

**Joint PhD Program in Urban Systems
PhD Student Handbook**

**New Jersey Institute of Technology
Rutgers University-Newark
University of Medicine and Dentistry of New Jersey**

Revised 9/07

Dear Doctoral Students:

This Doctoral Student Handbook for the Ph.D. Program in Urban Systems has been compiled to help students understand and function in three complex and sometimes perplexing academic systems: New Jersey Institute of Technology-Rutgers University, Newark-University of Medicine and Dentistry of New Jersey.

This PhD Program in Urban Systems is the first cross-sectoral doctoral program in the social sciences to draw upon the combined strengths of New Jersey's three senior public research universities. Students enjoy the rich resources of the partner institutions, including faculty, research programs, libraries, and computer facilities. In addition, Newark - a rich, multicultural urban environment - serves as the host community for the program. Northern New Jersey and the Greater Metropolitan Area provide a natural laboratory in which students may pursue challenging research opportunities.

The current program has a 72-credit curriculum with three specializations: (1) urban health, (2) urban environments, and (3) urban educational policy. Program faculty have academic expertise in a broad range of disciplines, including the social sciences (anthropology, sociology, psychology and political science), architecture and urban planning, education, nursing and other health disciplines, and research and statistical methods.

The policies and procedures herein are subject to change and may be superseded by action of the Program Director and the faculty. When such change occurs, updated information will be provided in the form of substitute pages and you will be notified by email. The updated web page will also reflect the change.

Additional references, which contain policies for the Doctoral Program, include the following:

New Jersey Institute of Technology Web Site
Urban Systems Web Site
New Jersey Institute of Technology Graduate Catalog

If you have any questions about material in this handbook, please feel free to contact my office,

Best wishes,
Karen A. Franck, PhD
Program Director

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I. Overview of Doctoral Program

The Doctor of Philosophy (Ph.D.) Program in Urban Systems is a jointly sponsored program of the University of Medicine and Dentistry of New Jersey (UMDNJ)-Newark, Rutgers-The State University of New Jersey, Newark, and New Jersey Institute of Technology (NJIT). The program is designed to generate new and refined interdisciplinary knowledge based on a cross-sectoral framework of urban systems. Its purpose is to prepare scholars, researchers and administrators who will advance the theoretical and empirical basis for urban systems practice and provide visionary leadership to the fields of health, education and the environment

Underlying Beliefs

The program is built upon the unique strengths of New Jersey's three senior public research universities. The mission of the program is to prepare experts to develop a knowledge base in urban systems, which is grounded in research, and to participate in the development, implementation, analysis and evaluation of policy and services for urban populations. Graduates of this program are expected to have a positive impact on urban residents as well as the systems and policies that affect them.

The objectives of the Joint Ph.D. Program in Urban Systems are to educate researchers to:

1. develop a knowledge base in urban systems through original research,
2. incorporate knowledge that is derived from the social sciences into research that is relevant to urban services, planning, and policy,
3. draw upon relevant conceptual frameworks of the social sciences and humanities to the improve urban public and community life, and
4. initiate, facilitate and participate in collaborative endeavors related to the theoretical, conceptual and practical aspects of urban systems and populations.

Program of Study

The program is a minimum of 72-credit program with three specializations: (1) urban health, (2) urban environments, and (3) urban educational policy. Specific full-time and part-time curriculum plans are tailored through advisement to facilitate academic progression. Program faculty have a wide range of academic backgrounds, including the health sciences, public administration, political science, economics, planning and policy, humanities and social sciences, architecture, history, management, information systems and computer science and statistics.

The program has four components: a 18-credit program core, a 12-credit research core, a 18-credit specialization core, and a 24-credit dissertation advisement and preparation.

The core curriculum provides students with the opportunity to build upon their academic and experiential backgrounds through foundational courses in urban health, urban environment and urban education. Core courses offer opportunities to gain knowledge and strong understanding of the issues, assumptions, theories and methods of urban education, environment, and health.

The core research courses build on previous research knowledge and expand the scope and breadth of research design and statistical methods.

II. General Requirements

Minimum Credits Required

Requirements for a doctor of philosophy are a minimum of 72 credits beyond the bachelor's degree. Students are required to complete a minimum of 48-semester credits beyond an appropriate prior master's degree. These students entering with a Master's degree in an unrelated area will have credit requirements evaluated on a case-by-case basis but will have to complete at least 48 credits beyond the master's degree. Graduate credits earned at other institutions may be offered in partial fulfillment of requirements for the doctoral program in urban systems. Courses offered for transfer credit are evaluated individually by the Doctoral Program Director and in collaboration with the specialization coordinator relative to Graduate School requirements, program requirements and the students' Plan of Study.

In addition to the overall credit requirements, the urban environments specialization includes the following minimum requirements:

- For those entering the program with a master's degree, 48-credits of course work beyond the master's degree of which at least 12 credits must be at the doctoral level.
- Students, who wish to complete a master's degree while pursuing a doctorate, must apply for admission to the master's program, and satisfy all requirements for the master's degree, including any thesis or project requirements.

Students who are entering with a bachelor's degree or unrelated master's degree may have a program study plan that is similar to the following requirements:

<i>Course Requirements</i>	<i>Course Credit Sequence (minimum)</i>
<i>Core Courses</i>	<i>18</i>
<i>Research Core Courses</i>	<i>12</i>
<i>Specialization Core Courses/Electives</i>	<i>18</i>
<i>Dissertation</i>	<i>24</i>
<i>Total Credits for Graduation</i>	<i>72 credits</i>

Faculty Advisors will review transcripts with newly admitted students entering with an appropriate prior master's degree to establish a study plan. Students may request course credits from their master's degree be considered to establish their Plan of Study when their master's level courses are comparable in content and focus to the courses in the Urban Systems core. A student's Plan of Study with a related master's degree may typically have the following requirements:

<i>Course Requirements</i>	<i>Course Credit Sequence</i>	<i>Taken as part of Program of Study</i>	<i>Credit for Master's level program</i>
<i>Core Courses</i>	<i>18</i>	<i>0</i>	<i>18</i>
<i>Research Core Courses</i>	<i>12</i>	<i>9</i>	<i>3</i>
<i>Specialization Core Courses/Electives</i>	<i>18</i>	<i>18</i>	
<i>Dissertation Advisement</i>	<i>24</i>	<i>24</i>	
<i>Total Credits for Graduation</i>	<i>72</i>	<i>48</i>	

Doctoral Qualifying Examination

Students must pass a qualifying examination within 3 years of being admitted into the doctoral program. Students are only permitted to take the examination twice. Within one semester of completion of all core courses (including all research core courses), each student will schedule a one-day, in class, written examination to be administered by a faculty member of the Ph.D. Program.

Research Proposal Submission

Doctoral students are required to select a Dissertation Advisor, form a dissertation committee, and receive approval of a research proposal within one year of passing the qualifying examinations.

Doctoral Candidacy

Doctoral candidates are students who have completed all other requirements for the Ph.D. degree except for completion of the dissertation and the dissertation defense. This includes, as a minimum, passage of the doctoral qualifying examination, approval of the research proposal and completion of all course work. Status as a doctoral candidate does not imply candidacy for the degree.

Length of Time to Complete Requirements

The student has a maximum of 7 years within which to complete the degree. If extenuating circumstances occurs, permission can be sought for an extension.

Cumulative Grade Point Average

Students must maintain a minimum cumulative grade point average of 3.0 (on a scale of 4.0 scale) throughout the program. Some forms of financial support may require a higher grade point average. The Faculty Advisor, who is responsible for notifying the Doctoral Program Director, evaluates student progress at the end of each semester of study. NJIT Graduate Studies Office is also notified if a student's academic status is in jeopardy.

III. Plan of Study

Each student works collaboratively with his/her Faculty Advisor to create a Plan of Study that constitutes a unified program that fits within the framework of the doctoral program requirements and meets the student's research interests and career goals. The Plan of Study is designed and submitted to the Program Director for approval prior to the student's registering for elective and/or specialty courses. The Faculty Advisor signs annual plans. The Plan of Study is to be submitted to the Director of the Doctoral Program at the earliest opportunity after 18 or more credits have been completed. Descriptions of the major components of the doctoral program are included below (*Attachment A: Proposed Plan of Study Form*).

- 18-credits of Program Core Courses:
- 12-credits Research Core Courses:
- 18-credits Urban Systems Specialization Courses
 - Urban Health
 - Urban Environments
 - Urban Educational Policy
- 24-credits of Dissertation Advisement

Each student must complete an independent original research project to be communicated in a written dissertation. The research must address a question of significance to urban systems.

Course Descriptions

Required Program Core Courses (18 Credits):

Urban Systems I: Evolution of the American Metropolis (3 Credits)

Urban Systems I encompasses the growth and development of American communities from early stages of European settlement to the present, with emphasis on the late nineteenth and twentieth centuries. It examines the historical evolution of cities, including the social, demographic, political and economic forces which shaped them. The primary unifying theme is the expanding role of government over the late nineteenth and twentieth centuries, including public sanitation, health, education and city planning. The course will strive to develop a historically based conceptual foundation on which to ground studies of contemporary issues and concerns in urban health, urban environment and urban education. In this regard it will consider factual and descriptive elements of urban and metropolitan history as well as examination of a number of theoretical and explanatory theses. For example, the transition from Jeffersonian and Jacksonian notions of laissez faire capitalism to the Keynesian concepts

of the social welfare state will be investigated. A fundamental pedagogical purpose of the course is to instill in doctoral students an effective grasp of the ways in which historical scholarship informs our knowledge of the contemporary dynamics of urban and metropolitan growth and change.

