



College of Architecture and Planning  
UNIVERSITY OF COLORADO DENVER

# PHD PROGRAM HANDBOOK

The Rules outlined in this booklet describe the standards and procedures for the College of Architecture and Planning PhD program 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 College of Architecture and Planning 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.

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# 1. Introduction and Overview

The Doctor of Philosophy in Design and Planning is a research-oriented degree offered by the College of Architecture and Planning at the University of Colorado Denver. Initiated in 1997, the program trains planners, architects, and landscape architects to become high-impact faculty members, consultants, and intellectual leaders who have a critical understanding of the social, political, and global conditions that influence their professions. The PhD in Design and Planning is the only doctoral program in planning, architecture, or landscape architecture in the state of Colorado.

Admission is competitive and based on merit. Nearly all accepted students receive multi-year financial packages that cover some or all tuition and fees and a living stipend. PhD students also have opportunities to teach their own courses or work as research or teaching assistants alongside faculty from the college and across the university. The doctoral program also provides travel funding for students presenting papers at national conferences and dissertation completion funds for qualified applicants.

The minimum residency requirement is four semesters, not including summer semesters. Prior to advancement to candidacy, students complete a minimum of 36 credit hours in core requirements and elective courses in their area of focus. After coursework is completed, students pass a comprehensive exam and defend their dissertation proposal. They then write and defend their dissertation. Students choose their coursework and design original research in consultation with a faculty advisor and dissertation committee. Most students complete the program in four to five years, and all degree requirements must be completed within eight years of matriculation.

A key strength of the program is that students can take advantage of resources in all departments and fields in the college and elsewhere in the university system, with more than 30 faculty members from eleven departments able to supervise and advise dissertation research. Interdisciplinary study and cross-disciplinary inquiry occur in a congenial work environment in one of the most dynamic and fast-growing urban regions in the United States. Recent work by students and faculty affiliated with the program addresses gentrification and environmental justice, green infrastructure, transportation equity, planning for autonomous vehicles, race and gender in public space, sustainable regional food systems, disaster and climate change, the politics of urban water, and more.

The PhD in Design and Planning is appropriate for those seeking careers in research and teaching, in government, or in professional consulting – all of which require a research specialization. So far, over 60 graduates of the program have become faculty members, postdoctoral scholars, researchers, and consultants. Currently, alumni serve on the faculty of the University of Washington, University of Utah, University of Nebraska, Penn State University, Portland State University, Colorado State University, Middle East Technical University (Turkey), Queensland University of Technology (Australia), and many others.

Recent graduates also work for federal agencies including the National Oceanographic and Atmospheric Association (NOAA), the Federal Reserve Bank, and the United States Environmental Protection Agency (EPA). Others hold prominent research positions abroad in Kenya, Mexico, Puerto Rico, Saudi Arabia, Thailand, and elsewhere.

## 2. Admission

### 2.1. Prerequisites

Applicants admitted to the PhD program normally shall have completed the requirements for the Master of Architecture, Master of City/Urban/Regional 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.

## 2.2. GPA and TOEFL Scores

Consistent with the University requirements, applications are evaluated based on Grade Point Average (GPA) 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.
- 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 PhD 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) scores (optional but encouraged if available)
- 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 Primary 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 courses and 24 credit hours of study within the area(s) of focus established with the Primary Advisor. The student may focus on one main field of interest or a major and minor field.

Students shall complete the minimum of 36 credit hours in their area(s) of focus and PhD program core requirements prior to advancement to candidacy.

Students must maintain a 3.0 GPA in all their coursework. A grade of less than B in any PhD program requirement shall not be accepted as meeting those requirements. For core courses, the student must retake the course. A core course may only be retaken once. The student shall 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***

Student submits end of Year Report to the Advisor and the PhD Director in April

#### ***Year One***

Student refines area(s) of focus

Student identifies Committee that can support their area(s) of focus

Student develops course of study with his/her Primary Advisor

Advisor provides advice on above and reviews progress

#### ***Year Two***

Student completes the course requirements

Primary Advisor provides advice on above and reviews progress

#### ***Year Three***

Student completes the comprehensive exam

Student submits the dissertation proposal

Student begins writing their dissertation

#### ***Years Following***

Student finishes dissertation

### ***Completion of Course Requirements***

Upon completion of the course requirements, the student prepares a list of courses taken and outlines their relevance to the area(s) of focus. This list is reviewed and approved by the student's advisor, and submitted to the PhD Director for final approval.

