

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

PhD in Urban Health Student Handbook

August 2010

Dear Urban Health Students:

This Doctoral Student Handbook for the PhD Program in Urban Health 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. In particular, UMDNJ-specific policies as the Urban Health Specialty is housed in the School of Nursing at UMDNJ.

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 four specializations: (a) urban health, (b) urban environments, (c) urban educational policy, and (d) urban architectural history. 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The policies and procedures herein are subject to change and may be superseded by action of the Program Director and the faculty.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.

Urban Health students should visit the following PhD program web pages for additional information:

UMDNJ School of Nursing, PhD program website:
<http://sn.umdnj.edu/academics/phd/index.htm>
New Jersey Institute of Technology Web Site
Urban Systems Web Site
New Jersey Institute of Technology Graduate Catalog
Rutgers University Urban Educational Policy Catalog

If you have any questions about material in this handbook, please feel free to contact any of us:

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OVERVIEW OF DOCTORAL PROGRAM

The Doctor of Philosophy (PhD) 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 are 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 PhD 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 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 curriculum with four specializations: (a) urban health, (b) urban environments, (c) urban educational policy, and (d) urban architectural history. 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: 18-credit program core, 12-credit research core, 18-credit specialization core, and 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.

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 Program Coordinator and in collaboration with the PhD Faculty Admissions Committee relative to Graduate School requirements, program requirements and the student's Plan of Study.

In addition to the overall credit requirements, the Urban Health 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:

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

The Program Coordinator 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:

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

Doctoral Qualifying Examination

Students should take and pass the qualifying examination within 3 years of beginning the program. Students are permitted to take the examination twice. Within one semester of completion of all core courses (including all research core courses), each student will take the one-day written examination and the one-week take-home section.

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 PhD 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 occur, permission can be sought for an extension.

Students in the Urban Health Track should obtain permission from the Program Coordinator and Assistant Dean of Graduate Studies based on the recommendation by the Chair of the student's dissertation advisor.

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 Program Director is responsible for evaluating the progress of each student at the end of the semester of study. The Assistant Dean for Graduate Studies Office at UMDNJ is also notified if a student's academic status is in jeopardy.

PLAN OF STUDY

Each student works collaboratively with the Program Coordinator 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 (*Proposed Plan of Study Form*) is approved by the Program Coordinator prior to the student's registering for elective and/or specialty courses. The Plan of Study is reviewed with the student after 18 or more credits have been completed. The major components of the doctoral program are:

- 18-credits of Program Core Courses:
- 12-credits of Research Core Courses:

- 18-credits of 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 Consequences of Urban Health (3 Credits)

This interdisciplinary course examines the complex interactions among the physical and social environment, health status, education, and human capital in the community. Quality of life is the outcome of micro and macro-factors that operate at the level of the individual, family, neighborhood, community, state and nation. A multidisciplinary framework is used for examining the evidence on the linkage between quality of life, development of human capital, poverty, sociopolitical organization and community organization. Students are expected to: (a) Synthesize anthropological and sociological perspectives on health and illness; (b) Analyze epidemiological concepts within the context of social science perspectives; (c) Evaluate the state of health disparities in national and global contexts; (d) Describe macro- and micro-level factors that influence the health of individuals and communities; (e) Examine theoretical perspectives on the health of individuals and communities; and (f) Examine the effects of poor health on the development of human capital and community.

Urban Educational Systems: Schools & Communities in the Contemporary World
(26.977.608 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 (3 credits)

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 (URB 6103, 3credits)

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.

Additional research course: Advanced Quantitative or Advanced Qualitative Research or Geographical Information Systems (3 credits)

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)

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.

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 21 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.

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)

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.

Social and Cultural Construction of Health and Illness (3 Credits)

This PhD level seminar describes the social and cultural factors that influence how individuals in the U.S. organize, define and experience illness; engage in illness prevention; seek treatment; and engage with the formal and informal medical systems. Specific course objectives include: (a) provide an introduction to anthropological and sociological perspectives on health and illness; (b) describe the social and cultural production of health; (c) describe how people conceptualize illnesses and make

decisions concerning treatment; (d) describe major and minor folk traditions concerning the diagnosis and treatment of illness; (e) describe the nature of interactions between “patients” and the formal and informal medical systems focusing on health care practitioners; (f) describe the information sources that people use when confronting illness; and (g) describe the nature of individual perceptions of risk.

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 science of evaluation and topics will include 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. Students are expected to: (a) describe the social and cultural context of health program development; (b) describe components of and steps in program development; (c) discuss appropriate theories/models guiding program development and implementation and evaluation; (d) describe how program implementation and evaluation address macrosocial and microsocial process and effects; (e) identify various evaluation methods of programs; (f) analyze appropriateness of evaluation design and methods in monitoring process and outcomes of the program; and (g) interpret evaluation data to determine program impact, cost and decisions about the program.

