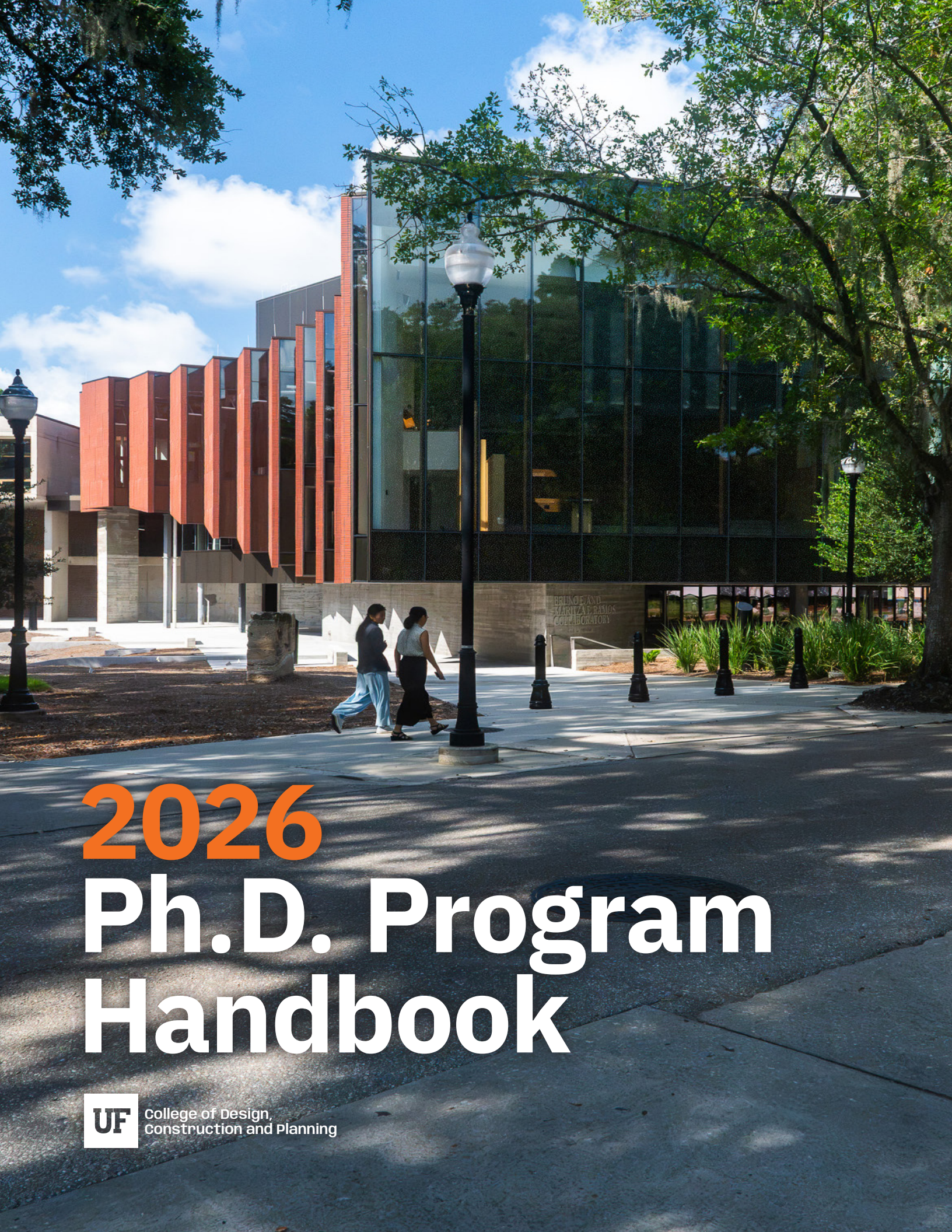

2026 Ph.D. Program Handbook

UF College of Design, Construction and Planning

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Coursework Requirements

College-Wide Core Program Requirements

Doctoral students are required to fulfill Core coursework based on the following criteria:

1. Doctoral students are required to take the following 12 credit hours of course work:

   - **DCP 7790** (3 Cr.) Doctoral Core 1
   - **DCP 7911** (3 Cr.) Doctoral Core 2, or alternative graduate-level research methods course with approval of the Ph.D. Director
   - **DCP 7981** (3 Cr.) Doctoral Core 3

     Doctoral students who enrolled in the program prior to the Fall 2026 semester are required to take DCP 7794 (1 Cr.) Doctoral Core 4 instead of DCP 7981 (3 Cr.) Doctoral Core 3.

   - **Breadth Requirement:** 3 credits of elective coursework from outside of your concentration, but within the College of DCP

     For example, if your concentration is in Urban and Regional Planning, then you must choose an elective course from the Schools of Architecture or Construction Management, or from the Departments of Landscape Architecture or Interior Design.

2. In addition to the 12 credit hours of coursework above, doctoral students are also required to take a minimum of 15 credit hours of **DCP 7980** Doctoral Research.

   During their final semester, a doctoral student must be registered for a minimum of 3 credits of DCP 7980 if graduating in the Fall or Spring, or 2 credits of DCP 7980 if graduating in Summer.

