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# DOCTORAL STUDIES HANDBOOK

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**2023-24**

**UF** | College of Design,  
Construction & Planning  
UNIVERSITY of FLORIDA

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## **Director's Comments**

Welcome to the Ph.D. program in the College of Design, Construction and Planning. Our primary program goal is to prepare individuals who are interested in creatively acquiring knowledge and skills needed to conduct substantive, innovative, and original research in their chosen specialization. Areas for specialized research within this unique program of study include Architecture, Construction Management, Historic Preservation, Interior Design, Landscape Architecture, and Urban & Regional Planning.

The program of study leads to a dissertation representing the results of independent research and original investigation. This degree is appropriate for those seeking careers in higher education, industry, and government as leaders in interdisciplinary design, planning, and construction teams aiming to make a better future for local and global communities.

This handbook is designed to provide some additional information to help you in your academic work, as you find your own unique path through the complexities of the University of Florida. The faculty and staff of the entire College of Design, Construction and Planning are here to assist you with the advanced development of your academic skills and educational growth at the doctoral level through classroom courses, as well as individual and directed study. The friendship and professional contacts you develop during the course of your studies will hopefully remain a permanent part of your professional life and continue to assist you even after graduation.

The doctoral handbook for our college supplements the University of Florida Graduate Catalog and the UF Graduate Student Handbook. The Graduate Catalog of the University governs your study by its detailed regulations and can be consulted online at

<https://gradcatalog.ufl.edu/graduate/>

The Graduate Student Handbook, published by the Graduate School, amplifies and interprets information in the catalogue, and contains copies of forms used in administration of Ph.D. studies may also be found online at

<https://grad.ufl.edu/academics/handbook/>

Our Doctoral Studies Handbook provides details of special procedures, timelines, and other beneficial information for you as a Ph.D. student. For easy reference, keep it with your copies of the Graduate Catalog and the Graduate Student Handbook.

If you have any questions and need assistance, please contact:

Dr. Ruth Steiner  
Acting Ph.D. Program Director  
[r.steiner@dcp.ufl.edu](mailto:r.steiner@dcp.ufl.edu)

## **STUDENT INFORMATION**

The information contained in this handbook is provided as a brief reference of key points of university information that every graduate student must be familiar with. This synopsis is in no way a substitute for the entire Graduate Catalog. Please note that there are a few significant College of DCP exceptions to the Graduate Catalog. These exceptions will be clearly noted in this handbook.

### **Ph.D. PROGRAM STAFF**

Program coordinator in 331 ARCH is available to assist on matters such as registration, preparation of forms, interpretation of university policies, tracking credit hours, etc. For students pursuing the Ph.D. specialization in Construction Management, please see Dr. Ravi Srinivasan and Joseph Carroll ([josephcarroll@dcp.ufl.edu](mailto:josephcarroll@dcp.ufl.edu)) for assistance with registration services. Dr. Srinivasan is located in 302 Rinker Hall. Mr. Carroll is located in 301B Rinker Hall.

Please remember that you are directly responsible for meeting regularly with your committee chairs and members who are your primary resources for academic advisement and overall academic guidance of your doctoral program. Students must make all efforts to know as well as meet all university deadlines as it pertains to their progress.

### **E-MAIL**

The Graduate School and other offices may communicate directly with enrolled graduate students via e-mail using GatorLink addresses ONLY. **Students are required** to establish a free UF student account. Students must regularly check this account. The Graduate School cannot maintain personal e-mail addresses. All official correspondence from the University will be sent directly to the individual student's Gatorlink email accounts. Installation and usage instructions on this and other Gatorlink topics can be found on the UF IT site (<http://www.it.ufl.edu/>) or through the UF Computing Help Desk (<http://helpdesk.ufl.edu/>).

### **RESIDENCY STATUS**

Students admitted as International or a non-Florida Resident and receiving a tuition waiver for out-state-tuition **MAY BE** eligible to apply for Florida Residency for tuition purposes. You **MUST** apply to the Registrar's Office for Florida Resident classification. If the application is approved, the cost per credit hour for tuition and fee purposes will be reduced and/or refunded.

**IMPORTANT:** Any student who does not apply for Florida residency after being in the State of Florida 12 months will NOT receive a graduate tuition waiver of out-of-state tuition and any waiver processed will be VOIDED. For new students, you must have completed one full term before you can begin this process. Please be sure to read the instructions and form carefully and provide all necessary documentation.