### ***Comprehensive Examinations***

Before the comprehensive examination 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 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 Director. The examination form must be signed by the Committee and returned to the PhD Director for approval. Upon approval of the form, the PhD Director submits the form to the Graduate School Office.

### ***Dissertation Proposal***

The dissertation proposal should be submitted by the student in writing to the student's Primary Advisor and the Dissertation Advisory Committee for approval after they have passed their comprehensive exam. The proposal must be approved in writing by the student's Primary Advisor and Advisory Committee. Once approved, the signed copy must be submitted to the PhD Director.

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 Director must approve completed Candidacy Status application form before submission to the Graduate School for final approval and filing.

#### ***Dissertation Defense***

The PhD Director shall 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.

If both the dissertation proposal and the examination are satisfactory and the candidate has completed the requirements of minimum credit hours, residence, and any other requirements of the field of study, the Graduate School shall 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.

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

Students must complete the comprehensive examinations and dissertation proposal defense within four years from the beginning of their first semester in which they are enrolled as a PhD student at the University. In addition, the University 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 shall 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 take a leave of absence the University 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 PhD 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 shall not be approved unless the PhD Director provides the Dean with a compelling justification why such action should be approved.

Students who have not registered for three consecutive semesters shall 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

#### ***Primary Advisor***

Each student entering the program will be assigned a Primary Advisor. Students wishing to change their Primary Advisor should seek to do so during their first year. All appointments of Primary Advisors must be approved by the PhD Director. The Primary Advisor guides the student through the completion of the course requirements, the preparation for the comprehensive examinations, the dissertation proposal, and the dissertation. The Primary Advisor must have a doctoral degree and be a tenured/tenure-track member of the College's PhD program or an invited affiliate faculty with a regular appointment to the Graduate School. The Primary Advisor may chair the Dissertation Committee but may not serve chair the Comprehensive Exam Committee.

#### ***Committee Chair***

The chair's primary responsibility is serving on the student's Advisory Committee and chairing the dissertation defense.

#### ***Advisory Committee***

The Advisory Committee provides guidance for the investigated dissertation topic, comprehensive examination, dissertation, and the final dissertation examination. The Advisory Committee is comprised of at least three members: the Primary Advisor and at least two additional members.

One of the committee members must be full-time faculty member of the College of Architecture and Planning, and the majority of the committee members must have a PhD degree. All committee members must hold Graduate Faculty appointments. The Advisory Committee must be fully formed by beginning of the students third semester of study.

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 Director. The Advisory Committee should meet with the student at least once each year to assess progress.

#### ***Comprehensive Examination Committee***

The Comprehensive Examination Committee consists of a minimum of three graduate faculty members, including the Primary Advisor. Although not required, this Committee should primarily consist of members of the Advisory Committee. At least one member of the Comprehensive Examination Committee must be a full-time faculty member of the College of Architecture and Planning, and the majority of the committee members must have a PhD degree. All committee members must hold Graduate Faculty appointments.

#### ***Dissertation Committee***

The Dissertation Committee shall be formed according to the Policies and Procedures of the Graduate School. All committee members must hold Graduate Faculty appointments.

### ***Special Circumstances***

If the Primary Advisor leaves the faculty of the College before the comprehensive exam and/or thesis topic is approved, the PhD Director will work with the student to identify a new Primary Advisor and Chair for the Committee.

If the Primary Advisor leaves the faculty of the College after the comprehensive exam and/or thesis topic is approved, and both the Primary Advisor and the student wish to continue in the advising relationship, the original Primary Advisor can continue to be co-advisor with the appointment of a co-advisor from within the program. The Primary Advisor may be appointed as adjunct faculty in the School and will continue to hold a regular Graduate Faculty appointment until the student graduates, in order to recognize his or her continuing role, with approval of the PhD Director.

If a member of the Dissertation Committee other than the Primary Advisor is unable to continue in this role, for any reason, the Primary 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, courses supporting the designated area(s) of focus, 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 Primary Advisor. 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)

### **Courses supporting the Area(s) of Interest (24 credit hours, minimum grade of B)**

Students work with their Primary Advisor and Advisory Committee to designate their area(s) of interest. This designation is not intended to reflect the particular focus of their dissertation topic but rather the disciplinary context within which their dissertation topic resides. In consultation with their advising team, students may select one central area of study or a major and minor area of study. This designated course of study forms the basis for their comprehensive exam.