A minimum of 90 credit hours is required for the Ph.D. degree. A portion of those credit hours may be transferred from a master's or other graduate or post-baccalaureate program (see Transfer of Credits). A maximum of 5 credit hours each of DCP 7940 Supervised Teaching and DCP 6905 Individual Study may count towards degree credit. Audited courses do not count toward the degree requirements.

Concentration Specific Requirements

Architecture

In addition to the College-wide core requirements, the following are also required for students pursuing a concentration in Architecture:

For students **with** **or** **without** a master's degree in Architecture (9 credits):

Choose one of the following courses (3 credits) focused on architectural history and theory:

- ARC 6212 Topics in Phenomena and Architecture
- ARC 6228 Film and Architecture
- ARC 6399 Advanced Topics in Urban Design
- ARC 6773 Strains of Modernism
- ARC 6793 Advanced Topics in Regional Architecture
- ARC 6821 Preservation Problems and Processes
- ARC 6923 AI & Ethics in Architecture

Choose two graduate-level courses (6 credits) outside of DCP.

In addition to the requirements above, for students **without** a master's degree in Architecture (15 credits):

- ARC 6356: Advanced Studio III (6 credits)

Choose two of the following courses (6 credits) focused on architectural history and theory:

- ARC 6212 Topics in Phenomena and Architecture
- ARC 6228 Film and Architecture
- ARC 6399 Advanced Topics in Urban Design
- ARC 6773 Strains of Modernism
- ARC 6793 Advanced Topics in Regional Architecture
- ARC 6821 Preservation Problems and Processes
- ARC 6923 AI & Ethics in Architecture

Continued on next page >

Choose one of the following courses (3 credits) that focus on structure, environmental technology, or materials and methods:

- ARC 6505 Architectural Structural Systems: Wood, Steel and Concrete
- ARC 6512 Structural Modeling
- ARC 6621 Graduate Environmental Technology
- ARC 6642 Architectural Acoustic Design Laboratory
- ARC 6643 Architectural Acoustics
- ARC 6611 Advanced Topics in Architectural Technology

Dissertation Formats Accepted: Traditional and Manuscript

Construction Management

In addition to the College-wide core requirements, the following are also required for stu-dents pursuing a concentration in Construction Management (12 credits):

- BCN 5619C Advanced Construction Cost Estimating (3 credits)
- BCN 5705C Advanced Construction Project Management (3 credits)
- BCN 5722 Advanced Construction Planning (3 credits)
- BCN 6785 Advanced Construction Information Technology (3 credits)

Pedagogy Requirement (6 credits): Choose two graduate-level pedagogy courses from the College of Education (3 credits each) OR choose one graduate-level pedagogy course from the College of Education (3 credits) and take DCP 7940 / BCN 6940 Supervised Teaching (3 credits) with a Rinker doctoral faculty member.

Data Analysis and Statistics Requirement (6 credits): Choose two graduate-level courses outside of DCP (3 credits each) that address qualitative and/or quantitative data analysis methods (e.g., STA 6166 Statistical Methods in Research, EDF 6403 Quantitative Foundations of Educational Research).

Other Certificate and Training Requirements: Students are required to demonstrate successful completion of the following:

- UF Institutional Review Board (IRB) Training, Behavioral/Non-Medical IRB (IRB02)
- OSHA 30-Hour Construction Training
- For international students serving as Teaching Assistants (TAs) with responsibilities such as lecturing, leading discussion groups, teaching labs, or conducting synchronous online classes, they must meet the English proficiency and speaking requirements set by the International Teaching Assistant Support at the University of Florida's English Language Institute.

Dissertation Formats Accepted: Traditional only

Historic Preservation

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Historic Preservation (15 credits):

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

Choose four courses (12 credits) from the following:

- DCP 6711C Built Heritage: History and Materials Conservation I (3 credits)
- DCP 6714 Built Heritage Documentation I (3 credits)
- DCP 6943 Cultural Resource Survey (3 credits)
- DCP 6716 Cultural Heritage Management (3 credits)
- DCP 6730 Historic Preservation Policy (3 credits) OR
  DCP 6931 Section 106 NHPA (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript

Interior Design

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Interior Design (15 credits):

- IND 5920 Graduate Colloquium in Interior Design (1 credit)
- IND 5633 Readings in Design Studies (3 credits)
- IND 6639 Methods of Interior Design Research (3 credits)
- IND 5977 Proposal Development in Interior Design (2 credits)
- IND 5641 Environment and Behavior (3 credits)
- DCP 7940 Supervised Teaching (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript

Landscape Architecture

In addition to the College-wide core requirements, the following coursework is also required for students pursuing a concentration in Landscape Architecture:

For students **without** a master's degree in Landscape Architecture (22 credits):

- LAA 2376C Design Communications I (4 credits)*
- LAA 2710 History of Landscape Architecture (3 credits)*
- LAA 6231 Landscape Architecture Theory (3 credits)
- LAA 6XXX Research Methods (3 credits)
- LAA 6382 Ecological and Environmental Policy (3 credits)**
- LAA 6656C Advanced Landscape Architectural Design (6 credits)

**Students can contact faculty teaching these courses to either (1) request a waiver demonstrating proficiency, or (2) earn equivalent credits through an independent study.*