### **FINAL TRANSCRIPT**

Newly entering students are **REQUIRED** to submit all official final transcripts to: Graduate Admissions, University of Florida, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611 **BEFORE** the end of your first semester. Failure to provide these important academic credentials will result in dismissal from the University. Please make all efforts to complete this essential university requirement prior to beginning your first semester.

## **GRADUATE SCHOOL DEFINITIONS**

The following are some commonly used words in the university environment and students should be familiar with their academic meanings.

### **CONCENTRATION**

At the graduate level, the concentration is a sub-plan in a major. Concentrations offered at UF are approved by the Graduate Council. The concentration, degree, and program may appear on the student's transcript. The concentrations available in the college are in Architecture, Construction Management, Historic Preservation, Interior Design, Landscape Architecture, and Urban and Regional Planning. One may also pursue a "no concentration" option.

### **COMBINATION DEGREE PROGRAM**

This consists of simultaneous study on an individualized basis that leads to two degrees, a Ph.D. and a master's in two different graduate programs or a Ph.D. and master's degree in the same major. Such a program is initiated by the student, using the [Nontraditional Doctoral/Master's Degree Program Form](#), and requires prior approval of each academic unit and the Graduate School. If the student is approved to pursue two degrees, no more than 9 credits of coursework from the Ph.D. degree program may be applied toward the master's degree.

### **GRADUATE CERTIFICATE**

An academic unit may offer a graduate certificate along with a graduate degree. The certificate indicates that the student took a required number of courses in a special area. Students must apply for the certificate separately. Please see program coordinator within the offering unit for details.

### **JOINT DEGREE PROGRAM**

This consists of a simultaneous course of study for both a graduate degree and a professional degree (i.e., DMD, DVM, JD, MDM, PharmD). Normally, 12 credits of professional courses are counted toward the graduate degree and 12 credits of graduate courses are counted toward the professional degree. Individual academic units determine whether a joint degree program is appropriate. Joint programs established before January 1, 2003, may have other requirements.

### **MINOR**

A minor is a block of coursework completed in any academic unit, outside the major, if approved for doctoral programs listed in this catalog. If a minor is chosen, the supervisory committee must include a representative from the minor field. It may require at least 6 to 15 credits for the minor, depending on the program. The minor appears on the student's transcript along with the program name and degree awarded. **Given the multidisciplinary nature of the Ph.D. program in the college of Design, Construction and Planning, students cannot pursue a minor within the college.**

### **SPECIALIZATION**

Specialization is an informal designation used by academic units to indicate areas of research or scholarly strength and has no formal significance. Track and emphasis are similar unofficial terms. No track, emphases, or specializations appear in official lists in this catalog or on the student transcript.

## **GENERAL REGULATIONS**

**The student is responsible for being informed as well as observing all program regulations and procedures.** The student must be familiar with Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit, as well as the regulations stated in this handbook. **Rules are not waived for ignorance.** Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. Any exceptions to the regulations stated in this handbook must be approved by the Ph.D. Program Director.

After admission to the Doctoral Program, but before the first registration, the student should consult the Ph.D. Administrator and the assigned mentor in the major academic unit about courses and degree requirements, deficiencies if any, and special regulations of the academic unit. The Program Director (or Administrator) must oversee all registrations. Once a supervisory committee is appointed, registration approval is the responsibility of the committee chair.

## **ATTENDANCE POLICIES**

Students are responsible for meeting all academic objectives as defined by the instructor. Absences count from the first-class meeting. In general, acceptance reasons for absences from class include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official university activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

Students may not attend classes unless they are registered officially or approved to audit with evidence of having paid audit fees. After the end of drop/add, the Office of the University Registrar provides official class rolls/addenda to instructors. Students who do not attend at least one or the first two class meetings of a course or laboratory in which they are registered and who have not contacted the academic unit to indicate their intent, may be dropped from the course. **Students must not assume that they will be dropped if they fail to attend the first few days of class.** Students may request reinstatement on a space-available basis if documented evidence is presented. Please note that the student will be responsible for the additional charges applied to any reinstatement

The University recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and then assign a failing grade for excessive absences.

## **DROP/ADD**

Courses may be dropped or added during the **drop/add period** without penalty. This period is stated on the university calendar by semester. After this period, a course may be dropped, and a “W” appears on the transcript. Any course added or dropped after the deadline results in a registration fee liability, even for students with fee waivers. Please note that the student will be responsible for the additional applied charges.