ADVISEMENT

Role of the Program Coordinator

The Coordinator is a vital link between the entering student and the doctoral program. The Coordinator 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 Program Coordinator will be responsible for PhD student advisement or assign specific faculty members to do so. The specific advisement responsibilities of the program coordinator are to:

- a. Interpret to the student the doctoral program design, requirements and policies.
- b. Assist the student in planning objectives for doctoral study and clarifying career goals.

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

Student Responsibilities with Respect to Advisement

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

- a. Contacting the Program Coordinator for advisement prior to each semester registration in order for the registration hold to be removed for on-line registration.
- b. Communicating regularly with the Program Coordinator regarding progress, goals and plans.
- c. Selecting, in collaboration with the program coordinator, a Dissertation Advisor.
- d. Initiating contact with the faculty member whom the student is considering as Dissertation Advisor.
- e. Initiating contact with faculty members being considered as members of the Dissertation Committee.
- f. Selecting in collaboration with the Dissertation Advisor and members of his/her Dissertation Committee prior to registering for elective/specialty courses and subject to approval by the Program Coordinator.

- g. Becoming familiar with and complying with all relevant policies and procedures as set forth in the UMDNJ-UH Student Handbook and those of NJIT and Rutgers University.
- h. Report problems that delay progression in completing degree requirements to the Dissertation Advisor.
- i. Request appropriate approval of the Program Coordinator and the Assistant Dean for Graduate Studies, where unusual problems have been encountered in meeting specific deadlines.

PROGRESSION

Registration Procedure

The student must meet with Program Coordinator for planning purposes prior to the registration period each semester. All students need advisement from the Program Coordinator prior to registration. *Registration is required each semester.* Students register for all courses at UMDNJ-SN.

Online registration and payment of tuition and fees is available. Directions for registration are located at the <http://www.umdnj.edu/urbsyweb/>. Information about add/drop period, schedule of classes available at this website. Currently enrolled and newly admitted students should visit this website regularly. Newly admitted students to the Urban Health Track receive detailed instructions from the Office of Enrollment Services.

The UMDNJ-SN Enrollment Services is located at 65 Bergen Street, Stanley S. Bergen Building, Room 152, Newark, New Jersey, 07101-1709, (973) 972-5336 (phone), (973) 972-7453 (fax).

International Students should visit the Office of International Services at http://www.umdnj.edu/uroweb/international_office/index.shtml. The Office of the International Services is located at 65 Bergen Street, Room GA-72, Newark, NJ 07101-1709, (973) 972- 6138 (phone).

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 9 credits/semester. During dissertation advisement, full time students are required to register for 6 dissertation credits per semester. After 24

credits of dissertation advisement are completed, the student can register for 2-3 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 health or personal reasons, a *Leave of Absence* form must be completed and approved by Program Coordinator and the Dissertation Advisor if applicable. .

Students who complete work for dissertation over several semesters receive 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 completed **Discontinuance Form** must be submitted to the Program Coordinator who forwards a copy to the Office of Enrollment Services. 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 Enrollment Services.

Leave of Absence

Students who anticipate a protracted absence from doctoral studies may request a **leave of absence** from the Program Coordinator. A Leave of Absence is 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 Program Coordinator and Enrollment Services. They are also required to consult with their dissertation advisor, if appropriate. 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:

<u>GRADE</u>	<u>GPA</u>	<u>SIGNIFICANCE</u>
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 Office of Enrollment Services issues a grade report to each student at the end of each semester. Grades may be viewed using an assigned password and identification number at www.myumdnj.edu.

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 Program Coordinator. 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. [Can this be done electronically?](#)

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. Students should consult their Dissertation Advisor and Program Coordinator in advance. Withdrawals are done by completing and submitting a [Schedule Change of Form](#) to Enrollment Services semester at _____. This form requires the signature of the instructor. This form is available at the Enrollment Services Office. Failure to submit this form 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 Program Coordinator 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 the Program Coordinator. If the course is acceptable, the Program Coordinator should write a memo so stating and send the materials to Enrollment Services. The Program Coordinator makes the final decision on transfer and waiver courses with the advice of the instructor of the course being waived or whose course is being substituted with a transferred course. One copy of the material is sent to Enrollment Services and one copy is placed in the student's permanent file. Requests for transfer credit must be submitted on the Transfer Credit Request Form ([Sample of Transfer Credit Request Form](#)) available from Enrollment Services, accompanied by the course descriptions from the other educational institution. Students must arrange for the other institution to send an official transcript to the Program Coordinator). 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. Start and end dates, add/drop period and holidays may be scheduled differently by each university. Students should check their websites.

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 Financial Aid Office or respective funders to determine if they are fulfilling degree requirements.

