Environmental Planning; Disaster Management; International Development
5.2. University of Colorado Denver

The University of Colorado Denver provides a diverse body of students with opportunities to enhance their lives, careers and research. Students come from 50 states and 85 countries. We have more than 100,000 alumni, two-thirds of whom stay in Colorado. The university offers more than 130 programs in 13 schools and colleges at the undergraduate, graduate, doctoral and professional health levels. Educating more than 14,000 students on our comprehensive campus in downtown Denver and more than 3,000 students in our research and advanced health care programs at the Anschutz Medical Campus, the University of Colorado Denver is one of the nation’s top public urban research universities. We award more graduate degrees than any other Colorado institution — one third of all graduate degrees in the state (2010-11).

5.3. College of Architecture and Planning (CAP)

The College of Architecture and Planning is the only Institution in Colorado to offer a full range of degrees in architecture and related disciplines, from undergraduate through professional masters to doctorate. The college offers a new Bachelor of Science in Architecture degree and graduate programs for about 500 students. Programs are accredited by the Landscape Architectural Accreditation Board (LAAB), National Architectural Accrediting Board (NAAB) and Planning Accreditation Board (PAB).

Learning experiences address real issues facing designers and planners as they create healthier, more sustainable, more meaningful environments. In recent years students have built award-winning, solar-powered homes; written new codes to encourage livelier, safer cities; discovered ecological design principles in Colorado ranches; proposed ways for neighborhoods
to recover from natural disasters; designed learning landscapes for elementary school playgrounds; and designed and built environmentally sustainable homes in the Navajo Nation.

The college is a leader in providing international study opportunities, with a dual MLA degree with Tongji University in Shanghai; an internship program sponsored by Gensler Associates to exchange our students and students from Tongji University who study at the host institution and work in the host city’s Gensler office; an international urban design studio held each summer in China’s Shanghai-Nanjing corridor; and collaborative design studios with Dar Al-Hekma College in Saudi Arabia. Our award-winning Design-Build Certificate Program takes students to Utah, Guatemala and on local non-profit projects. Students have extensive opportunities for civic engagement, including through paid internships at the college’s Colorado Center for Community Development (CCCD) and Center of Preservation Research (CoPR).

5.4. Research Centers

- **Colorado Center for Community Development (CCCD)**

CCCD is a research center that is committed to collaborating with communities to improve the places we live, work and play. It partners with rural and urban communities, conducting applied research to enhance the built environment, promote civic engagement, and create healthier, more sustainable communities. Through its programs, CCCD employs a multidisciplinary platform to build sustainable, healthy communities by developing partnerships in business, economic development, public administration, social justice and public health.

CCCD’s multidisciplinary approach is rooted in shared knowledge and collaboration, and bringing the “top down” and the “bottom up.” It employs a diverse teaching, research, and learning environment in which graduate students gain valuable design and community development experience, while communities receive the planning, design and civic engagement assistance they need to support more sustainable, healthy lifestyles.

- **Center of Preservation Research (CoPR)**

The Center of Preservation Research (CoPR) is a university research center dedicated to the study, preservation and sustainable use of the built environment and cultural landscapes. It focuses on place, preservation, education, and research. Through education and scholarship, its exploration of the past for application in the present provides a basis for future sustainable preservation.

Projects and research undertaken by CoPR faculty and students fall along a continuum ranging from discrete historic preservation projects conducted for a community or organization to theoretical research on emerging practices and trends. Research and projects involve:

- Historic Preservation Documentation: Graphic Documentation, Context Studies, Surveys, and Nominations
- Historic Preservation Design: Design, Planning, Building, and Conservation
- Applied Research
- Academic Scholarship

Historic preservation projects at CoPR often encompass a number of phases over multiple years, perhaps beginning as survey or documentation work, moving on to planning or conservation studies, and resulting in a published paper contributing to professional practice or advancing technology.
5.5. Library Resources

A library on each campus, Auraria Library on the Denver Campus and the Health Sciences Library on the Anschutz Medical Campus: each serves the local population of students, staff and faculty.

Auraria Library

- Tri-institutional academic library - CU Denver, Metropolitan State College of Denver and Community College of Denver.
- Nearly 1 million print books, 130,000 e-books, 44,000 e-journals and 300 databases.
6. Correspondence and Information

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7. APPENDIX A: Required Forms for PhD Students