### **FEE LIABILITY**

Pursuant to Section 6C1-3.037(2) University of Florida (UF) Rules, a student is liable for fees for all courses the student is registered for, at the end of the drop/add or courses the student attends after that deadline. Deadline for fee payment is stated on the university calendar by semester.

### **CATALOG YEAR**

Catalog year determines the set of academic requirements that must be fulfilled for graduation. Students graduate under the catalog in effect when they first enroll as degree-seeking students at UF, provided they maintain continuous enrollment. Students who are unregistered for three or more consecutive terms (including summer), must reapply for admission, and will be assigned the catalog in effect when enrollment is resumed. Students with the approval of their college dean's office may opt to graduate under the requirements of a later catalog, but they must fulfill all graduation requirements from that alternative year. The University will make every reasonable effort to honor the curriculum requirements appropriate to each student's catalog year. However, courses and programs are sometimes discontinued and requirements may change as a result of curricular review or actions by accrediting associations and other agencies.

### **COURSE REQUIREMENTS**

Graduate credit is awarded for courses numbered 5000 and above. The program of course work for a Ph.D. degree must be approved by the student's advisor, supervisory committee, or the chair. Up to 30 credits from a previous non-UF master's degree program or up to 45 for a UF master's degree may be applied toward the Ph.D.. These credits are applied only with the written approval of the Dean of the Graduate School. It is not uncommon for a Ph.D. student in the College of DCP to pursue another master's degree while seeking the doctoral degree. This is dependent on the student's previous academic background as well as the advisement of the student's doctoral committee.

### **PH.D. DEGREE REQUIREMENTS**

Unless otherwise specified, for any Ph.D. degree, the student must earn at least 90 credits as a graduate student at UF. No more than up to the 30 credits (earned with a grade of B or higher, no S/U) may be transferred from institutions approved for this purpose by the Dean of the Graduate School. At least half of the required credits must be in the major.

### **GRADES**

The only passing grades for graduate students are A, A-, B+, B, B-, and S. Grades of C+ and C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grade points are not given for S and U grades; S and U grades are NOT used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000- level courses, and used to calculate the cumulative grade-point average. The Rinker School has stricter standards for this program. Ph.D. students must make a B or higher for their coursework to count.

### **Satisfactory/Unsatisfactory:**

Grades of S and U are the only grades awarded in courses numbered 7940 (Supervised Teaching), 7979 (Advanced Research), 7980 (Doctoral Research). Additional courses for which S and U

grades apply are noted in the academic unit offering in the fields of Instruction section of the graduate catalog.

**Incomplete Grades:** Grades of “I” (Incomplete) received during the preceding term should be removed as soon as possible. Grades of “I” carry no quality points and become **punitive after ONE term**. All grades of “H” and “I” must be removed prior to the award of a graduate degree.

### **LEAVE OF ABSENCE**

All doctoral students must have prior written approval from the supervisory committee chair for any leave of absence for a stated period of time. **The student MUST reapply for admission prior to returning based on the published application deadlines.** See *Readmission* and *Catalog Year*.

### **MAJOR**

A Ph.D. student does the major work in an academic unit specifically approved for offering doctoral course and supervising dissertation. The major at the college is Design, Construction and Planning and the student is housed in a specific unit of the college.

### **MINOR**

With the supervisory committee’s approval, the student may choose one or more minor fields. Minor work may be completed in any academic unit outside the college. **Minors cannot be in any field within the College.** The collective grade for courses included in the minor must be B (3.00) or higher.

If one minor is chosen, the Supervisory committee member representing the minor suggests 12 to 24 credits of courses numbered 5000 or higher as preparation for a qualifying examination. **This committee member from the minor may also serve as the external member of the students committee.**

### **READMISSION**

This information applies only to students admitted to a graduate program who have attended the University. Effective Fall 2019, former graduate students who do not enroll at the University for three consecutive terms (including summer terms), must reapply for admission whether to the same or a different program. Readmission, however, is not guaranteed and is subject to the availability of space at the appropriate level, college or major. Therefore, students must have prior written approval (from their academic units) to take a leave of absence for three or more consecutive terms. Students who skip a single term will be scheduled automatically for a registration appointment for the next term. To apply for readmission, contact the Office of Admissions, PO Box 1149000, University of Florida, Gainesville FL 32611-4000 or online at <https://admissions.ufl.edu/apply/readmission>.

Please make sure to apply at least six weeks prior to the semester of readmission. It is strongly recommended that you contact your committee chair as well as the DCP Doctoral program staff prior to reapplication.