***This course is an option for students with related course backgrounds*

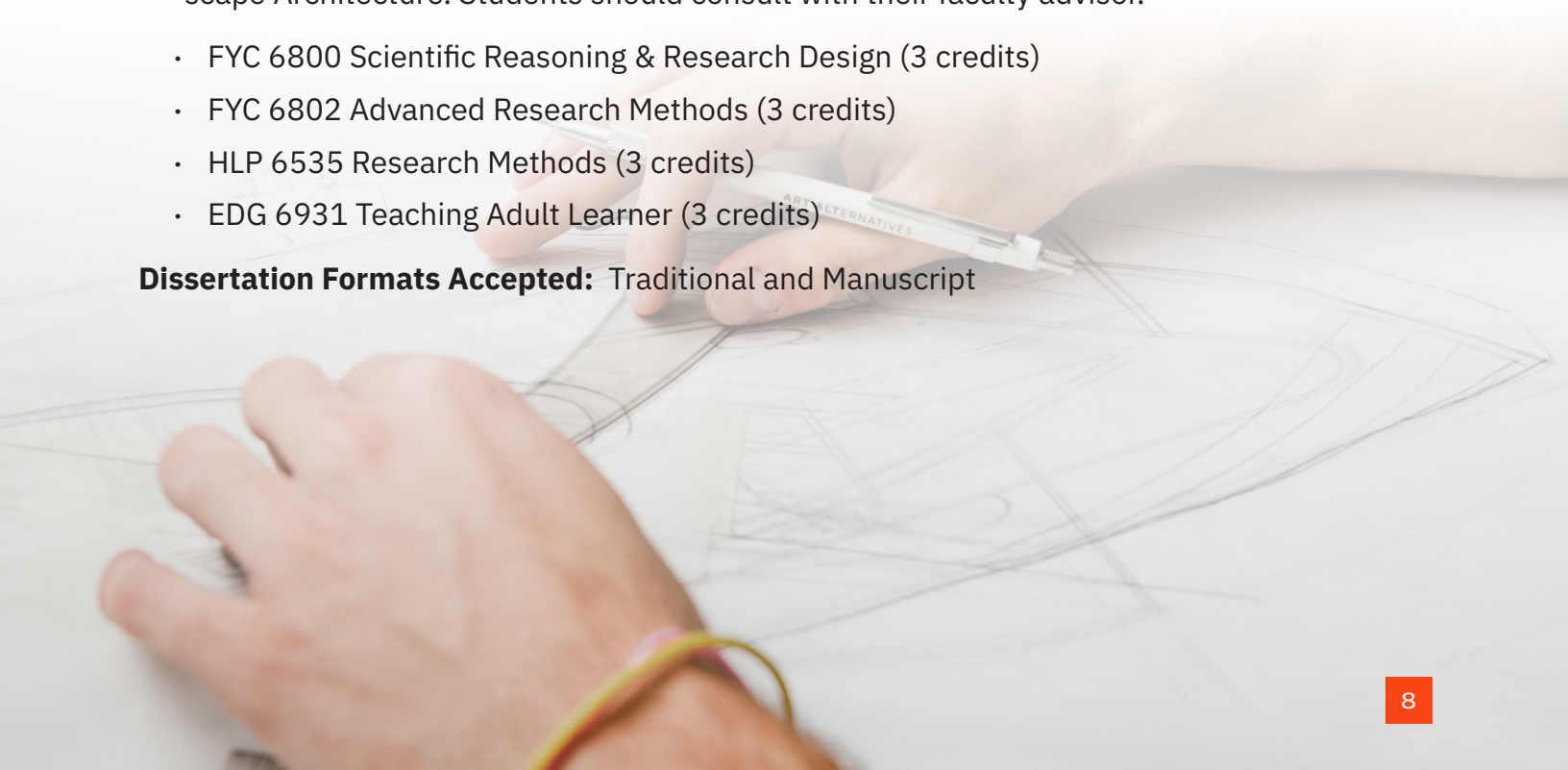
For all students, **with or without** a master's degree in Landscape Architecture:

External Course Requirement (6 credits): Choose two graduate-level courses from outside of DCP.

External Course Recommendation: The following research method and pedagogy courses are recommended but not required for all Ph.D. students with a concentration in Landscape Architecture. Students should consult with their faculty advisor.

- FYC 6800 Scientific Reasoning & Research Design (3 credits)
- FYC 6802 Advanced Research Methods (3 credits)
- HLP 6535 Research Methods (3 credits)
- EDG 6931 Teaching Adult Learner (3 credits)

Dissertation Formats Accepted: Traditional and Manuscript



Urban and Regional Planning (URP)

In addition to the College-wide core requirements, the following are also required for students pursuing a concentration in URP:

For URP students **without** a master's degree in Urban and/or Regional Planning (12 credits):

- URP 6061 Planning Administration and Ethics (3 credits)
- URP 6100 Planning Theory and History (3 credits)
- URP 6131 Land Use Planning Law (3 credits)
- URP 6042 Urban Economy (3 credits)

For all students, **with or without** a master's degree in Urban and/or Regional Planning (13 credits):