### **Dissertation Credits (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 Primary Advisor-approved independent study as dissertation credits.

**Transfer Credits:** Incoming students may request transfer credits from previously-completed graduate-level courses by following the regulations outlined in Section 4 of the *Graduate School Policies and Procedures* document, with the exception that the PhD program only allows up to nine (9) transfer credits for each student.

### 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 area(s) of focus, and prerequisite courses necessary for courses to be taken in the second year.

#### **SECOND YEAR**

Students take the remaining core courses, continue to take electives which support their area(s) of focus, 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 and SUBSEQUENT YEAR**

Fourth and subsequent years are spent researching and writing the dissertation.

### 3.8. Independent Studies

All independent or directed studies must be related to the student's area(s) of focus, 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 course work cannot exceed 25 percent of the 66 credits of course work 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 student's Primary Advisor. Upon approval of the Primary Advisor, the report shall be circulated to the student's Advisory Committee and submitted to the PhD Director. The submission format is both digital and analog: (1) one pdf file of the report as signed (see Appendix A); and (2) one printout of the report as signed. A copy of this report is forwarded to the Graduate School to be placed in the student's file. The submission of this report is mandatory, not optional. The submission deadline is June 1 of each calendar year.

### 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 PhD 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 PhD, students must take a comprehensive examination in their respective field. The timing will normally be no sooner than immediately following the end of the fourth semester.

The student cannot take the comprehensive examination with less than a 3.00 GPA. In addition, they must have completed or registered for all non-thesis coursework required by the PhD program before this application is submitted to and approved by the Graduate School.

Before the comprehensive examination, a student must establish a Comprehensive Examination Committee. The membership and responsibility of this Committee is defined in the Advising and Committees section above. The Primary Advisor cannot chair the Comprehensive Examination Committee.

The student's Comprehensive Examination Committee and the examination schedule must be approved by the PhD Director. The Graduate School must be notified on the appropriate forms at least two weeks before the exam.

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 paper(s) in their chosen area(s) of focus. Preparation of these documents 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 focus. 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 Primary Advisor and Advisory 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 this work 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. The Primary Advisor shall determine in writing the number of papers required, the scope of each paper, and a word count expectation for each paper. This will be distributed to the student and the PhD Director. The Primary Advisor and the Advisory Committee will also determine the extent to which this literature review may be included in the final dissertation.

- ii. An oral exam that assesses the student's general knowledge and understanding of the field in which the dissertation will be developed. The exam is based on the previously prepared specialization paper(s) and conducted by the Comprehensive Examination Committee.

The oral part of the comprehensive examination is open to all members of the regular 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 chair nor the student, may participate by interactive video. In the event of an emergency that prevents one 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 Director for approval. Upon approval of the form, the PhD Director will submit the form to the Graduate School office. The student must receive votes from the majority of the Comprehensive Examination Committee for one of the following outcomes:

- Pass
- Conditional Pass
- Fail

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

If a student fails the Comprehensive Exam, the chair of the Comprehensive Examination Committee shall 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 Director and concurrence of the Dean. At the PhD Director's discretion, a student who fails the examination may retake it. The original examination form noting the failure is signed by the Comprehensive Examination Committee and returned to the PhD Director. New examination forms will then be generated when the examination is rescheduled. Students shall be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

### 3.12. Dissertation Proposal and Candidacy Status Approval

After successful completion of the comprehensive examinations, the student shall defend a dissertation topic developed in consultation with the Advisory Committee or Comprehensive Examination Committee. The Primary Advisor shall set a word count expectation in writing, which shall be distributed to the student and the PhD Director. The dissertation proposal shall contain the following:

- General statement of the scope and outline 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
- An assessment of the proposed project's contribution to the field
- Bibliography/references/sources

The student shall get written approvals of the dissertation proposal in the following order: Primary Advisor, Dissertation Committee, PhD Director.

The student shall give a public presentation and defense of the dissertation proposal. This defense shall follow the same requirements as the comprehensive exam. The proposal and the defense shall also be given a Pass, Conditional Pass or Fail.

While this defense may happen immediately after the student has passed her/his comprehensive exam, the two defenses and documents are distinct. If a student is not given a Pass or a Conditional Pass in the comprehensive exam, they are not allowed to defend their dissertation proposal.