### **RETAKEING COURSES**

Graduate students may repeat courses in which they earn failing grades. Grade points from first and later attempts are included in computing the grade point average. But the student will receive credit for the satisfactory attempt only.

## **Doctoral Student Benchmarks**

Listed below are key points in the timeline of a doctoral student. Each student should familiarize themselves with these important benchmarks and include them in an integrated timeline to track their progress to completion of the degree. Students should consult regularly with their committee chair to verify their development in the program.

### **SECOND SEMESTER AFTER ADMISSION**

All students are required to establish a doctoral chair as soon as possible, but before the end of the second semester. Since the academic work of doctoral students is heavily influenced by the doctoral committee members, it is of the utmost importance to establish the chair and committee in order to receive the proper academic and professional guidance.

### **SUPERVISORY COMMITTEE**

Supervisory committees are nominated by the academic unit chair, approved by the dean of the college concerned, and appointed by the Dean of the Graduate School. The committee should be appointed as soon as possible after the student starts doctoral work and *before the end of the second year* of equivalent full-time study. The Dean of the Graduate School is an ex-officio member of all supervisory committees.

**Membership** – The supervisory committee for a doctoral candidate comprises at least **four members** selected from the Graduate Faculty (composed of DRF Chair, DRF Co-Chair or member, GRF member from home unit, and external GRF member). The DRF member list is located at the following link:

<https://dcp.ufl.edu/doctoral-research-faculty/>

***Please note that the College of DCP has special rules that vary from the Graduate School regarding the composition of doctoral committees, due to the nature of the various disciplines within the college. The College of DCP committee rules supersede the rules listed in the general graduate catalog.***

#### Sample Committee

Chair (DRF from home department)  
Regular Member (DRF from DCP)  
Regular Member (DRF or GRF from DCP)  
External Member (GRF outside of DCP)

In the College of Design, Construction and Planning, the **chair** must be from the same academic unit as the candidate. The **chair, co-chair** or one other member must be selected from the current listing of DCP's Doctoral Research Faculty (see page 17). At least one other member may be from the home academic unit. A **special appointment member** from another University maybe added to the committee with written permission of the Supervisory Committee Chair. See Ph.D. Program Coordinator for required paperwork.

The **external member** will be drawn from a different educational college at this university. If a **minor** is chosen, the supervisory committee will include at least one person (GRF) from the major for the purpose of representing the student's minor. The supervisory committee member representing the minor must also act as the external member. In the event that the student elects more than one minor, each minor area must be represented on the supervisory committee. If the student wishes to have an additional outside member in their committee as one of their regular members (instead of a DCP faculty member) and they have reasonable extenuating circumstances, they may file an appeal to the Ph.D. office for the Director's approval with the support of their chair.

## **DETERMINED BY SUPERVISORY COMMITTEE**

### **TRANSFER OF CREDIT**

No more than 30 semester credits of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university, to be applied to the Ph.D. degree, must be taken at an institution offering the doctoral degree and must be approved for graduate credit by our UF Graduate School. All courses to be transferred must be graduate level, letter graded with a grade of B or better (no S/U) and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee. This can be done during the semester the student is taking their Qualifying Exams and will be transferred after the Qualifying Exams have been successfully completed. The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior course work is relevant to the Current degree.

### **QUALIFYING EXAMINATION**

The qualifying examination, which is required of all candidates for the degree of Ph.D., may be taken during the third semester of the Ph.D. degree; **provided all course work needed has been completed.** The student must be registered in the term in which the qualifying examination is given. The examination, prepared and evaluated by the full supervisory committee or the major and minor units, is both written and oral and covers the major and minor subjects. All members of the supervisory committee must be present with the student at the oral portion. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward a Ph.D. degree. If a student fails the qualifying examination, the Graduate

School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee and approved by the Graduate School. At least one semester of additional preparation is considered essential before re-examination. A successful result of a qualifying exam milestone must be entered into the student information system (SIS) by the Ph.D. office by the end of the semester in which it was given or it will be treated as a failed exam.