- **Pedagogy Requirement** (6 credits): Choose two graduate-level pedagogy courses from the College of Education (e.g., EDG6668 "Teaching Adult Learners" or similar) OR choose one graduate-level pedagogy course from the College of Education and take either DCP 7979 with a focus on pedagogy or DCP 7940 with a URP doctoral faculty.
- **External Course Requirement** (6 credits): Take two graduate-level courses outside of the College of DCP. This requirement is in addition to the Pedagogy Requirement above.
- **Doctoral Colloquium Requirement** (1 credit): Take DCP 7794 Doctoral Core 4: Research Assessment and Professional Preparation.
- **Dissertation Formats Accepted**: Traditional and Manuscript

Plan of Study

The Plan of Study is the primary mechanism through which doctoral students, their Supervisory Chair and the Supervisory Committee assure that coursework and other developmental activities necessary to fulfill Ph.D. program requirements are met. Students, in consultation with their Supervisory Chair, should develop an initial Plan of Study by the end of their first semester of coursework. The Plan of Study consists of the required 90 credit hours and must include the core coursework for the College (12 credits), doctoral research (minimum of 15 credits of DCP 7980), coursework in the student's area of concentration, and, if applicable, coursework in the student's minor. Once developed, the initial Plan of Study should be formally submitted to the Ph.D. Program Coordinator.

The Supervisory Committee may add or alter components of the initial Plan of Study to ensure that the planned coursework and experiences will be sufficient for the student to master the program competencies. Any changes require submission of a revised Plan of Study to the Ph.D. Program Coordinator.

Annual Evaluation of Progress

An annual evaluation of each Ph.D. student will be conducted by the Supervisory Chair during the Summer semester of each year. The student and Supervisory Chair will meet for an evaluation of progression annually or additionally, if necessary. At the conclusion of this meeting, the Supervisory Chair and student will complete a written evaluation form documenting their current progress and recommended action, if applicable. The Comments, Rational, and Requirements section of the evaluation must be completed. This evaluation will be sent to the Ph.D. Program Coordinator to be added to the student's file. When an evaluation results in an unsatisfactory progress rating, the Supervisory Chair will notify the Ph.D. Program Director. Students receiving an unsatisfactory rating in consecutive annual evaluations, and/or failing to maintain a B average (3.0) in their coursework may be denied further registration in the Ph.D. Program.

Dissertation Process

Supervisory Chair and Committee

Upon admission to the Ph.D. Program, a faculty advisor will be appointed to each student, who will serve as a primary mentor and Supervisory Chair throughout their graduate studies. By the end of the second semester or completion of 12 or more credits (whichever comes first), a Supervisory Committee should be formed. Together, the Supervisory Chair and Committee will provide focused mentorship for developing the student's scholarship and facilitating successful completion of the program.

The Supervisory Committee must contain a minimum of four members. At least three must be faculty from the College of DCP (including the Supervisory Chair) and at least one member from the UF faculty outside the College. The Supervisory Chair must be affiliated with the academic unit matching the student's area of concentration. A complete listing of faculty in the College of DCP that are eligible to serve as members of a Supervisory Committee can be found here: https://dcp. ufl.edu/academics/phd/#faculty. A special appointment member from another University may be added with written permission of the Supervisory Chair. Students should contact the Ph.D. Program Coordinator for the required paperwork needed for adding a special appointment member.

If a minor is chosen, the Supervisory Committee will include at least one member representing the student's minor. If the student elects more than one minor, each minor area must be represented by a member on the Supervisory Committee. The Supervisory Committee member representing the minor may serve as the external member.

The student is responsible for arranging a meeting with the Supervisory Chair to refine the focus of the student's plan for research. In addition, the student and Supervisory Chair will plan the formation of the Supervisory Committee, development and review of the Individual Development Plan (IDP), and progress towards degree completion.

Qualifying Exam Information

A qualifying examination is required for all doctoral students and is a requirement for admission to candidacy. The qualifying exam has both written and oral components. Successful ***oral presentation*** of an acceptable ***written dissertation proposal***, along with satisfactory ***written responses to exam questions***, together constitute the Ph.D. Program's qualifying examination. The qualifying exam is evaluated entirely by the student's Supervisory Committee. To be eligible for the exam, the student must have:

1. Successfully completed all the required DCP core coursework, as well as area of concentration requirements, without any existing incomplete ("I") grades
2. Received a satisfactory rating on the most recent annual evaluation

3. Received the approval of the Supervisory Chair and Committee to proceed to the qualifying exam
4. Registered for a minimum of 3 credits (in the Fall or Spring semesters) or 2 credits (in the Summer semester), or as required by the terms of any scholarship, fellowship, or assistantship, during the semester that the exam is administered

The qualifying exam is typically taken after the second year of full-time study or equivalent part-time study. There must be a minimum of two semesters between the date of completion of the qualifying exam and the date of the degree conferral. The semester in which the qualifying examination is passed is counted, if the exam occurs before the midpoint of the semester. All work for the Ph.D. degree must be completed within five calendar years after passing the qualifying exam, or the exam must be repeated.