Urban Systems II: The Development of U.S. Urban Populations and Trends (3 Credits)

The overriding goal of this course is to provide Urban Systems doctoral students with a social science based understanding of the past, present and future of today's demographically and culturally diverse population in the U.S. cities. The course builds on prior content provided in Urban Systems I. At the core of the course are the affluent urbanites, migration, culture, politics and economics. The focus is on the micro-level phenomena (including crime, the "code of the street", neighborhood politics and community building) and how these relate to the macro-level factors (economics, political and ideological). The course examines how culture, migration, civil rights and welfare policies, and economics have influenced the demographic composition of American cities and the capacity of city residents to create and maintain vital and productive places to live.

Urban Systems III: Globalization, International Migration and Contemporary Cities (3 Credits)

This course examines the process of globalization and how it affects both the form and function of cities worldwide. Since 1970's, globalization has affected major changes in the world in forms of technology, communications, and function of cities. While similar physical, cultural, and social patterns have been developed in cities around the world, there have also been new and distinct cultural and economic spaces that have been created in various global cities. Based on historical, economic, and sociological analysis, this course will compare globalization process in cities from countries in Africa, Asia, and the Americas. It will investigate what characteristics of globalization affect cities, how they operate in historical context, and what benefits and harms they produce in contemporary cities. Using theories developed in fields such as history, sociology, political science, urban studies, health, and architecture, we analyze where, why and how such new globalization patterns emerge. Moreover, the course will explore and critique the impact of globalization on cities as well as investigate policy implications for improving the housing, health, and education systems in global cities.

The Good City: Environmental Design and The Quality of Metropolitan Life (3 Credits)

As we move into the 21st century, the "good city" is as illusive as ever. Yet now, planners, architects, urban designers and many citizens recognize that what was once deemed good, and was widely built, has generated serious problems. For example, neither low density, single-use, residential suburbs dependent on the automobile nor high density residential towers in urban open space have proved to be the ideas envisioned. Why is that? Why were they considered good? What are the alternatives? And what are other aspects of the "good city" that are being proposed and implemented today? In addressing these questions, it is essential to examine the goals and values that always shape both our vision of the good city and our critiques of the visions of others.

The purpose of this course is to introduce all Urban Systems doctoral students to the various ways in which architects, urban designers and planners have sought to improve the quality of everyday life in urban and suburban environments through the design of the built environment, both at the scale of neighborhoods and communities and at the scale of buildings. The emphasis is on the manipulation of built form, transportation, and public space as responses to perceived problems. Key topic areas are housing and neighborhoods, public space, schools, hospitals, transportation. Students will come to understand what problems were recognized, the design solutions proposed and /or implemented, and the critiques and consequences that ensued

Determinants and Health Status in Urban Health(3 Credits)

This interdisciplinary course examines the determinants and consequences of health status in urban populations. Health is an outcome of micro-macro-level factors, including those that operate at the level of the individual, family, neighborhood, community, state and nation. Analysis will include the effect on health status of government policies, economics, demography and community characteristics. Ethics of access, funding and inequality will be explored. The examination of the effect of poor mental and physical health on the development of human capital, poverty, community organization and local government is particularly relevant to understanding urban health. Child health and family health problems will be examined in the context of urban environment's contribution to issues such as infant mortality, asthma, lead poisoning, nutritional deficiencies and violence. Current health issues such as HIV/AIDS, sexually transmitted diseases, tuberculosis and substance abuse will be explored with a focus on the evaluation of current research in urban environments. The course considers innovative policies and practices that can lead to improvements in health status and human capital formation.

Urban Educational Systems: Schools & Communities in the Contemporary World (3 Credits)

This course provides an examination of urban educational systems both in the United States and internationally. Focusing on the organizational structure and processes of urban schools and districts, the course examines the ways in which educational systems affect students living in cities. Using sociological, historical, political and economic analyses, students will explore the interrelationship among educational, political, economic, and cultural systems. This course will analyze how urban education is related to larger structural processes such as de-industrialization, globalization, immigration, and demographic changes. Finally, students will explore how federal and state policies and legislation affect urban education.

Required Research Core (12 Credits):

Research Seminar I: Qualitative Research

The purpose of this course is to introduce doctoral students to the philosophy and methods of qualitative research. Through an examination of the evolution of qualitative methodology, the various forms of qualitative research, the ways to conduct qualitative inquiry, and examples of various qualitative methods, students will understand how to conduct qualitative inquiry

Research Seminar II: Quantitative Methods

This is an advanced course in quantitative, social science research methods. Together, the students and instructor critically examine a large number of peer reviewed journal articles with the goal of enhancing the student's understanding of the logic and application of quantitative research methods.

Geographical Information Systems

Geographical/land information systems GIS/LIS is a computerized system capable of storing, manipulating and using spatial data describing location and significant properties of the earth's surface. GIS is an interdisciplinary technology used for studying and mapping land use issues, land resource assessment, environmental monitoring and hazard/toxic waste control. Introduces this emerging technology and its application

Research Elective By Advisement (3 Credits)

Urban Environments Specialization Courses

(18 Credits: 9 Required as noted below and 9 Credits of Electives)

Urban Forms in History

This course examines two essential urban spaces, the street and the square, from Greek antiquity to the 1950s. It is not a comprehensive survey, but a focus on case studies drawn from European and American cities and arranged chronologically. Although form analysis will constitute the core of our discussions, historical, social, political, economic, and cultural issues will also be investigated. We will be concerned with the meanings behind the particular urban elements, as much as their physical, operational, and functional aspects within the greater format of the city. Hence, we will consider specific streets and squares within the matrix of the overall urban structure. Throughout, references will be made to contemporary urban design theory and practice.

The first step is the familiarization with general literature and approaches to the study of these urban elements. We will then focus on case studies. Students will choose sample streets and squares from the cities listed in the syllabus and analyze them thoroughly. They are expected to generate and lead class discussions.

Elements of Infrastructure Planning (3 credits)

This course provides an introductory survey of the basic principles, operation and design of physical infrastructure systems including roads, public transportation, community facilities, public open space, surface drainage, and electric, gas, water, waste disposal and telecommunications services.

Architectural Perspectives in Urban Research (3 Credits)

This course focuses on the description and application of a variety of research methods used in architectural and urban research. Our purpose is to understand these methods, to learn to use them and to evaluate their use by others. While the focus is on the methods themselves, they can only be fully understood by also considering the conceptual frameworks and assumptions from which they arise and the kinds of findings and interpretations they produce. The methods thus become a kind of lens for looking into these other domains and, accordingly, for gaining insight into some of the theorized and the documented interconnections among people, daily life, architecture and urban settings. It is intended that students will use the material in it, particularly the course project, to develop dissertation topics and approaches.

Urban Educational Policy Specialization Courses (18 Credits: 9 Required as noted below and 9 Credits of Electives)

26:310:602: Sociology of Urban Education (3 Credits)

This course provides an examination of the contributions of the sociology of education to understanding urban educational problems and urban school improvement. Beginning with the classical theoretical traditions of the field, functionalism, conflict theory, and interactionist theory, and empirical research in the field, students explore how sociological theory and research has contributed to the analysis of urban schooling, with specific reference to issues of race, class, gender and ethnicity.

26:310:601: History of Urban Education (3 Credits)

This course provides an examination of the history of urban education in the United States. Through an exploration of the development of urban school systems in the late 19th and early 20th centuries, through the rise and decline of urban schools by the 1960s, to the development of urban educational policies designed to improve urban schools from the 1990s into the 21st century, the course provides a historical foundation for understanding urban educational policy. Among the topics discussed are: the urbanization of city education; the rise of bureaucracy and scientific management; the Progressive Era and urban education; suburbanization and its effects on urban schools; desegregation and urban schooling; de-industrialization and its effects on urban schools; issues of equity versus excellence; urban educational reform from the 1990s to present; issues of race, class, gender and ethnicity in historical perspective.

26:310:603: Urban Educational Policy and School Improvement (3 Credits)

This course provides an overview of major issues and controversies in urban educational policy. Through a historical, sociological, and political analysis of educational problems, the course explores a variety of policy initiatives and reforms, including curriculum and learning standards, school choice, tuition vouchers, charter schools, privatization, and whole school reform. Through an analysis of case studies of urban Abbott districts in New Jersey, including the three state take over districts, Jersey City, Paterson, and Newark, this course provides prospective administrators with an understanding of the complexities of urban school reform and improvement.

Urban Health Systems Specialization Courses
(18 Credits: 9 Required as noted below and 9 Credits of Electives)

US6002 Urban Health Systems: History, Structure and Challenges (3 Credits)

This course focuses on social and political forces in the development of urban health systems, primarily in the United States. The course is organized into three major sectors: the development of the health care system; critique of the health care system; and key issues in urban health. Beginning with a survey of historical forces leading to the creation of the current system, the course focuses on concepts derived from sociology, political science and economics that facilitates the analysis of current issues in the organization, structure and functioning of the current system as well as the outlook for the future. Such concepts include but are not limited to professionalization and deprofessionalization, social stratification, power, professional dominance, deviance and social control. Current issues such as inequality in access to health care, distribution of health manpower, quality and funding of health care institutions, and the impact of changes in population size, distribution and structure will be used to illustrate and test basic theoretical understandings and approaches.

UHS 6201: Social and Cultural Construction of Health and Illness (3 Credits)

This course describes the social and cultural factors that influence how individuals organized, define and experience illness; engage in illness prevention; seek treatment; and interact with the formal and informal medical systems.