### **ADMISSION TO CANDIDACY**

A graduate student does not become a candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the Ph.D. Director, the college dean, and the Dean of the Graduate School. The approval must be based on (1) the academic record of the student, (2) the supervisory committee opinion on overall fitness for candidacy, (3) an approved dissertation topic, and (4) a qualifying examination as described above. **The student should apply for admission to candidacy as soon as the qualifying examination is passed and a dissertation topic is approved by the student's supervisory committee. This should be completed by the end of the third year of equivalent full-time study.**

### **COMPLETION OF DEGREE**

Between the successful completion of the qualifying examination and the date of the degree there must be a minimum of two semesters. The semester in which the qualifying examination is passed is counted, provided that the examination occurs before the midpoint of the term. **Please note: All work for the doctorate must be completed within five calendar years after the qualifying examination, or this examination must be repeated.** The College of DCP Doctoral Program requires that all students must successfully complete a minimum of 15 credit hours of DCP 7980 as requirement for the degree. Due to administrative changes in the Graduate School, the College will internally credit the DCP 7979 credits completed during the semester that a student completes their Qualification Exam. **The Exam must be passed successfully before or at the midpoint of the semester in order for those DCP7979 credits to be counted as DCP7980.** This applies only to the credits registered during the Qualifying Semester and not prior to the exam semester.

### **PREPARATION FOR FINAL TERM**

#### **DEADLINES & DEGREE APPLICATION**

**Students are responsible for meeting all requirements and observing every deadline.** Deadlines and Checklist information can be found under the "Academics" and "Graduation" links in the left menu of the Graduate School website: <http://graduateschool.ufl.edu/>.

CIRCA's ETD lab (technical support): <https://helpdesk.ufl.edu/application-support-center/>  
Graduating Students must also file a **degree application** through the [ONE.UF system](#) by the posted deadline.

### **DISSERTATION**

More information is available at the [Graduate School Editorial Office](#). Please take time to read and understand all formatting and submission requirements. If you have questions about the format requirements, contact:

UF Graduate School Editorial Office  
POB 118461 (Grinter Hall 121)  
Gainesville FL 32611-8461  
USA

352 392 1282 (telephone)  
352 846 1855 (fax)

[gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **FINAL EXAMINATION**

The supervisory committee will give the final examination after the candidate's first submission of the dissertation and the completion of all other prescribed work for the degree (but no earlier than the term preceding the semester in which the degree is conferred). The final exam will be oral. The supervisory committee will meet for the exam. All supervisory committee members must be present with the candidate at the oral portion of this examination. At the time of the defense, all committee members should sign the signature page and all committee and attending faculty members should sign the Final Examination Report. These forms may be retained by the supervisory chair until acceptable completion of corrections. Satisfactory performance on this examination and adherence to all Graduate School regulations complete the requirements for the degree.

## **TIME LIMITATION**

All work for the doctorate must be completed within three calendar years after the qualifying examination, or this examination must be repeated.

## **POLICY ON PHYSICAL PRESENCE FOR EXAMS (2023)**

For those examinations requiring that students meet with their supervisory committees (e.g., oral portions of qualifying examinations, final defense of the dissertation or thesis), the student and members of the committee should attend in person, however, may attend remotely at the discretion of the Dean's office through the approval of a petition process. Without said petition in place, the default will be a physical presence requirement. Please contact the program coordinator for more details.

## **CORE REQUIREMENTS FOR DCP DOCTORAL STUDENTS**

Doctoral students are required to have a total of 10 credit hours of Core course work based on the following criteria:

- 1 Doctoral students are required to take the following 10 credit hours of course work:
  - a. DCP 7790 (3) Doctoral Core 1 offered in fall and spring semester
  - b. DCP 7794 (1) Doctoral Seminar offered in spring semester
  - c. DCP 7911 (3) Advanced Design, Construction and Planning Research 1 (alternative graduate level statistics courses can be substituted per approval of Ph.D. Director) offered in spring semester.
  - d. 3 credit course from outside of your home department but within the College of DCP. For example, if your major focus is in Urban and Regional Planning, then

you can choose an elective course from the School of Architecture or Construction Management, or from the Departments of Landscape Architecture or Interior Design. The approved elective cannot be taken within your own department or school to fulfill the 3 credit elective requirement.

- 2 In addition to the 10 credit hours of Core course work above, a minimum of 15 credit hours of DCP 7980 Doctoral Research are required in order to graduate. During the final semester, a student must be registered for 3 or more credits of DCP 7980 if Fall or Spring, or 2 credits if graduating in Summer. Due to administrative changes in the Graduate School, the College will internally credit the DCP 7979 credits completed during the semester that a student completes their Qualification Exam. This applies only to the credits registered during the Qualifying Semester and not prior to the exam semester. The exam must be completed before the midpoint of the semester for these credits of DCP7979 to be counted as DCP7980.