Written Dissertation Proposal

In consultation with their Supervisory Chair and Supervisory Committee, the student will identify a dissertation topic and develop a dissertation proposal. The dissertation proposal is a written description of the research work to be conducted by the student. The proposal allows the Supervisory Committee to assess the student's potential to perform scholarly research.

At a minimum, the proposal must demonstrate the student's ability to identify a relevant research problem, place their research in the context of existing literature and theory, and create a plan to address the research problem. Although there is no required format or length for the research proposal, the main body of the document often includes the following elements:

- A concise statement of the scope and aims of the dissertation topic, the specific problem being addressed in the proposed study, and its importance
- A critical literature review that places the proposed study in the larger context of the field and highlights the relevance and novelty of the proposed work
- A description of the overall research design and methods of inquiry and/or analysis
- A description of any preliminary work performed by the student that supports the feasibility of the proposed study, and an analysis or discussion of such preliminary work
- A summary of the anticipated outcomes of the research and contributions to the field
- A timeline or schedule for completing the proposed study

These elements should be interpreted as suggestions that may be altered when necessary to improve the clarity and legibility of the proposed study. Students should work with their Supervisory Chair and Supervisory Committee to ensure that any deviations produce a more persuasive and better-structured dissertation proposal.

Changes to the proposed dissertation topic made after passing the Qualifying Exam require the completion of an updated written dissertation proposal and approval of the Supervisory Chair and Committee.

Written Examination

Upon review of a submitted written dissertation proposal, the Supervisory Committee will design a written examination to further evaluate the student's understanding of the discipline and capacity to carry out their proposed dissertation research. While each concentration in the College of DCP may administer this exam differently, it generally consists of one or more written products that demonstrate the student's qualifications for doctoral candidacy. Examples of these products include:

- Responses to time limited (e.g., 1-2 weeks) take-home exam questions
- Responses to time limited (e.g., 3 hours) on campus exam questions

Oral Examination

Upon submittal of the written dissertation proposal and written exam responses to the Supervisory Committee, the student may schedule an oral examination. There must be a minimum of two weeks between the date of written submissions and the date of the exam.

For the oral examination, students are typically asked to present and defend their written dissertation proposal and engage in discussion about their area of study and/or research methods with the Supervisory Committee. The oral examination provides an opportunity for the student to amplify, clarify, and verify statements made in the written proposal and written exam, and for the Supervisory Committee to ensure that an appropriate research plan has been developed. At the conclusion of the exam, the Supervisory Committee has the responsibility of deciding whether the student is qualified to continue working towards the doctoral degree and should be admitted to doctoral candidacy. The Supervisory Chair is responsible for informing the Ph.D. Program Coordinator of the outcome of the qualifying exam.

There are three possible outcomes of the qualifying examination: *Pass*, *Conditional Pass*, and *Fail*.

- A **Pass** decision grants admission to Ph.D. candidacy.
- A **Conditional Pass** decision requires that a set of conditions, typically revisions to the written dissertation proposal, be established by the Supervisory Committee, with a due date by which those conditions must be fulfilled. Upon satisfactory completion by the due date, the Supervisory Chair will enter a Pass decision; otherwise, it will become a Fail.
- A **Fail** decision means that the Supervisory Committee has deemed that the oral presentation and/or written dissertation proposal are insufficient for admission to Ph.D. candidacy. At the discretion of their Supervisory Committee, the student may be given an opportunity to re-take the qualifying exam, in part or in its entirety, in the next semester. Failure to successfully pass the qualifying exam for the second time means that the student will not be allowed to continue in the Ph.D. Program, and may either consider other degree options in their concentration or withdraw from the program.

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 approval is based on the academic record of the student, the Supervisory Committee's satisfaction with the dissertation topic and the results of the qualifying examination, both of which demonstrate the student's overall fitness for candidacy. Application for admission to candidacy should be made immediately after the student passes the qualifying examination and has a dissertation topic approved by their Supervisory Committee. A student may register for DCP 7980 (i.e., "Research for Dissertation") only after he or she is admitted to candidacy for a doctoral degree.

Dissertation Options and Requirements

An approved dissertation is a requirement of the Ph.D. degree. The Ph.D. dissertation must be acceptable in both format and content to the student's Supervisory Committee and to the Graduate School.

A **traditional dissertation** is prepared as an integrated scholarly report. The chapters of this report capture the motivation, literature review, guiding theories, research design and methods, results, discussion, future work, implications, and general conclusions from the student's dissertation research. The student consults with their Supervisory Chair on the appropriate chapter structure for the dissertation based on the research study type (e.g., quantitative or case-based).

Some concentrations within the academic units of the College may allow a **non-traditional dissertation**, referred to as the "manuscript option." This option allows for submitted, accepted, or published manuscripts to become part of the doctoral dissertation. The student works with the Supervisory Committee to determine the focus and content of at least three manuscripts and the peer-reviewed journals to which the manuscripts will be submitted, accepted, or published before the final defense date. At least one manuscript must be data-based and report the primary results of the student's dissertation research. The remaining manuscripts may also be data-based or focused on related scholarly topics, such as integrative literature review, conceptual analysis or theoretical development, methodological issues, research instrument development, or applications of the research findings to practice. Publications authored by the student prior to passing the qualifying exam may be included with the Supervisory Committee's approval.