UHS 6203 Urban Health Program Evaluation (3 Credits)

This course is designed to provide students with a framework for understanding program evaluation and facilitating integration of evaluation in health services programs. Content will address both the art and science of evaluation and topics will include discussion of goals, methodologies, standards, and address misconceptions regarding the evaluation process. The emphasis is on practical, ongoing evaluation strategies that involve all program stakeholders, not just evaluation experts.

IV. Advisement

Role of the Faculty Advisor

The Faculty Advisor is a vital link between the entering student and the doctoral program. The Faculty Advisor plays an important role in orienting the student to the Joint PhD Urban Systems Program and the respective academic institutions, assisting with clarification of goals, helping the student to structure a meaningful and integrated course progression, and monitoring the student's advancement in and adjustment to doctoral study. Each specialization track coordinator will be responsible for PhD student advisement or will assign specific faculty members to do so. The specific responsibilities of the Faculty Advisor are to:

- Interpret to the student the doctoral program design, requirements and policies.
- Assist the student in planning objectives for doctoral study and clarifying career goals.
- Assist the student in planning his/her program of study in accordance with the program requirements, individual research interests and career goals.
- Assist the student with registration procedures.
- Approve and sign, where appropriate, all registration materials, drop-add forms and other records.
- Monitor the student's academic progress through communication and discussion with faculty who teach doctoral courses, the reviewing of grades and grade point averages, and meetings with the student on a regular basis.
- Maintain student records, including:
 - Advisement and progression
 - Notation of special advisement consultations, phone calls, emails, etc
 - Assist the student in selecting a dissertation topic (general area for the research) and Dissertation Advisor.
- Forward the student's file to the Dissertation Advisor.
- Determine the student's readiness to take the comprehensive examination.
- Potentially serve as a member of the committee that administers the candidacy examination to the student and
- Maintain, in collaboration with the student, the Program Plan of Study.

Student Responsibilities with Respect to Advisement

Each specialization track coordinator will be responsible for PhD student advisement or for assigning specific faculty members to do so. The student is responsible for the following:

- Contacting Faculty Advisor for advisement prior to each semester registration in order for the registration hold to be removed for on-line registration.
- Communicating regularly with his/her Faculty Advisor regarding progress, goals and plans.
- Initiating contact with faculty members whom the student is considering as a Dissertation Advisor.

- Selecting, in collaboration with Faculty Advisor, a Dissertation Advisor.
- Initiating contact with faculty members being considered as members of the Dissertation Committee.
 - Selecting in collaboration with the Dissertation Advisor and subject to approval by the Director of the Doctoral Program, members of his/her Dissertation Committee prior to registering for elective/specialty courses.
 - Becoming familiar with and complying with all relevant policies and procedures as set forth in the NJIT Graduate Studies catalog and Urban Systems Doctoral Program Handbook.
 - Report problems that delay progression in completing degree requirements to the Director of the Doctoral Program and the Graduate Studies Office
 - Request appropriate approval of the Director of the Doctoral Program and, if necessary, of ultimately the Graduate Studies Office, where unusual problems have been encountered in meeting specific deadlines.

V. Progression

Registration Procedure

The student must meet with their Faculty Advisor for planning purposes prior to the registration period each semester. Registration is required each semester. The Registrar's Office is located in the NJIT Student Services Mall, on the ground floor of the parking facility. The office is open when classes are in session, Monday through Thursday, from 8:30 a. m. to 6 p. m. and Friday, 8:30 a.m. to 4:30 p.m. Registration procedures for each category of student are listed below.

NJIT has a self-registration system that obligates all students currently enrolled in graduate degree programs to register in advance for their courses. All admitted students register on-line via the registrar's Web site at www.njit.edu/Registrar after consulting or meeting with their faculty advisor. Rutgers coursework does require in-person cross-registration in accordance with NJIT-Rutgers policy. Registration for UMDMJ courses occurs at NJIT.

NJIT mails notices in advance, but cannot guarantee postal delivery. Regardless, students are expected to obtain all necessary information and comply with all registration procedures on time. New international students are only permitted to register after attending the required NJIT international student orientation program and register in-person. Students who receive financial support must be in attendance at NJIT and will not be permitted to have other persons register for them.

Currently Enrolled Students: Currently enrolled students are informed of registration procedures for the fall and spring semesters by the Office of the Registrar during April and October respectively, and must then register during the advanced registration period. Students who fail to comply with these instructions are charged a late fee. Instructions for the summer session are provided separately and mailed to the student.

Course Additions and Schedule Changes

Students who add a course to their program will be charged the full tuition and fee for the course added. If, *within the first five class days of the semester*, students change their schedules, they must fill out a schedule change form, present it to the registrar, and pay a schedule change fee.

Continuous Registration Requirements

Continuous registration of at least three credits per semester (Fall and Spring semesters) must be maintained by all PhD students from admission through graduation. Full time students must be registered for 12 credits (9 credits at Rutgers- please check if this is the case at NJIT). During dissertation advisement, nine credits are allowed to maintain full time status. After 24 credits of dissertation advisement are completed, the student can register for 3 credits to maintain matriculation status. A student must register for credit during the term (Fall, Spring, or Summer) in which the dissertation defense is scheduled and the degree requirements completed.

If a student is unable to engage in doctoral study for a given semester for health or personal reasons, a Leave of Absence form must be completed and approval obtained from the faculty advisor, Director of the Doctoral Program and the Graduate Studies Office at NJIT.

Students are not permitted to register for MR (Maintaining Registration) if their dissertation is unfinished without approval for a leave of absence by the NJIT Dean of Graduate Studies. Student who complete work for dissertation over several semesters receives a pass grade in the semester in which the work is completed and the final document is approved and received in proper format.

Discontinuance

Students enrolled in the graduate program who find it necessary to temporarily discontinue their studies may either maintain registration, request a leave of absence, or voluntarily discontinue. A discontinuance form must be filed with the Office of Graduate Studies. International students may not discontinue studies, but may seek approval for a leave of absence at which time maintaining registration may be authorized. Students who have discontinued must follow procedures defined by the offices of University Admissions and Graduate Studies.

Leave of Absence

Students who anticipate a protracted absence from doctoral studies may request a leave of absence from the NJIT Office of Graduate Studies (*Attachment B: Sample of Graduate Studies Discontinuance Approval Form*). Students requesting a leave of absence for medical reasons will be required to consult with the NJIT Office of Health Services first. Leaves are granted for up to one year and may be extended for a second year. Leaves of absence are not counted

toward the seven-year period in which the degree must be completed, but rules requiring expiration of credit do apply to course work and dissertation research. Students returning, on-time, from an approved leave of absence are not required to apply for readmission but are required to inform the NJIT Office of Graduate Studies, Office of University Admissions and the Doctoral Program Director on their return. They are also required to consult with their graduate advisor. The university complies with all state and federal laws related to military service.

Grade Policy

The following grades are used for graduate courses in the PhD Urban Systems Program:

GRADE	GPA	SIGNIFICANCE
A	4.0	Excellent
B+	3.5	Good
B	3.0	Acceptable
C+	2.5	Marginal Performance
C	2.0	Minimum Performance
F	0.0	Failure
I		Incomplete
W		Approved Withdrawal
AUD		Audited (no academic credit)
P		Passing for Doctoral Dissertation and Defense

Grade Reports

The registrar issues a grade report to each student at the end of each semester. Grades also may be viewed using a confidential password and identification number at www.njit.edu/Registrar, the registrar's home page.

Incomplete Grades

A grade of I (Incomplete) is given when courses cannot be completed because of special circumstances. Students on academic probation are not permitted incompletes without permission from the NJIT Office of Graduate Studies. Required course work may be finished at the discretion of the instructor, but no later than one semester after receiving an incomplete grade. A letter grade must be assigned or a grade of F will be given. Students nominated for financial awards must have I (Incomplete) grades resolved by the fourth week of the subsequent semester to allow a determination of their eligibility for the award. Incomplete grades must be rectified before taking qualifying examinations.

Withdrawal from Course(s)

Students who wish to withdraw from one or more courses should first determine if the withdrawal would have an impact on their full time status, financial support, or academic standing and progress. Student should consult their Faculty Advisor or Doctoral Program

Director in advance. Withdrawals are done by completing and submitting a NJIT Schedule Change of Form to the Registrar's Office by the end of the ninth week of the semester. This form requires the signature of the instructor. This form is available at the NJIT Registrar's Office. Failure to submit this form to the registrar by the deadline will result in a final grade other than W.

Transfer/Waiver of Credit

Course credits earned at other institutions may be offered in partial fulfillment of the requirements for the doctoral program. The following criteria are considered in determining appropriateness of transfer/waiver:

- The course must either be duplicative of courses required within the program or be directly relevant to the student's plan of study and congruent with the doctoral program purposes.
- Only courses receiving graduate credit will be accepted.
- The courses must have been taken within 7 years prior to admission to doctoral studies.
- Courses must have been taken for full academic credit, were never applied for fulfillment of the requirements of any other degree, and a final grade of at least B was attained.
- Up to 9 credits of course work directly relevant to the student's plan of study and congruent with the doctoral program purposes taken at other institutions may be accepted for transfer of credit.
- The student's Faculty Advisor and the Doctoral Program Director must agree that such courses directly relate to the student's program of study before they can be transferred.
- Credits from educational institutions outside the United States (except Canada) cannot be transferred.