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 Primary Advisor and PhD 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 improved 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 Policies and Procedures and Format Guide for Theses and Dissertations.

The student's Primary Advisor and Dissertation Committee periodically review drafts of the dissertation and offer suggestions for its completion. The student's Dissertation 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 Primary Advisor shall inform the Dissertation Committee and the PhD Director as soon as they agree that the final examination can be scheduled. No final examinations shall be scheduled without a letter from the chair of the Dissertation Committee to the PhD Director requesting an examination to be scheduled. The letter must state that the dissertation is in final form and that all members of the Dissertation Committee have the most recent version.

### 3.14. Dissertation Defense

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 Dissertation Committee.

The PhD Director shall approve the student's Dissertation 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 PhD 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 shall send announcements of the examination to appropriate faculty members, and the signature form shall be sent to the PhD program office to be placed in the

student's file for use at the examination. The student must submit finalized draft copies of the thesis to the Dissertation 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 chair of the Dissertation Committee 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 Dissertation Committee for one of the following outcomes:

- Pass
- Conditional Pass
- Fail

If a student receives a Conditional Pass, the Dissertation Committee shall clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the Dissertation Committee within 60 days of the defense. Under extenuating circumstances, the PhD 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 deemed 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 shall certify the candidate as qualified to receive the degree of Doctor of Philosophy.

### 3.15. PhD Degree Time Limit: Eight Year Completion Requirement

The Graduate School 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 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 PhD Director must petition the Graduate 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 PhD 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 the College of Architecture and Planning

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, Research Assistant (RA) and Teaching Assistant (TA) positions may be available. The decision to offer a RA 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. TA 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 on a per-semester basis.

### 4.2. Conference Funding from the Graduate School

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

### 4.3. Conference Funding from the PhD Program

On a competitive basis and subject to availability, the PhD program provides up to \$1,000/year to help defray the expenses incurred by a PhD student who attends a national or international conference and presents his/her work. The \$1,000 can be used to help defray the costs of registration, travel, lodging, food, etc. The PhD student must first apply to the Graduate School for funding before submitting an application for conference funding from the PhD program. The application should be submitted in a single PDF to the PhD Director, and should include the following:

- Name of student and year/status in PhD program
- Name/date of conference and link to conference webpage
- Title of paper accepted for presentation
- Confirmation of funding request to Graduate School
- Estimated budget by category (e.g., flight, accommodation, registration)

Decisions will be made by the PhD Director, likely in consultation with the student's Primary Advisor and/or Advisory or Dissertation Committees.

### 4.4. Dissertation Funding from the PhD Program

On a competitive basis and subject to availability, the PhD program provides up to \$5,000 in one-time funding toward research expenses incurred by a PhD student working on her/his dissertation. The student must be a PhD candidate before submitting an application for dissertation funding. The application should be submitted in a single PDF to the PhD Director, and should include the following:

- Name of student and year/status in PhD program
- Brief description of the proposed dissertation work
- Timeline and deliverables for the work
- Budget (note that funds may be used for materials, equipment, salary for research assistants, and travel, but may not be used to pay PhD student salary or tuition, engaging consultants, purchasing food and beverage, or purchasing equipment that will primarily be used for teaching or other research projects).
- List of other funding opportunities that the student has or will leverage

Decisions will be made by the PhD Director, likely in consultation with the student's Primary Advisor and/or Advisory or Dissertation Committees. If the student receives funding, she/he will be asked to write a report on use of this money within 60 days of expending the funds. This report should describe all outcomes as well as any other funding proposals submitted or received for this project.

## **5. College PhD Faculty and Affiliate Faculty**

The faculty of the PhD program represents a broad range of interests and expertise and spans multiple colleges and departments. For a current list of affiliated faculty please visit the PhD program website.

## **6. Correspondence and Information**

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## 7. APPENDIX A: Required Forms for PhD Students

### Ph.D. in Design and Planning | Annual Student Progress Report

Academic Year: \_\_\_\_\_

Student:

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Student Signature:

Date:

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Primary Advisor (print):

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Primary Advisor (signature):

Date:

---

Advisory or Dissertation Committee Member (circle one):

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#### Courses taken toward completion of degree requirements

| <i>Course Title</i> | <i>Instructor</i> | <i>Grade</i> |
|---------------------|-------------------|--------------|
|                     |                   |              |
|                     |                   |              |
|                     |                   |              |
|                     |                   |              |