When pursuing the manuscript option, there are several additional guidelines:

- To receive a "Satisfactory" grade for DCP 7980 credits taken during semester in which the dissertation defense takes place, **all** manuscripts must have been submitted for publication.
- The student must be the lead or first author on each manuscript. Supervisory Committee members who made contributions to the manuscript should be included as co-authors.

- The dissertation must be able to stand as one body of work. While each manuscript will become its own chapter or part of another chapter, the dissertation must also include anintroduction chapter and conclusion chapter. At the time of publication, the student assigns copyrights to the publishing journal. The
student must obtain written permission from the copyright holder to include the material in the dissertation. Students who publish in Open Access journals retain copyrights to the manuscript.

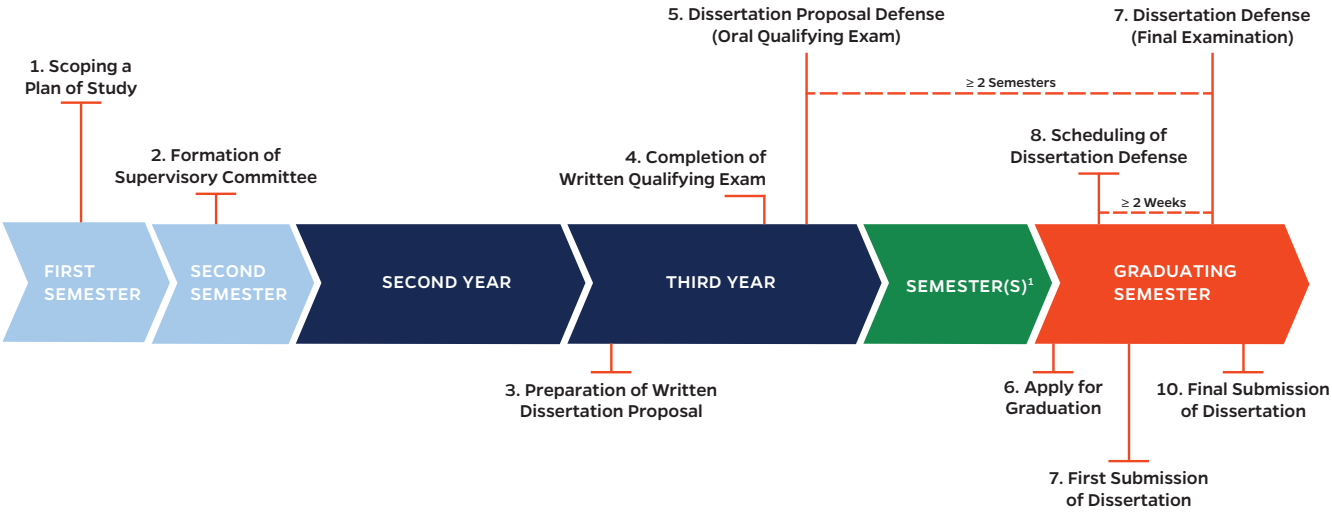
Individual academic units may provide further clarification on these guidelines and/or impose stricter publication requirements (see *Concentration Requirements*). Regardless of format, the student is responsible for submitting their doctoral dissertation to the Supervisory Committee no later than two weeks before their scheduled dissertation defense.

Final Examination

A final examination is required for the Ph.D. degree. This exam includes, but may not be limited to, the oral defense of the dissertation. The final exam evaluates the originality, quality, and rigor of the dissertation work, as well as the student's proficiency and general knowledge in their field of study. The student may take the final exam after completing all other degree requirements and submitting their written Ph.D. dissertation to their Supervisory Committee. Final examinations are expected to be conducted in person. In extenuating circumstances, one or more Supervisory Committee members may attend remotely, provided that a petition is submitted to and approved by the Program Director prior to the dissertation defense (see Physical Presence). All other Supervisory Committee members may attend remotely. At the conclusion of the dissertation defense, the Supervisory Committee has the responsibility of deciding whether the student has satisfactorily completed the requirements for the degree.

Dissertation defenses are open to the public, and an announcement will be made to all faculty and graduate students in the College at least two weeks prior to the scheduled defense. The student is responsible for providing the Ph.D. Program Coordinator with the details of their exam, including the title of their dissertation, the names of the Supervisory Chair and Supervisory Committee members, and the specific date, time, and room in which the defense will occur. The final exam may not be scheduled earlier than the semester preceding the semester in which the degree is conferred.

Suggested Timeline



[1] Exact number of semester(s) depends on the coursework and research of the student

Maximum time to complettion: within seven years, begininning with the registration for graduate courses in the Ph.D. program

Graduating Semester

Between the successful completion of the Qualifying Exam and the date of degree conferral, there must be a minimum of two semesters. The semester in which the Qualifying Exam is passed is counted towards that minimum, provided that the examination occurs before the midpoint of the semester.

Students are responsible for meeting all requirements and observing **every deadline**. A complete list of deadlines and checklist information can be found under the "Academics" and "Graduation" links in the left menu of the Graduate School website: graduateschool.ufl.edu.