The student requesting transfer of credit or waiver should submit the request in writing and a copy of the course syllabus, and any other supportive materials available to his/her faculty advisor. If the course is acceptable, the faculty advisor should write a memo so stating and send the materials to the Director of the Doctoral Program. The Doctoral Program Director makes the final decision on transfer and waiver courses with the advice of the instructor of course being waived or whose course is being substituted with a transferred course. One copy of the material is sent to the Graduate Office and one copy is placed in the student's permanent file. Requests for transfer credit must be submitted on the NJIT Transfer Credit Request Form (*Attachment C: Sample of Transfer Credit Request Form Office of Graduate Studies*) available from the NJIT Graduate Studies Office, accompanied by the course descriptions from the other educational institution. Students must arrange for the other institution to send an official transcript to the NJIT Graduate Studies Office.) Requests may be submitted and approved at any time but are not added to the student's record until matriculation is granted and the student has earned 12 course credits. Grades that are transferred are not calculated in cumulative GPAs.

Scheduling of Classes

Graduate courses are, in general, scheduled during the day and late afternoon and evening hours.

Course Cancellations

The Doctoral Program does not guarantee offering all or any of the courses listed in the catalog. When there is inadequate registration, a course may be cancelled without notice. The registrar will attempt to notify all students of course cancellations before the first meeting of the semester.

Academic Performance and Satisfactory Progress Policy

The Joint Urban Systems Ph.D. Program requires that students maintain satisfactory progress in working toward a degree. Federal and state regulations governing financial aid and awards require that students receiving aid from government agencies must meet academic performance and progress requirements defined by the university and approved by the appropriate government agencies. Students are responsible for checking with the NJIT Office of Graduate Studies to determine if they are fulfilling degree requirements.

The NJIT Office of Graduate Studies, along with academic departments, reviews academic standing of all graduate students at the end of each semester. To have satisfactory academic standing, students must have a cumulative GPA of 3.0 or above, to meet all universities requirements and satisfactory progress toward a degree. Students who do not have satisfactory academic standing are subject to academic warning, academic probation, or academic dismissal.

Academic Warning

Students who have completed one semester, or less than 15 credits and do not have satisfactory academic standing may be asked by the NJIT Office of Graduate Studies to visit in-person to review their academic record and also meet with their graduate advisor. This is not noted on the permanent academic record.

Academic Probation

Students who have completed two or more semesters, or more than 12 credits, and do not achieve satisfactory academic standing may be placed on academic probation or subject to dismissal. Conditions for continuing graduate studies are sent, in writing, to students on academic probation. The Doctoral Program Director and the advisor will work with the student to determine approaches toward successful program completion. Course repetition or taking of up to 6 additional credits after nominal completion of coursework are typical of recommendations for students whose GPA is below 3.0 and who have the ability to raise the GPA to 3.0 with appropriate grades.

Students on academic probation may not maintain registration without the approval of the Office of Graduate Studies, Doctoral Program Director and the student's advisor. Academic probation is noted on the permanent record.

Appeals

Decisions relating to a graduate student's academic status are made in accordance with regulations approved by the faculty and its standing committee. Committees that set regulations include, but are not limited to, the NJIT Graduate Council and the Committee on Academic Affairs.

Students who disagree with a decision should attempt to resolve the matter with those immediately responsible. When a matter cannot be resolved at this level, students should appeal to the chairperson of the department and then to the dean of the college. At any time, the student may request that the NJIT Dean of Graduate Studies be consulted.

A graduate student who remains dissatisfied may appeal the decision to the Committee on Graduate Appeals through the NJIT Office of Graduate Studies. The committee's decision, made in writing, is final. Student request for review or appeal must be in writing and state accurately and completely the decision being appealed, when it was made, by whom, and the reason for the request. Requests should be sent to the NJIT Dean of Graduate studies. A copy of the request together with transcripts, test scores, and other information that form the student's record are distributed to the committee members for their consideration.

Conditions for Dismissal from the Program

A student may be asked to withdraw or will be dismissed from the Doctoral Program if any of the following events occurs following the opportunity for remediation and /or probation.
Failure to:

- Maintain a cumulative GPA of 3.0.
- Pass the comprehensive examination at the second attempt.
- Progress to candidacy within 3 years of admission into the program.
- Complete degree requirements within seven years following admission into the program.
- Demonstrate a satisfactory level of research performance as determined by the Dissertation Advisor and Committee.
- Maintain continuous registration.
- Maintain professional conduct as defined in Rights & Responsibilities noted in NJIT Catalog or website.
- Pay all tuition, fees, and other charges within the required time limits.

Immunization, Health Services and Insurance

A student health fee is charged to help defray the cost of providing Student Health Services. This service includes routine examination and emergency care. Full-time students and international students are assessed a fee. Students who can provide proof of insurance may secure a waiver. The State of New Jersey requires all students to submit proof of having two doses of measles vaccine and one dose each of mumps and rubella vaccine. A tuberculin test (PPD) and entrance physical examination are also required. If documentation is unavailable, then re-immunization is required. Contact the Office of NJIT /Rutgers/UMDNJ Health Services for further information based on the Specialization Track for which the student is enrolled.

VI. Course Requirements

The 72-Credit curriculum consists of 18 credits of core curriculum, a 12-credit research core, a 18-credit specialization component and a 24-credit dissertation sequence. All students are required to complete the following courses.

	Course Number	Course Name	Credit Hours	Institution
Core Curriculum (18 Credits)	26.977.610	Urban Systems I: Evolution a the American Metropolis	3	RU-N
		Urban Systems II: The Development of U.S. Populations & Trends	3	UMDNJ
		Urban Systems III: Globalization, International Migration and Contemporary Cities	3	RU-N
		Urban Education Systems: Schools and Communities in the Contemporary World	3	RU-N
		The Good City: Environ meal Design & the Quality of Metropolitan Life	3	NJIT
		Determinants and Consequences of Urban Health	3	UMDNJ
			18 Credits	
Research Core (12 Credits)		Geographical Information Systems	3	NJIT

	26.834.607	Research Seminar I: Quantitative Methods	3	RU-N
	26.834.609	Research Seminar II: Qualitative Methods	3	RU-N
		Elective By Advisement	3	
			12 Credits	

Specialization Core (18 Credits) (9 Required Credits; 9 Credits Elective)	Urban Health Systems	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
	UHS6203	Urban Health Program Evaluation		UMDNJ
	UHS6201	Social and Cultural Construction of Health		UMDNJ
		Urban Health Systems: History, Structure & Challenges	3	UMDNJ
	Urban Environments	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
		Forms in Urban History		NJIT
		Elements of Infrastructure Planning		NJIT
		Architecture Perspectives in Urban Research		NJIT
	Urban Educational Policy	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
		Sociology of Urban Education: Issues in Race, Class, Gender & Ethnicity		RU-N
		Educational Policy & Urban School Improvement		RU-N
		History of Urban Education		RU-N
Dissertation (24 Credits)	All dissertation Students	Dissertation seminar (0 credits)		

Planning a Program of Study

In planning an individualized program of study specific to the student's needs, the following considerations may be helpful:

- Students should postpone taking specialty/elective courses until they have selected a Dissertation Advisor. This allows the student and Dissertation Advisor to be more specific in determining the ultimate area of specialization and provides time to explore course options. This requirement is not intended to slow progression in the program, but ensure that students may have some flexibility when selecting courses needed for dissertation completion.
- The Doctoral Qualifying Examination is taken after completion of all core and research courses. The examination is offered twice per year.
- The student should select a Dissertation Advisor in consultation with their faculty advisor and this process should occur after successful completion of the Doctoral Qualifying Examination.

Students Responsibilities Related to Progression Plan

The student is expected to:

- Take an active part in planning his/her individualized plan of study, selecting specialty and elective courses.
- Take an active part in selecting a research topic and faculty member as Dissertation Advisor by discussing potential ideas with a variety of faculty.
- Rectify any grades of incomplete according to the policy.
- File a preliminary Plan of Study form (approved by the faculty advisor) with the Director of the Doctoral Program.
- Submit to the Dissertation Advisor and Committee a proposed dissertation topic and a written research proposal.
- Submit in writing to the Director of Doctoral Program and Graduate School any changes in the original Plan of Study and to update the plan as needed.
- Submit on time all materials required for graduation and the degree

VII. Doctoral Qualifying Examination Guidelines

Purpose

Closely contingent on the cross-sectoral framework of the Urban Systems PhD Program, the student will have completed the Program Core Courses (including all research cores courses) prior to registering for the Doctoral Qualifying Examination. The Doctoral Qualifying Examination is an integrative experience designed to validate the student's readiness to conduct independent research within his/her specialized area of study. Thus, the examination provides an opportunity for the student to demonstrate (1) attainment of a depth of knowledge in urban systems, (2) ability to integrate theory, content and research methods within the

broader context of urban systems, and (3) ability to select, apply and evaluate the tools of scientific inquiry in urban systems (i.e. theory development, conceptualization, measurement, research design and statistics).

Process

Within one (1) semester of completion of all Ph.D. in Urban Systems core courses (including all research core courses), students shall take the Qualifying Examination. The Examination consists of three parts: Parts I and II are in-class examinations. Part III is a take home.

Parts I and II consist of one question each with the general themes distributed one month prior to the examinations. These questions will cover material in the six (6) Core Courses and require that students synthesize material from the courses to answer the questions. Part I will cover Urban Systems I, II, III. Part II will cover Urban Education Systems, The Good City, and the Determinants and Consequences of Health.