### **URP Department Doctoral Concentration Requirements**

The following core courses are required for all Ph.D. students with a concentration in Urban and Regional Planning that have not completed a master's degree from an urban and/or regional planning program:

URP6061 Planning Administration and Ethics (3 credits) offered in Fall  
URP6100 Planning Theory and History (3 credits) offered in Fall & Spring  
URP6131 Land Use Planning Law (3 credits) offered in Spring  
URP6042 Urban Economy (3 credits) offered in Fall

Students who have graduated with a master's degree from urban and/or regional planning program are not required to complete the four planning core courses.

### **URP Doctoral Colloquium course requirements (4 credits)**

All DCP doctoral students are required to take one-credit of DCP7794 (Doctoral Seminar). URP concentration doctoral students are required to take at least three (3) additional graduate credits of DCP7794 for a total of 4 credits. Students can use the Doctoral Core 3 class to count as up to 3 credits towards this requirement. The additional three credits of doctoral seminar for URP are designed as a mechanism for sharing research notes and doctoral work with doctoral students in the URP concentration.

### **URP Pedagogy Course Requirement (6 credits)**

At least one graduate level pedagogy course (3 credits) from the UF College of Education (EDG6668 "Teaching Adult Learners" or similar) is required of all doctoral students in the URP concentration. The additional three credits for URP doctoral students may be taken as individual directed study (DCP 7979 focused on pedagogy or DCP7940 with any URP doctoral faculty).

### URP External Course Requirements (6 credits)

To broaden the URP doctoral student's knowledge base, at least two courses that are closely associated with the student's main research interests are required from departments or schools external to DCP. This requirement is in addition to the pedagogy requirement and the DCP doctoral core course requirements.

### Dissertation Proposal

Each student is required to successfully complete, a written doctoral dissertation proposal which must be orally presented to and accepted by the student's doctoral committee.

### URP Qualifying Examinations

Before taking the written and oral qualifying examinations, the student is required to successfully complete a written "dissertation proposal" which must be orally presented to and accepted by the student's doctoral committee.

The **written** qualifying examination for the URP Ph.D. concentration **may** cover core planning knowledge, research methods, and questions regarding the student's doctoral dissertation proposal.

The **oral** qualifying examination **may** also cover core planning knowledge and research methods. However the oral examination is primarily used to determine the qualifications of the student to proceed with completion of a written dissertation. Therefore the oral qualification examination **may** concentrate on the student's dissertation topic.

### URP Peer Reviewed Paper Publications

All URP concentration doctoral students are strongly encouraged to publish in peer reviewed journals as they advance within the URP doctoral concentration. The URP sections of DCP7794 may be employed by URP doctoral faculty to assist in review and editorial assistance of journal publications by URP doctoral students.

### Three-Paper Dissertation Option for URP Concentration Students

Ph.D. students who are in the DCP URP concentration must complete a dissertation to fulfill the basic requirement of the Ph.D. degree. The dissertation must make an original contribution to the discipline of Urban and Regional Planning and be of publishable quality and should demonstrate the student's ability to perform independent research and scholarly work. The work can follow a traditional dissertation or research paper format, and should be prepared according to the requirements of the Graduate School if the University of Florida.

If the student chooses the research paper format, the following requirements should be met:

1. A minimum of three publishable research papers are required, and with the approval of the Supervisory Committee Chair, all papers must have been submitted to peer-reviewed academic journals before a final dissertation defense date can be scheduled.
2. The papers should address the same (or similar) research questions and should be closely related. Unrelated articles should not be counted as part of the dissertation.
3. Introduction and Conclusion chapters should be included, as well as an overall research framework, to integrate the three papers into a coherent dissertation.

The Ph.D. Supervisory Committee is responsible for judging whether the finished dissertation (in either traditional dissertation or research paper format) meets the quality standard of a dissertation at the University of Florida and follows the requirements of the DCP Ph.D. in URP Concentration, as well as the requirements of the UF Graduate School.

### **Landscape Architecture (LA) Department Doctoral Concentration Requirements**

The following core courses are required for all Ph.D. students with a concentration in Landscape Architecture that have not completed a degree from a Landscape Architecture Program:

LAA 2376 Design Communication 1 (4 credits)  
LAA 2710 History of Landscape Architecture (3 credits)  
LAA 6231 Landscape Architecture Theory (3 credits)  
LAA 6342 Landscape Architecture Criticism (3 credits)  
LAA 6382 Ecological and Environmental Policy (3 credits)\*  
LAA 6656 Advanced Landscape Architectural Design (6 credits)

\*Optional for students with related course backgrounds.