Graduation Checklist:

Submission of Dissertation:

- Submit a degree application through ONE.UF for the semester in which you intend to graduate before the posted deadline. Note that degree applications do not carry over from previous semesters.
  For detailed guidance, please review the submission tutorials provided by the editorial office: it.ufl.edu/helpdesk/graduate-resources/online-tutorials/

- Contact the Ph.D. Program Coordinator to obtain and submit the transmittal letter. You will be unable to make the submission without the transmittal letter signed and submitted, so please ensure adequate time for processing of this form.
- Submit your Dissertation document in electronic format (i.e., PDF) before the posted deadline. The document you submit must be a near-final version and must be formatted entirely using the templates provided by the Help Desk Thesis and Dissertation (T&D) Support to successfully meet the first submission deadline. We recommend troubleshooting your Dissertation document with the T&D Support prior to submission to ensure you are not rejected for not complying with requirements.
- Include a full sample article from the journal, whose reference system you used as a model when formatting your Dissertation document's reference list. Attach this as a support file within the Editorial Package portal found within the Graduate Information Management System (GIMS) upon your first submission of your Dissertation.

The Editorial office will advise, via email, if you have successfully met the requirements. If rejected, you may only have until the close of business on the deadline day to remedy any errors. After the submission and within 15 business days, you will receive another email with required and recommended changes and instruction for the final submission. **Do not wait until the deadline to submit**, as there are several hundred students in the process each semester. Please get your submissions in early, at least five business days in advance of all deadlines.

Dissertation Defense (Final Examination):

- Notify the Ph.D. Program Coordinator, using the Dissertation Defense Qualtrics, at least two weeks prior to the with the details of their exam, including the title of their dissertation, the names of the Supervisory Chair and Supervisory Committee members, and the specific date, time, and room in which the defense will occur.

Pre-Term Approval Information

Students who have successfully met all published Graduate School submission deadlines, except for the final submission and/or the final clearance deadline are eligible to obtain Pre-Term Approval to the upcoming semester (formerly referred to as "Clear Prior" status). Pre-Term Approval gives students the option to finish their degree requirements after the published deadlines for the current semester, but before the start of the next semester. With Pre-Term Approval, students are exempt from registration for the semester in which the degree will be awarded. Although not required to register during the semester of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

A student requesting to Pre-Term Approval must complete ALL of the following steps:

1. Student applies for Pre-Term Approval by the Pre-Term Approval: Application Deadline.
2. Students completes their dissertation defense before submitting their dissertation to the Graduate School.
3. Student completes dissertation submission to the Graduate School by the Pre-Term Approval: Thesis/Dissertation Defense & Submission deadline.
4. Student receives final approval from the Graduate School by the Pre-Term Approval: Final deadline.
5. Student successfully submits a degree application in ONE.UF for their graduating term.

In addition, students must also have meet the following criteria:

- Student has appropriately satisfied the current term registration requirements.
- Student has met all other degree and administrative requirements, within the published deadlines for the current termFor any other information concerning the clear prior process, it is recommended that you reach out to the Graduate School Editorial Office.
- For any other information concerning the Pre-Term Approval process, it is recommended that you reach out to the Graduate School Editorial Office.

Other Guidelines and Regulations

Grades

The only passing grades for doctoral students are A, A-, B+, B, B-, and S. Grades of C+ and C count toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A. Grade points are not given for S and U grades, which means that S and U grades are NOT used to calculate grade point averages. All letter-graded courses are eligible to count toward the graduate degree, except 1000 and 2000 level courses, and used to calculate the cumulative grade-point average.

Incomplete Grades

"Incomplete" grades ("I") should be resolved as soon as possible. "I" grades carry no grade points and will automatically be converted to a failing grade (i.e., "E" or "U") after 150 days. All incomplete grades must be resolved before the student is eligible for taking the Qualifying Examination and for graduation. Students with 6 or more credits of "I" grades in DCP 7979 or DCP 7980 will not be permitted to register for further DCP 7979 or DCP 7980 credits until the incomplete grades are resolved.

Satisfactory/Unsatisfactory

Grades of satisfactory (S) and unsatisfactory (U) are the only grades awarded in courses numbered DCP 7940 (i.e., "Supervised Teaching"), DCP 7979 (i.e., "Advanced Research"), DCP 7980 (i.e., "Doctoral Research"). Additional courses for which "S" and "U" grades apply are noted in the Graduate Catalog.

Physical Presence

For examinations requiring that students meet with their Supervisory Committee (e.g., oral dissertation proposal defense and final defense of the dissertation), the student and members of the Supervisory Committee should plan to attend in person. However, one or more Supervisory Committee members 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 use this DocuSign form to petition for one or more members to attend remotely.

Transfer of Credits

The Ph.D. degree requires at least 90 credits beyond the bachelor's degree or a minimum of 60 credits beyond an accredited and awarded master's degree, formally acknowledged via the Master's Degree Acknowledgment (MDA) process. The MDA is a formalized process to acknowledge the content, level, relevancy, and contribution of a student's prior earned master's degree earned at a non-UF institution or in another field of study within UF to the specific

student's doctoral program of study at the University of Florida. The Supervisory Chair must conduct a holistic review of the student's official records and transcripts to specifically evaluate the previously awarded master's degree, considering the age of the degree, curricular level, grades, and grading schemes. Note that international degrees may have timelines and curricula differing from UF standards.