Part III is a take home examination that covers research. Students will respond to a question about quantitative and qualitative research and write the first draft of the methodology sections of their dissertation proposal or another related research topic. Students will have two weeks from the date of the in-class written examination to hand in this section. (Specific guidelines for this question will be handed out in advance)

Parts I and II will be graded anonymously by three faculty members in the Ph.D. Program; the research question and the research proposal in Part III will be graded anonymously by at least two faculty members in the Ph.D. Program.

The Specialization Coordinator and the Program Director may assign the paper to two additional readers (*i.e.*, a fourth and fifth Ph.D. Program core curriculum faculty reader) for evaluation. If these faculty reader's evaluations are positive (*i.e.*, resulting in a 3/5 simple majority of all readers), the Specialization Coordinator and Ph.D. Program Director may award a passing "P" evaluation for the Doctoral Qualifying Examination.

A student receiving a passing "P" evaluation on all questions may progress in the Ph.D. Program.

A student receiving a failing "F" evaluation on one or more questions is not permitted to progress in the Ph.D. Program.

Students may repeat the Doctoral Qualifying Examination only once. Students who are unsuccessful in their second attempt of the doctoral qualifying examination are academically dismissed from their program of study. Students who are unsuccessful in their second attempt of the doctoral qualifying examination may appeal to the Specialization Coordinator and the Ph.D. Program Director for reconsideration of their failing "F" evaluation.

Procedure

Students must have completed all program core and research core courses before being eligible for taking the Doctoral Qualifying Examination. The student will obtain the Doctoral Qualifying Examination Form (*Attachment D: Doctoral Qualifying Examination Form*) from the Program Director's Office and have signatures first from their Faculty Advisor and then the Program Director. The form will be completed and on file in the Program Director's Office prior to taking the examination. The filing dates are as noted below:

Fall examination : mid October	Deadline for filing: May 1
Spring examination: mid February	Deadline for filing: December 1
Summer examination: mid June	Deadline for filing: March 15

The Program Director will determine the dates and locations for the yearly examination schedule. Part I (one question) will be given in the morning 9 am to 1pm with one-hour for lunch. Part II (one question) will follow lunch from 1pm to 5 pm.

Each student will complete the examination on a computer provided by the school. At the end of the examination, each student will submit a paper copy and answers on a disk provided by the proctor.

An overall grade is given for the examination. If a student fails an examination question, the student will be responsible for retaking only that part of the examination that the student failed.

Students will be notified by the Program Director of the results within a 4- week period. After completion of the Doctoral Candidacy Examination, the Program Director will forward the results to the NJIT Office of Graduate Studies (*Attachment E: Sample of PhD _____ Examination Report Form*).

VIII. Dissertation Proposal and Defense

Development of Dissertation Proposal

It is a good idea for students to develop initial ideas for possible dissertation topics early in their program of study and, when possible, to pursue these ideas in course projects and to discuss them with faculty members and their advisors to get feedback.

Immediately after passing the qualifying exam, a student should choose a chair for his or her dissertation committee. With the chair's guidance, the student should develop the chosen topic in enough detail to be able to write a preliminary description to review with additional, potential members of the committee.

With help from the committee chair, but also based on his or her own efforts to find qualified members in the relevant topic area, the student should seek out additional members for the committee.

Within six months of passing the qualifying exam, the student should have a dissertation committee in place (a chair and two additional members). (See Attachment F for Dissertation Committee Appointment Report).

With input from all three members of the dissertation committee, the student develops a dissertation proposal. It is often useful, prior to the dissertation proposal defense, to have a meeting with the entire committee to review a draft of the proposal in order to receive coordinated feedback from the entire committee.

Once the dissertation proposal is complete and in final form, a proposal defense is held with the entire dissertation proposal committee

Content of Dissertation Proposal

The purpose of the dissertation proposal is to present a complete and well-developed outline of the research for your dissertation. Your dissertation should present original research on a topic related to one of more of the substantive sectors in the Urban Systems Program (education, environment, health) and should, where possible, provide cross-sector analysis showing the relationship between the three sectors. It should become the basis for your chapters or sections in the dissertation on the research problem, theoretical or conceptual framework, literature review and methods. The proposal should be suitable for immediate submission to the Institutional Research Board (IRB) at Rutgers, UMDNJ or NJIT (depending on your dissertation chair's affiliation). Although there is no minimum page requirement, it is unlikely that an effective proposal be less than 20 double spaced word-processed pages.

Table of Contents

The table of contents must list each chapter and the major sub-topics within each chapter. The Table of Contents should indicate the major dimensions of the topic and a broad descriptive outline of the work to be done. The proposal normally includes extensive elaboration of the research question and conceptual framework, as well as the methodology to be employed. The proposal, of course, will not include results and conclusions. It would include sections for bibliography/references and a timetable.

Abstract

One page which summarizes the basic structure of the proposal.

The Research Problem

There must be a clear statement of the research problem. This is one of the most difficult aspects of research because it must be something that is of interest to you personally, acceptable to your advisor, important to the study of urban systems and "doable" given your

material and intellectual resources. This section must begin with a one-sentence statement of the problem. If it takes more than one sentence, you are probably unclear about the nature of the problem. It is important to note that some problems will be highly descriptive in nature. Other problems might focus on a problem, which is more instrumental in nature. The importance of the research problem to urban systems must be made clear. This involves citation of "authorities" from the various disciplines that study urban systems. Evidence must be presented that you are working on a problem that is going to be regarded as significant.

The Model or Conceptual Framework or Theoretical Orientation

Model, conceptual framework and theoretical orientation are terms that have been variously defined in the methodology literature without a great deal of precision. They all however suggest the great importance of developing or adopting a set of logically related abstract ideas, which are central to your research problem. The principal issue here is the phenomena you are going to look at and the justification for looking at them. The presentation of the model must include definition of key terms and relationships.

Review of Literature

When presenting the research problem, related model and procedures, you must review literature that is related. There must be a review of the literatures, which are relevant to the particular area of the proposal.

Methodology/Procedures

The distinguishing feature of academic research, compared to research by journalists and writers, is the care given to procedures. The appropriateness of the procedures depends directly on the conceptual framework and related research question. The first part of the procedures section of the prospectus must very briefly summarize the research problem and related model.

The procedures section must also include:

- a. The unit of analysis
- b. The research design
- c. The instruments and/or data sources
- d. Sampling strategy, if appropriate
- e. The analytical techniques, including statistical techniques if appropriate.

Bibliography

The bibliography should identify works that are central for your problem.

Timetable

Prepare a table, which specifies each stage of your work and the expected completion date.

Defense of Dissertation Proposal

The Dissertation Proposal Defense is scheduled anytime after the Doctoral Qualifying Examination, preferably, within one year of passing the examination. This defense provides the student an opportunity to engage in an early discussion of research conceptualization with committee members to receive feedback and consultation.

Students are to schedule a defense for the dissertation proposal. The proposal defense will include the chair of the dissertation committee and at least two other members of the committee. The defense will include a presentation of the above by the candidate and questions by the committee members. The Committee will make recommendations for the dissertation research in writing. When approved, the signed approval is to be delivered to the Ph.D. Director.

Dissertation Committee Membership

The Dissertation Committee shall consist of three members: the Dissertation Chairperson and two additional members. The committee shall participate in the development and defense of the dissertation proposal and in guiding the dissertation process.

The Chairperson of the Dissertation Committee (usually the dissertation advisor) will be a faculty member in the PhD program in Urban Systems but need not be in the student's areas of specialization should there be a faculty member in another specialization who is qualified by interests and expertise to serve as advisor/chairperson. This person must hold a Ph.D. The other two members shall have a Ph.D. or the terminal degree in their fields or have a recognized record of research in the topic area of the dissertation.

Of the three members, at least two shall represent two of the areas of specialization of the Urban Systems program and come from two of the three universities sponsoring the Urban Systems program. The third member may come from outside the three universities, provided he or she is expert in the topic of the dissertation. At least one member of the committee shall be from the core faculty of the Urban Systems program (Lew, Sadovnik, Glae, Caldwell, Backstrand, Pacquiao, Franck, Esperdy, Celik).

Prior to the defense of the completed dissertation, a fourth member shall join the committee to constitute the Dissertation Defense Committee (see Section X: Dissertation Defense Guidelines)

Responsibilities of the Chairperson

The Chairperson of the Dissertation Committee:

1. Assists the student in formulating the research question and theoretical approach and in determining when the student is ready to present the research proposal.
2. Assists in coordinating the date and location of the defense.

3. Assumes responsibility for assuring that the examination meets the established criteria and is of acceptable quality;
4. Assists the student through the procedural steps; and
5. Reports results to the Director of the Doctoral Program and NJIT Graduate Studies (*Attachment E: Sample of PhD _____ Examination Report Form*).

Criteria for Evaluation

The following criteria will be used to evaluate the Research Proposal Defense:

1. The problem selected is relevant and significant to the student's chosen specialization.
2. Relevant literature to the problem is reviewed, evaluated and meaningfully synthesized.
3. Student's knowledge is sufficient to develop and implement the research proposal.
4. Ideas are developed logically and in a manner reflecting intellectual creativity and conceptualization.
5. Theoretical issues are presented, examined and critiqued;
6. Methodology is appropriate for research question.
7. Elements of scholarly writing are observed.
8. The document adheres to an acceptable manual of style

All three members of the Dissertation Committee will attend the defense of the proposal. A vote of three out of three is required to pass the proposal.

Procedure

The student will provide the members of the Dissertation Committee a copy of the research proposal 30 days prior to the Research Proposal Defense date. A copy is also provided to the Director of the Program and the Specialization Coordinator. The Chairperson is responsible for arranging the date, time and location for the Research Proposal Defense.