The following pedagogy course is recommended but not required for all Ph.D. students with a concentration in Landscape Architecture. Students should consult with their faculty advisor.

EDG 6668 Teaching Adult Learner (3 credits)- or similar

### **LA External Course Requirement (6 credits)**

To broaden the LA doctoral students' knowledge base, at least two courses closely associated with the student's main research interests are required from departments or schools external to DCP. This requirement is in addition to the DCP doctoral core course requirements.

### **Dissertation Proposal**

Each student is required to successfully complete a written doctoral dissertation proposal which must be orally presented to and accepted by the student's doctoral committee.

### **LA Qualifying Examinations**

Before taking the qualifying examination, each student must complete a written "dissertation proposal" as detailed above. The qualifying examination consists of two parts: written examination and oral examination.

The **written** qualifying examination for Ph.D. students with an LA concentration **may** cover core knowledge, research methods, and questions regarding the student's doctoral dissertation proposal.

The **oral** qualifying examination **may** also cover core knowledge and research methods. However, the oral examination is primarily used to determine the student's qualifications to proceed with the completion of a written dissertation. Therefore, the oral qualification examination **may** concentrate on the student's dissertation topic.

### Three-Paper Dissertation Option for LA Concentration Students

Ph.D. students in the LA concentration must complete a dissertation to fulfill the basic requirement of the doctoral degree. The dissertation must make an original contribution to the discipline of Landscape Architecture, be of publishable quality, and should demonstrate the student's ability to perform independent research and scholarly work. The work can follow a traditional dissertation or research paper format and should be prepared according to the requirements of the Graduate School of the University of Florida.

If the student chooses the research paper format, the following requirements should be met:

1. A minimum of three publishable research papers are required.
2. The papers should address the same (or similar) research questions and be closely related. Unrelated articles should not be counted as part of the dissertation.
3. Introduction and conclusion chapters should be included, as well as an overall research framework, to integrate the three papers into a coherent dissertation.

The Ph.D. Supervisory Committee is responsible for judging whether the finished dissertation (in either a traditional dissertation or research paper format) meets the quality standard of a dissertation at the University of Florida and follows the requirements of the DCP Ph.D. in LA concentration, as well as the requirements of the UF Graduate School.

### Architecture (ARC) Department Doctoral Concentration Requirements

The following core courses are required for all Ph.D. students with a concentration in Architecture that have not completed a master's degree from an Architecture Program:

#### Studio Courses (6 Credits Total)

ARC6356 Grad Design Studio (6 credits)

#### History/Theory (6 Credits Total)

ARC6XXX (*varies*) Architectural History (3 credits)

ARC6XXX (*varies*) Architectural History (3 credits)

Technical (3 Credits Total, choose ONE from the following)

*Structures:*

ARC6503 Structures 1 (3 credits)

ARC6503 Structures 2 (4 credits)

*Environmental Technology:*

ARC6610 Environmental Technology 1 (3 credits)

ARC6XXX (*varies*) Environmental Tech Option (3 credits)

*Materials and Methods:*

ARC6463 Materials and Methods 2 (3 credits)

ARC6XXX (*varies*) Materials Methods Option (3 credits)

Students who have graduated with a master's degree from Architecture program are not required to complete the previous plan but must complete 9 credits of History/Theory Courses. Supervised Teaching (DCP7940-3 credits) is highly recommended. Students may substitute a graduate level pedagogy course (e.g. EDG 6668) for DCP7940.

**Construction Management (CM) Department Doctoral Concentration Requirements:**

Construction Management students should reference the Rinker School's Ph.D. handbook for the concentration requirements.