The following guidelines apply to the MDA process:

- The degree must have been determined by the Office of Admissions to be an accredited master's degree or equivalent to an accredited master's degree for international degrees. This determination by the Office of Admissions is documented in the student's record and marked as final, official, and complete with official transcript documents viewable in the student's record.
- The student's committee chair must holistically review the content, age, relevancy, and rigor of the master's program. An MDA is not required for a master's degree earned at UF in the same major. If fewer than 30 credits are deemed more appropriate by advising faculty, an individual course-by-course request may be submitted. For master's degrees awarded outside the U.S. the course-by-course request will require a course credit evaluation from any member of the National Association of Credential Evaluations Services. Faculty cannot initiate an MDA until the final transcripts have been received and reviewed by Admissions. Faculty can request an MDA for a master's with courses older than 7 years if their holistic review indicates the content is still relevant or the student has used the information daily in their work.
- The MDA must be submitted prior to the qualifying examination and will be documented in the student's Student Information System record, and is subject to review by the college and approval by the Graduate School. This decision is final and cannot be reversed at a later date.

Any courses beyond a master's degree taken at another university to be requested to be applied to the DCP doctoral degree must be taken at an institution offering an equivalent doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better, and must be demonstrated to relate directly to the degree being sought. The maximum transfer allowance is 15 credits.

Changes in Supervisory Committee

Changes in membership of the Supervisory Committee may be made after formation, but may not be made during the administration of the Qualifying Exam or during the final semester of study. Changes made after the student's admission to candidacy may result in the student being required to re-take all or part of the Qualifying Exam, at the discretion of their Supervisory Committee.

Please use this DocuSign form to make changes to your Supervisory Committee.

Leave of Absence

Continuous registration is expected for all doctoral students. A leave of absence for more than one semester may be granted under special circumstances with the written approval from the student's Supervisory Chair. Students granted a leave of absence for three or more consecutive semesters (including summers) must reapply for admission to the Ph.D. Program when returning. See Readmission.

Readmission

This information applies only to students admitted to a graduate program who have attended the University: 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. For more information regarding the readmission process, please visit: admissions.ufl.edu/apply/readmission.

Time Limitations

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

Travel Awards

DCP offers travel awards to support travel for graduate students in the Ph.D. Program who are presenting their original research at significant conferences in their field. These travel awards require the formal acceptance of their presentation and/or conference paper prior to disbursement, as well as a brief report upon return from the conference. Support will be allocated periodically based on the availability of funds and the following guidelines:

Eligibility:

- Applicant must be a currently enrolled graduate student in the Ph.D. Program in DCP
- Applicant must be a Ph.D. candidate (i.e., passed their Qualifying Exam), but not yet have completed their final Dissertation Defense
- Applicant must obtain partial financial support from their Supervisory Chair (if available) and/or concentration unit. Applications lacking this support will not be considered.

Requirements:

- Applicant must apply at least three weeks before the start of travel and no later than May 15th for June, July, and August travel. Due to the administration procedures for approval and release of funds, applicants are encouraged to apply early.
- The student's Supervisory Chair and/or concentration unit must confirm and approve their partial financial support before applications will be considered.
- Applicant must submit a brief report (1-page maximum) to the Ph.D. Program Coordinator describing the outcome of their travel within 2-weeks of returning from the conference.

Limitations:

- Only one application is permitted per Supervisory Chair per academic year. Multiple students with the same Supervisory Chair cannot not all receive a DCP travel award in the same year.
- A student may receive a DCP travel award only once while completing their degree.
- Once approvals are received, the travel award funds will be transferred to the student's Bursar account. This award is distributed as a scholarship. If there are any outstanding charges on your student account, the scholarship may be applied to these charges.

To submit an application, please use this DocuSign form.

Registration

The typical course-loads for full-time doctoral students not receiving a Graduate Assistanship appointment are 12-credits in Fall and Spring semesters, and 8 credits in Summer semesters (4 cr. each in Summer A/B, or 8 cr. in Summer C). For students receiving a Graduate Assistantship appointment, the typical full-time course loads are 9-credits in Fall and Spring Semesters, and 6 credits in Summer semesters (3 cr. each in Summer A/B, or 6 cr. in Summer C). For part-time students, the minimum registration is 3 credits in Fall and Spring semesters, and 2 credits in either Summer A, B, or C semesters.

Students can register themselves for most graduate-level courses via ONE.UF during their registration window each semester.

For the following courses controlled by the PhD Program, students should email the PhD Program Coordinator prior to the start of the semester to register:

- DCP 7790 (Doctoral Core 1), offered in Fall semesters
- DCP 7911 (Doctoral Core 2), offered in Spring semesters
- DCP 7981 (Doctoral Core 3), offered in Fall semesters
- DCP 7794 (Doctoral Core 4), offered in Spring semesters

For the following courses controlled by the PhD Program, students should complete this DocuSign form prior to the start of the semester to register:

- DCP 7979 (Advanced Research)
- DCP 7980 (Doctoral Research)
- DCP 6905 (Independent Study)
- DCP 7940 (Supervised Teaching)
- DCP 7949 (Professional Internship)