After the proposal defense, the Dissertation Committee members will meet and vote on the proposal. All members must sign the approval form that the student is allowed to progress toward drafting the complete proposal and data collection. Committee members will request modifications of the proposal and those changes will be resubmitted. At the conclusion of receiving a passing grade on the Research Proposal Defense, the Chairperson reports results to the Director of the Doctoral Program and NJIT Graduate Studies (*Attachment E: Sample of PhD _____ Examination Report Form*).

Once accepted, the dissertation proposal serves as a kind of contract. If nothing changes, there is no need to review or amend it once it has been accepted. Should significant changes to the research problem or method be required however, agreement from the entire committee should be sought. And, once the proposal is accepted, no additional requirements can be added by the committee.

IX. Dissertation

The Dissertation Committee is the primary source of consultation for the student during all phases of the research process (conceptualization, collection and analysis of data, interpretation of the findings) and completion of the written dissertation. The PhD Dissertation Committee Appointment report is to be submitted within 12 months after passage of the Doctoral Qualifying Examination. (*Attachment F: Sample of PhD Dissertation Committee Appointment Report Form*).

Students may not register for dissertation credits until they arrange for a program-approved dissertation advisor to supervise the work. Continued registration for additional dissertation credits will be allowed as long as the advisor grades the work to show that there is satisfactory progress. Credits for which a U (Unsatisfactory) grade is given are not counted as degree credits toward completion of the dissertation. Doctoral dissertation registration may be 3 credits during the summer session. Doctoral dissertation registration must be at least 6 credits during the semester until the total dissertation credit requirements is reached, at which time 3 credits registrations are permitted.

All students must have their advisor's signature and section identification each time they register for dissertation advisement. Students must register for dissertation advisement within the deadlines established by the registrar.

Maximum credit registration each semester is 12-credits for the doctoral dissertation. Additional credit registrations, beyond 12, for doctoral dissertations, will require the approval of the NJIT Dean of Graduate Studies.

Once the student has begun the doctoral dissertation, the student must register for these courses each semester until the dissertation is completed. Unapproved interruptions in the dissertation may be subject to billing for omitted credits. Students must be registered in dissertation advisement in any semester or summer session in which completion is expected. The advisor for the dissertation assigns the grade of "P" for Passing when the Office of Graduate Studies confirms it has received all documents in final and approved form and all related bills have been paid and the defense has been passed.

Approval by the Program Director and the NJIT Office of Graduate Studies must be obtained if the student wishes to interrupt the dissertation for a semester or more. No more than six years of registration for doctoral dissertation is permitted. Failure to complete a doctoral dissertation in this period will result in a final grade of F and dismissal from the program.

Students who require additional time to complete the dissertation should appeal for an extension, in writing, to the dissertation advisor, doctoral program director, and the Office of Graduate Studies. If an appeal for an extension is denied, the student may appeal further in the following order: doctoral program director, dean of the school or college and finally to the NJIT Committee on Graduate Appeals. Appeals to the NJIT Committee on Graduate Appeals should be directed to the Dean of Graduate Studies and may be accompanied by any materials that the student believes appropriate.

Role of the Dissertation Advisor

The Dissertation Advisor assumes all responsibility with respect to academic advisement of the student. In addition, the Dissertation Advisor has the following responsibilities:

- Review the proposed research for scientific quality and provide advisory input to the student;
 - Assure appropriate protection of human subjects according to the IRB guidelines and procedures;
 - Assist the student with the selection of specialty and elective courses for pursuing a unified program of study supportive of the student's interest and career goals.
 - Ensure the Plan of Study has been completed and submitted to the Director of the Doctoral Program for approval before the student registers for elective/specialty credits. (*Attachment A: Sample of Study Plan Form*)
 - Serves as Chairperson of the student's Dissertation Committee
 - Assists the student in selection of a Dissertation Committee
 - Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
 - Selecting and delimiting a research topic;
 - Developing a dissertation topic that extends to two areas of specialization if possible;
 - Developing a written proposal for the research project;
 - Obtaining permission for the conduct of study from the Institutional Review Board(s) for the Protection of Human Subjects;
 - Carrying out the research as proposed and approved.
 - Notify the Program Director in writing of the proposed dissertation topic and Dissertation Committee membership prior to the student's defense of the research proposal.
 - Notify the Program Director in writing when the student has successfully completed the defended dissertation research proposal (*Attachment E: Sample of Examination report*).
 - Forward a copy of the approval dissertation proposal to program Director.
 - Ensure that the student schedules a meeting with Dissertation Committee to obtain approval for final defense.
 - Serves as chairperson of the student's final oral examination committee
- Approves and signs the final version of the dissertation
Submits the form certifying the completion of the dissertation to the NJIT Graduate Studies Office (*Attachment G: Sample of PhD Dissertation Defense Report Form*).

After the defense of the proposal is is the chair of the dissertastion dommittee who has primary involvement with the dissertation process but students need to keep the entire committee informed of progress made and may seek out guidance from other committee members in their areas of expertise.

The chair needs to be pro-active, following up with students who are engaged in the dissertation process. Should the need arise, the chair needs to take a negotiating role in mediating possible conflicts among committee members during the dissertation process.

Role of the Dissertation Committee

Doctoral students are required to have a dissertation advisor selected, a dissertation committee formed, and the research proposal approved within 12 months of passage of the qualifying examination.

The PhD. Program director is responsible for approving the formation of the dissertation committees (*Attachment F: Sample of The PhD Dissertation Committee Appointment Report Form*). The dissertation committee chairperson typically is the doctoral candidate's dissertation advisor, but other faculty may be selected, provided that they are from the student's specialization.

Two committee members, including the external member, may serve as co-advisors for the dissertation. Changes in advisor or committee membership require the approval of the dean of graduate studies.

The Dissertation Committee, selected on the basis of expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. The responsibilities of the Committee are:

- To advise and ultimately approve the dissertation research plan and the written dissertation proposal.
 - To be available to the student regarding the research and dissertation including attendance at the proposal approval meeting and dissertation defense;
 - Read the dissertation and, when appropriate, designate the dissertation as complete and ready to be orally defended;
 - To designate to the student that the dissertation is complete and acceptable; and
- To communicate all Committee decisions in writing to the student and the Director of the Doctoral Program.

What Constitutes an Acceptable Research Endeavor?

The student and the Dissertation Committee shall reach an agreement as to the scope of investigation for the doctoral dissertation. The statements below present a philosophical stance rather than precise evaluative criteria:

1. The problem to be investigated should be relevant and important to urban systems theory and/or practice and be such that the results of the investigation shall extend the knowledge base of urban systems.

2. Research may be experimental, analytical, applied or theoretical, and is approved by the dissertation committee.
3. The problem must be grounded in a theoretical framework and stated in terms wherein it is possible to envision extension or advancement of the theory as a result of the study.
4. The quality of the investigation should lend itself, in part or in whole, to publication in a refereed journal.

Dissertation seminar

Every semester students who are registered for dissertation credits and do not yet have a clear topic are required to attend a 0-credit dissertation seminar which will meet four times per semester. At these sessions, students will present work completed to date, raise questions and problems related to their developing topics, hear presentations by outside speakers or by invited faculty, and participate in workshops directed at particular issues.

Residency

Doctoral candidates must spend at least one academic year in full-time residence. This requirement is sometimes waived with the approval of the dissertation committee and the Office of Graduate Studies. Such waivers are granted when a candidate's dissertation research requires use of research facilities at an approved off-campus site. A typical example for residency requirement waiver would apply in the case of students in the collaborative doctorate program.

Doctoral Candidacy

Doctoral candidates are doctoral students who have completed all other requirements for the degree except for completion of the dissertation and the defense. This includes, as a minimum, passage of doctoral candidacy examination, approval of the research proposal and completion of all course work. Status as a doctoral candidate does not imply candidacy for the degree.

Protection of Human Subjects

Students from each specialization should make themselves familiar with the Institutional Review Board (IRB) requirements of their respective school or college. Research proposals involving human subjects are subject to the guidelines and procedures of the Institutional Review Board. Current information can be obtained from the UMDNJ-New Jersey Medical School-Institutional Review Board at <http://umdnj.edu>.

Should data collection involve subjects who are associated with a formal organization, it may be necessary to submit the proposal for human rights review to the designated body for that organization. This review may be independent of, subsequent or preparatory to obtaining administrative approval for conduct of the study in that organization. Student IRB submissions are to be routed through the Office of the Director of the Doctoral Program.

IRB submission packet is signed by the Director of the Doctoral Program, and is placed on file in the Program Director's Office.

Data Collection

No data may be collected until IRB approval for the project is obtained.

Data may be obtained from a variety of sources and a variety of locations; their acceptability is judged on the basis of relevance to the research questions and/or hypotheses to be tested.

A student need not collect data personally; the appropriateness of utilizing another person or persons to collect data is determined by design. However, it is expected that the student will have personally utilized all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors in so far as this is possible given the circumstances of the study. An existing data set can be utilized if appropriate.

Data Analysis

The plan for data analysis shall be such that assumptions underling the use of all statistical procedures be met or their violations justified. Appropriate caution will be observed in both the analysis and interpretation of the findings.

It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data collection and analysis and that attention may be given to these within the dissertation. The Dissertation Committee should be consulted prior to work on these emergent areas.

Dissertation Defense

It is the responsibility of each student to determine the preference of each committee member to see each draft chapter as it is completed or to review an entire draft of the dissertation.