<https://dcp.ufl.edu/rinker/academics/doctor-of-philosophy/construction-management/>

**Historic Preservation (HP) Department Doctoral Concentration Requirements**

The following core courses are required for all Ph.D. students with a concentration in HP:

Historic Preservation Courses (15 Credits Minimum)

DCP 6710 History and Theory of Historic Preservation (3 credits)

DCP 6711C Built Heritage: History and Materials Conservation I (3 credits)

DCP 6714 Built Heritage Documentation I (3 credits)

DCP 6715 Built Heritage Documentation II (3 credits)

DCP 6943 Cultural Resource Survey (3 credits)

**Interior Design (IND) Department Doctoral Concentration Requirements**

The following core courses are required for all Ph.D. students with a concentration in IND:

Interior Design Courses (15 Credits Minimum)

IND 5937 Grad Colloquium (1 credit)-must takes three different semesters

IND 5633 Readings in Design Studies (3 credits)

IND 6639 Methods of Research for Design (3 credits)  
 IND 5937 Advanced Environment and Behavior (3 credits)  
 DCP 7940 Supervised Teaching (3 credits)

## Summary of Procedures for Doctoral Degree\*

(It is the student's responsibility to ascertain that all requirements have been met and that every deadline is observed.)

Procedure	Responsible Party	Action
Formation of supervisory committee	Student with Committee Chairperson	Before the end of the second year of the doctoral program after admission or receipt of master's degree. <b><u>No changes may be made in the final semester.</u></b>
Transfer of credit	Student with Committee Chairperson	Request must be submitted to the Graduate School after Qualifying Exams.
Change in supervisory committee	Student with Committee Chairperson	All changes must be submitted in the semester prior to the graduating term.
Submission of revised supervisory committee form	Student with Committee Chairperson	As soon as change is decided.
Qualifying Examination	Committee Chairperson	No sooner than the 4 <sup>th</sup> semester of doctoral study; no later than mid-point of term if that term is to count toward time lapse before graduation. Form should be submitted to the Graduate School immediately upon satisfactory completion of the entire qualifying exam.
Check on Grad School Web site "Guidelines for Preparing Theses and Dissertations"	Student	Read carefully as you are expected to have your dissertation in proper format before providing it to the Editorial Office.
Registration in Doctoral Research	Student	Registration in DCP7980 should not be used until after

		the qualifying exam has been passed. Student still registers for DCP7979; it will be automatically be counted if exam is passed before the midpoint of the semester.
Final Term Registration	Student	All Ph.D. students must register for 7980 in their final term. (3 semester hours for Fall and Spring; 2 semester hours for Summer)
Removal of Incomplete Grades	Student	Copy of the grade change slip with all signatures on it must be in the Graduate School no later than 4 p.m. on the last day of classes of the term of graduation.
Checklist for graduation of Deadline Dates and have records checked including supervisory committee form by program Coordinator	Student	Term prior to graduation.
Petitions regarding Graduation	Student with Committee Chairperson	4:00 p.m. last day of classes in the term preceding the one in which the degree is awarded.
Placement of name on graduation list, application for diploma, name in commencement program, and to receive information on commencement procedures.	Student	Apply for graduation on ONE.UF system before the established deadlines on the semester planning to graduate. No name can be added to the commencement list after the deadline. No exceptions will be made, regardless of the excuse.
First submission of dissertation and related forms	Student with Committee Chairperson	Submit to the Editorial Office no later than 4:00 p.m. of the specified deadline date (must be accompanied by a letter from the committee chair).
Final Examination	Supervisory Committee Chairperson with committee members	No sooner than 6 months prior to date degree is to be awarded; signed forms must all be returned to the

		Coordinator for electronic submission.
Final submission of original and college copies of the dissertation	Student	Submit to the Editorial Office the corrected dissertation no later than 4:00 p.m. of the specified deadline for final clearance.

\*For additional questions, contact the program coordinator

SUGGESTED TIMETABLE FOR Ph.D. STUDENTS  
WITH 4 YEARS OF SUPPORT  
Entering in: Fall#1

Subsidized Semesters

Timetable

FALL #1	Take Doctoral Core course DCP7790. Discuss with advisor additional courses needed.
SPRING #1	Take core course DCP7911. Discuss with advisor selection of committee members including the external member. Begin dissertation proposal.
FALL #2	Prepare dissertation proposal and tentative literature review with chair. Take course with external member.
SPRING #2	Complete required core course work DCP7794 or DCP6905/7979. Consolidate and form supervisory committee.
FALL #3	Work on literature review for approval by all S.C. members. Complete dissertation proposal.
SPRING #3	Qualifying Examinations both written and oral. If completed before the midpoint of the semester DCP7979 credit counts as DCP7980. Turn in Transfer Credit request. Begin writing dissertation.
FALL #4	Dissertation writing
SPRING#4	Dissertation writing Apply for graduation in January Submit dissertation to Editorial office by posted deadlines Final Defense no later than late-March

For additional Graduate School Resources please visit [Graduate Student Support](#).