The dissertation should be a scholarly publication of the quality to warrant conference presentation or paper submission to reputable journals. The dissertation must be defended in a publicly announced oral defense. Successful defense of the dissertation is determined by vote of the dissertation committee. All members of the committee must be present to hear the defense. A vote of three out of four is required for the dissertation to pass.

Students are responsible for following the policies of the program. In regard to required format, the standard reference for NJIT is the latest edition of the Estrin/Roche manual: *Guidelines for Scientific and Professional Theses*. A different style manual can be recommended by the PhD Program in Urban Systems. The NJIT Office of Graduate Studies policies on number of copies, deadlines, fee payments, information documents, and grade submission for acceptance of the final dissertation and abstracts and degree certification are also to be followed.

Every member of the Dissertation Defense Committee must sign and date the approval page of the final dissertation document. The NJIT Office of Graduate Studies provides guidance and

assistance to the students working on the final details of the dissertation. The web site is <http://www-ec.njit.edu/~hc14186/gso/timetable.html>. Students should contact the office for appointments early in the final semester. Each semester students are encouraged to attend NJIT workshops for support and guidance of the dissertation process.

X. Dissertation Defense: Guidelines

The dissertation defense is scheduled after the dissertation has been completed and approved by the student's Dissertation Defense Committee, composed of the Dissertation Committee and one additional member (see below). Policies pertaining to the Dissertation Defense as determined by the NJIT Graduate Studies Office are detailed above in the dissertation guidelines.

The date for the defense of the dissertation is set by the dissertation committee chair and only when all three members of the dissertation defense committee and the chair have determined that the dissertation is of high enough quality to be defended. No defense date should be set until this determination is made.

It is expected that, in addition to the copies of the completed dissertation submitted to the Graduate School (*Attachment H: Sample of Notification of Document Receipt and Acceptance Form*), the student will provide each member of the Dissertation Committee and the NJIT Office of Graduate Studies with a copy of the completed dissertation.

Composition of the Dissertation Defense Committee

The Dissertation Defense Committee shall consist of four members: the three members of the Dissertation Committee and one additional member, or 'reader', who may come from the program, from outside the program but from one of the three universities or from outside the universities provided he or she is expert in the topic of the dissertation. The reader shall have a PhD or the terminal degree in his or her field or have a recognized record of research in the topic area of the dissertation.

Of the four members of the Dissertation Defense Committee, only one may be external to the three universities and at least one must come from outside the Program in Urban Systems. The reader must be chosen prior to the completion of the completed first draft of the dissertation. The reader will read this draft and make recommendations prior to the defense. The reader will join the Dissertation Committee Members in determining that a defense can be held (see below: Conduct of the Dissertation Defense).

Nomination for membership of the reader on the committee will be submitted to the Dean's Office of the student's specialization by the Dissertation Advisor, via the Director of the Doctoral Program on the appropriate form at least 6 months prior to the anticipated defense dates. The Dissertation Advisor chairs the Dissertation Committee.

Conduct of the Dissertation Defense

Prior to the final defense, the Dissertation Defense Committee meets in private to decide on the following matters:

- That the document is acceptable as a doctoral dissertation and that it is defensible. If a majority of the committee agrees that the dissertation is not defensible, the examination is cancelled. If the dissertation is defensible, the examination will proceed.
- Procedure: e.g., length of time for the initial presentation by the candidate; whether the initial presentation may be interrupted by questions or whether it should be completed before the questioning begins; maximum time interval allowed before the questioning begins; maximum time interval allowed to an individual examiner on the first round of questioning. A reasonable period of time for the initial presentation would be 15 to 30 minutes and the first round of questioning one hour or one and one-half hours. Unless there is serious question about the candidate's performance, it seems unreasonable for the examination to go much beyond two hours.

All dissertation defenses final are open to members of the Graduate Faculty with the permission of the Chairperson but only members of the committee may examine the candidate. All spectators must withdraw while the committee deliberates on the examination and arrives at its decision.

A final grade for a completed and approved dissertation and defense is P for passing

Deadline Waiver

Applicants for January or May graduation whose doctoral dissertation is substantially complete, but who are unable to submit it in final form by the specified date, may request a deadline waiver from the office of graduate studies before it is due. Students granted a waiver may be permitted until a date as specified by the Office of Graduate Studies to submit a final copy of the work to the office. Such students may then apply for the next scheduled graduation without having to pay for additional doctoral advisement. Students who do not meet the deadline waiver will be required to register for doctoral dissertation in the subsequent enrollment period to obtain a final grade.

Change in Name/Address/Telephone Number/Email

Changes in students name, address, telephone number and Email should be immediately communicated in writing to the following:

- Student's Faculty or Dissertation Advisor
- Office of the Director of the Doctoral Program
- Office of Admission and Enrollment Management
- Office of the Registrar
- Following graduation, address changes should be submitted to the Director of the PhD Program to facilitate contact with alumni

XI. Libraries

In order to facilitate the ability for students to utilize all three libraries of the program, a 'cross-registration' course has been created for students in joint programs. The course is: Cross Registration, 26.485.799. It carries 0 credits and is not billable. The index number is 52018. All PhD Urban Systems students should be registered for it, regardless of whether they are actually cross-registered.

NJIT: Catalog reference
Rutgers: Catalog reference
UMDNJ: Catalog reference

XII. Financial Assistance

Sources of student financial assistance vary from year to year. Some currently available sources listed below. Interested students should contact their specialization coordinator and the Director of Doctoral Programs for additional information.

NJIT: Catalog reference
Rutgers: Catalog reference
UMDNJ: Catalog reference

XIII. ID and Parking

NJIT: Catalog reference
Rutgers: Catalog reference
UMDNJ: Students must have their ID card in order to obtain a parking decal. The cost for one day parking is \$3.00 and the decal can be purchased on the Cashier's office on the ground floor of 65 Bergen Street where the School of Nursing is located. Monthly parking decals are \$20.00 per month and yearly decals are \$150.00. A letter is required from the Joint PhD Program Director's Office indicating that you are enrolled in the program. This letter is brought to the Department of Public Safety on 5 Bruce Street. The office is open from 9 to 3 pm Monday to Friday. The telephone number is 973-972-5489.

XIV ATTACHMENTS

- A. Plan of Study
- B. Graduate Studies Discontinuance Approval Form (Sample)
- C. Transfer Credit Request Form (Sample)
- D. Doctoral Qualifying Examination Form
- E. PhD _____ Examination Report Form (Sample)
- F. PhD Dissertation Committee Appointment Form (Sample)
- G. PhD Dissertation Defense Report Form (Sample)
- H. Notification of Document Receipt and Acceptance (Sample)

Attachment A

**New Jersey Institute of Technology-Rutgers University, Newark
University of Medicine and Dentistry of New Jersey
Joint PhD Program in Urban Systems
Plan of Study**

Student's Name: _____ Enrollment Date: _____

Specialization: _____ Health: _____
Environment: _____
Educational Policy: _____

Social Security Number: _____

Home Address: _____

Home Telephone Number _____

Workplace Address: _____

Work Telephone Number: _____

Email: _____

Doctoral Qualifying Examination: _____ Date Taken: ____ Grade: _____

Research Defense Proposal: _____

Advisor: _____

Dissertation Advisors: _____

Signature/Date of advisor at time of transfer to dissertation
advisor _____

**New Jersey Institute of Technology-Rutgers University, Newark
University of Medicine and Dentistry of New Jersey
Joint PhD Program in Urban Systems
Plan of Study**

Course Requirements

The 72-Credit curriculum consists of 18-credits of core curriculum, a 12-credit research core, an 18-credit specialization component and a 24-credit dissertation sequence. All students are required to complete the following courses.

	Course Number	Course Name	Credit Hours	Institution
Core Curriculum (18 Credits)	26.977.610	Urban Systems I: Evolution a the American Metropolis	3	RU-N
		Urban Systems II: The Development of U.S. Populations & Trends	3	UMDNJ
		Urban Systems III: Globalization, International Migration and Contemporary Cities	3	RU-N
		Urban Education Systems: Schools and Communities in the Contemporary World	3	RU-N
		The Good City: Environ meal Design & the Quality of Metropolitan Life	3	NJIT
		Determinants and Consequences of Urban Health	3	UMDNJ
			18 Credits	
Research Core (12 Credits)		Geographical Information Systems	3	NJIT
	26.834.607	Research Seminar I: Quantitative Methods	3	RU-N
	26.834.609	Research Seminar II: Qualitative Methods	3	RU-N
		Elective by Advisement	3	
			12 Credits	

Specialization Core (18 Credits) (9 Required Credits; 9 Credits Elective)	Urban Health Systems	(18 Credits: 9 Required as noted below and 9 Credits of Electives)		
	UHS6203	Urban Health Program Evaluation	3	UMDNJ
	UHS6201	Social and Cultural Construction of Health	3	UMDNJ
		Urban Health Systems: History, Structure & Challenges	3	UMDNJ
	Urban Environment Studies	(18 Credits: 9 Required as noted below and 9 Credits of Electives)		
	ARCH770/662-031	Development of the American City	3	NJIT
	ARCH639/739	Architecture & Health: The Pathology of Urban Systems	3	NJIT
		Architecture Perspectives in Urban Research	3	NJIT
	Urban Educational Policy	(18 Credits: 9 Required as noted below and 9 Credits of Electives)		
		Sociology of Urban Education: Issues in Race, Class, Gender & Ethnicity	3	RU-N
		Educational Policy & Urban School Improvement	3	RU-N
		History of Urban Education	3	RU-N
Dissertation (24 Credits)				

ADVISOR'S NOTES

ACADEMIC ADVISOR: _____

PROJECT/THESIS/DISSERTATION ADVISOR: _____

GRADUATE STUDIES COMMENTS: _____

REQUEST APPROVED: _____ DISAPPROVED: _____

GRADUATE STUDIES OFFICE SIGNATURE: _____ DATE: _____

CC: WHITE (GRADUATE STUDIES), YELLOW (DEPARTMENT), GOLD (ADVISOR), PINK (STUDENT)

ATTACHMENT C

USE OF THIS FORM: Indicate below if you are requesting Prior Approval or transfer of Credits Already Earned. For prior approval, submit a copy of the course description(s). For courses already taken, submit a copy of the course description and request that an OFFICIAL TRANSCRIPT be sent to the Office of Graduate Studies at NJIT, 323 M. L. King, Jr. Blvd., Newark, NJ 07102-1982. For the complete policy please refer to the NJIT web site at www.njit.edu/catalog

Prior Approval to take course(s) at another college or college or university for credit towards NJIT degree graduate degree program, Credits Already Earned at another university to be transferred to NJIT program.

Name: _____ **Date Started:** _____

_____ **SS or ID #:** _____

Address: _____ **Dept. or Prog.** _____

City, State, Zip: _____ **Degree Level:** _____

Phone #: _____ **E-mail:** _____

TRANSFER CREDIT REGULATIONS: Up to nine (9) credits may be transferred for credit provided that they were taken at an accredited college or university in the United States, were not used in fulfillment of a previous degree awarded, earned a final grade of 3.0 or above on a

scale whose maximum is 4.0, were earned in graduate level course(s) for which full academic credit was awarded, were in units of at least 3 credits and were not earned more than seven years ago. Credits earned in quarter systems will be converted to equivalent semester credits.

ORIGINAL ID NUMBER OF COURSE	ID # OF EQUIVALENT NJIT COURSE	COURSE TITLE	COLLEGE OR UNIVERSITY	SEM YEAR	GRADE	CREDITS EARNED
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ADVISOR RECOMMENDATION GSO APPROVAL REGISTRAR OFFICE ACTION

Advisor's Signature Date	Date	GSO Signature	Date	Registrar's Signature
_____	_____	_____	_____	_____

I approve transfer credit _____ Granted as indicated _____ Student's record has been amended _____

(only for approved courses): _____ below: _____

ORIGINAL COURSE	NJIT COURSE	CREDITS NUMBER	NJIT COURSE NUMBER	CREDITS NUMBER	NJIT COURSE NUMBER
-----------------	-------------	----------------	--------------------	----------------	--------------------

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Transfer REJECTED due to: _____

Advisor's Signature Date

COPIES: White: Registrar Yellow: Graduate Studies Gold: Advisor Pink: Student



**NEW JERSEY INSTITUTE OF TECHNOLOGY
RUTGERS UNIVERSITY
UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
SCHOOL OF NURSING**

ATTACHMENT D

**SAMPLE OF DOCTORAL QUALIFYING EXAMINATION
APPROVAL FORM**

This form acknowledges that

_____ has completed all Joint PhD Urban Systems Core and Research courses and is prepared to take the Doctoral Candidacy Examination.

Semester and year exam to be taken: _____

Total Number of Credits earned: _____

Semesters in Program: _____

Attached is a transcript verifying the number of credits earned and courses taken.

Advisor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

ATTACHMENT E

SAMPLE

Ph.D. _____ EXAMINATION REPORT

(Indicate Type of Exam)

USE OF THIS FORM: The form must be submitted to the Office of Graduate Studies upon completion of grading for qualifying, specialization, parts of multipart qualifying, research proposal or any other Ph.D. examination except for the dissertation defense, which is reported on another form.

Ph.D. PROGRAM: _____ EXAM. DATE: __

EXAMINATION COMMITTEE CHAIR: _____

MEMBERS OF EXAMINATION COMMITTEE: _____

PROCTOR FOR EXAMINATION: _____

STUDENTS TAKING EXAMINATION:

<u>STUDENT NAME</u>	<u>ID. NUMBER</u> <u>CONDITIONS</u>	<u>PASS/FAIL</u>
_____	_____	_____

STUDENTS ABSENT FROM EXAMINATION: _____

(NAME/I.D. NUMBER): _____

PERSON COMPLETING THIS REPORT: _____

SIGNATURE/DATE, Ph.D. PROGRAM DIRECTOR: _____

SIGNATURE/DATE, DEPARTMENT CHAIR: _____

SIGNATURE/DATE, GRADUATE STUDIES: _____

CC: WHITE (GRADLIATE STUDIES), YELLOW (DEPARTMENT), PINK (STUDENT)

RSK 4/12/93

NEW JERSEY INSTITUTE OF TECHNOLOGY

Ph.D. DISSERTATION COMMITTEE APPOINTMENT REPORT

USE OF THIS FORM: This form is completed on formation of the Ph.D. dissertation committee. The committee must be formed within 6 months after passage of the qualifying examination. The policy for the formation of the committee is described in the latest Graduate Catalog.

Ph.D. PROGRAM: _____

NAME OF DOCTORAL CANDIDATE: _____

LAST

FIRST

NJIT I.D. OR SOCIAL SECURITY #: _____

DATE OF ACCEPTANCE OF RESEARCH PROPOSAL: _____

PRELIMINARY TITLE OF DISSERTATION: _____

NAME, RANK, DEPARTMENT/AFFILIATION OF DISSERTATION COMMITTEE CHAIR:

_____	Rank	Department/Affiliation
Name		

NAMES, FACULTY RANKS, AFFILIATIONS OF COMMITTEE MEMBERS:

_____	Rank	Department/Affiliation
Name		

_____	Rank	Department/Affiliation
Name		

_____	Rank	Department/Affiliation
Name		

PERSON COMPLETING THIS REPORT: _____ DATE: _____

DEPARTMENT CHAIR APPROVAL SIGNATURE:

RECEIVED BY OFFICE OF GRADUATE STUDIES: _____ DATE: _____

CC: WHITE (GRADUATE STUDIES), YELLOW (DEPARTMENT), PINK (STUDENT)

RSK 4/12/93

New Jersey Institute of Technology

OFFICE OF GRADUATE STUDIES

Ph.D. DISSERTATION DEFENSE REPORT

USE OF THIS FORM: This form must be completed by either the Dissertation Committee Chair or the Doctoral Program Director immediately after the defense and submitted to the Office of Graduate Studies Office.

Ph.D. PROGRAM: _____

NAME OF DOCTORAL CANDIDATE: _____

STUDENT I.D. # OR SOCIAL SECURITY #: _____

FINAL TITLE OF DISSERTATION: _____

DATE OF DEFENSE: _____

DISSERTATION ADVISOR(S): _____

MEMBERS OF DISSERTATION COMMITTEE AT DEFENSE: _____

RESULTS OF DEFENSE: PASS: _____ FAIL: _____

CONDITIONS/COMMENTS: _____

PERSON COMPLETING THIS REPORT: _____

DEPARTMENT CHAIR SIGNATURE: _____

DATE: _____

DATE REPORT RECEIVED IN GRADUATE STUDIES OFFICE: _____

GRADUATE STUDIES SIGNATURE: _____

CC: WHITE (GRADUATE .STUDIES), YELLOW (DEPARTMENT), PINK (STUDENT)
RSK 4/12/93

ATTACHMENT H
SAMPLE

New Jersey Institute of Technology
OFFICE OF GRADUATE STUDIES

NOTIFICATION OF DOCUMENT RECEIPT AND ACCEPTANCE

USE OF THIS FORM: This form is completed on receipt of an acceptable document by the Office of Graduate Studies.

ONCE COMPLETED THE SUPERVISOR IS REQUESTED TO ASSIGN AN APPROPRIATE FINAL GRADE.

STUDENT NAME/I.D. NO.: _____

LAST NAME
I.D. NO.

FIRST NAME

STUDENT ADDRESS: _____

DEPARTMENT OR PROGRAM: _____

TYPE OF DOCUMENT: _____

Master's Thesis, Doctoral Dissertation, or Engineer

Project

EXACT TITLE OF DOCUMENT: _____

SUPERVISORY FACULTY MEMBER: _____

ABSTRACT AND APPROVAL SHEET COPIES RECEIVED: YES _____ NO _____

NUMBER OF DOCUMENTS RECEIVED: Original _____ + _____ Copies

THESIS/DISSERTATION BINDING REQUEST FORM RECEIVED: YES _____

NO _____

FEES PAID:

BINDING: YES: _____ AMOUNT: _____ NO _____

MICROFILMING (Ph.D. ONLY) YES: _____ AMOUNT: _____ NO _____

COPYRIGHT (Ph.D. ONLY) YES: _____ AMOUNT: _____ NO _____

FORM OF PAYMENT:

DATE RECEIVED IN ACCEPTABLE FORMAT/ALL FEES PAID: _____

STUDENT SIGNATURE/DATE: _____

APPROVAL BY OFFICE OF GRADUATE STUDIES/DATE: _____

EXPECTED GRADUATION DATE: _____

NOTE: 1. The supervisory member n-my assign an appropriate final grade on receipt of this completed form. Passing grades for Master's Theses and Engineer Projects are A, B+, B, C+, or C. The passing grade for a Doctoral Dissertation is P.

2. Bound document distribution requirements are: Original to Library and one copy each to the Thesis Advisor, Department, and Student.

cc: WHITE (GRADUATE STUDIES), YELLOW (DEPARTMENT), GOLD (ADVISOR), PINK (STUDENT)
RSK 4/12/93