The Program Coordinator along with the Office of Enrollment Services 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 to visit in-person to review their academic record and also meet with the Program Coordinator and Dissertation 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 Program Coordinator and the Dissertation 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 Program Coordinator and the Dissertation Advisor. Academic probation is noted on the permanent record.

Appeals

Decisions relating to a student's academic status are made in accordance with regulations approved by the PhD faculty and School of Nursing Executive Council. Committees that set regulations include, but are not limited to, the

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 appropriate academic authority where the course is being offered. At any time, the student may request that the Assistant Dean for Graduate Studies be consulted.

A student who remains dissatisfied may appeal the decision to the Committee on Student Affairs. 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 Chairperson of the Student Affairs Committee. 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 by failing 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 the UMDNJ-SN Student handbook
- Pay all tuition, fees, and other charges within the required time limits.

COURSE REQUIREMENTS

The 72-Credit curriculum consists of 18 credits of core curriculum, 12-credit research core, 18-credit specialization component and 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 of the American Metropolis	3	NJIT
	or URB 788	Special Topics in Urban Health		
	URB 6001	Urban Systems II: The Development of U.S. Populations & Trends	3	UMDNJ
	26.977.617	Urban Systems III: Globalization, International Migration and Contemporary Cities	3	RU-N
	26.977.608	Urban Education Systems: Schools and Communities in the Contemporary World	3	RU-N
	URB 6003	The Good City: Environ meal Design & the Quality of Metropolitan Life	3	NJIT
	URB 6004	Determinants and	3	UMDNJ

		Consequences of Urban Health		
			18 Credits	
Research Core (12 Credits)	26.977.624	Research Seminar I: Qualitative Methods	3	RU-N
	URB 6103	Research Seminar II: Quantitative Methods	3	UMDNJ
		An advanced research methods course or GIS	3	
		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>		
	URB 6203	Urban Health Program Evaluation	3	UMDNJ
	URB 6201	Social and Cultural Construction of Health	3	UMDNJ
	URB 6002	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
	MIP 675	Elements of Infrastructure		NJIT

		Planning		
		Architectural Perspectives in Urban Research		NJIT
	Urban Educational Policy	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
	26.977.608	Sociology of Urban Education: Issues in Race, Class, Gender & Ethnicity		RU-N
	26.977.613	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 the Program Coordinator; 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 Program Coordinator and Dissertation Advisor if applicable 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

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 (a) attainment of a depth of knowledge in urban systems, (b) ability to integrate theory, content and research methods within the broader context of urban systems, and (c) 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 PhD 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.

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 and III. Part II will cover Urban Education Systems, The Good City, and the Determinants and Consequences of Health.

Parts I and II will be graded anonymously by three faculty members in the PhD Program.

The Program Coordinator and the Program Director may assign the paper to two additional readers (*i.e.*, a fourth and fifth PhD Program core curriculum faculty reader) for evaluation. If these faculty readers' evaluations are positive (*i.e.*, resulting in a 3/5 simple majority of all readers), the Program Coordinators and PhD 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 PhD Program. A student receiving a failing "F" evaluation on one or more questions is not permitted to progress in the PhD 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 Program Coordinator and 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 notify the Program Coordinator to take the Doctoral Qualifying Examination. Upon review and approval of the request, the Program Coordinator notifies the Program Director before the deadline. the student's intent to take the qualifying examinations. The exams are generally given on these dates:

Fall examination: mid October
Spring examination: mid February

Deadline for filing: May 1
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 respective Program Coordinators.

DISSERTATION PROPOSAL AND DEFENSE

Dissertation Proposal

The purpose of the dissertation proposal is to present a complete and well-developed outline of the research for the dissertation. The 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 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 the student's specialization). Although there is no minimum page requirement, it is unlikely that an effective proposal be less than 20 double-spaced word-processed pages.

Urban Health track students are encouraged to have substantive work on the first four chapters of their dissertation before the proposal defense.

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.

Chapter 1. The Research Problem

This chapter provides a background of the problem and its significance. Evidence must be presented that the student is working on a problem that is going to be regarded as significant. Students must establish the originality of the problem based on the review of the literature and its relevance to the study of urban systems.

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 the student personally, acceptable to his/her advisor, important to the study of urban systems and "doable" given the student's material and intellectual resources.

This section must begin or end with the statement 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.

Chapter 2. 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...

A conceptual framework generally refers to more than one theory or model. A student may use several models or theories to form the dissertation's conceptual framework. The presentation of the model must include definition of key terms and

relationships. Students should include a rationale for selecting the theory, model or conceptual framework. A description of how this guides the research design and future data analysis should be included.

Chapter 3. Review of Literature

This chapter is generally the longest part of the dissertation. The review of literature is ongoing until the dissertation is completed. When presenting the research problem, related model and procedures, the student must review literature relevant to the particular area of the study. The chapter presents a comprehensive review of empirical and theoretical literature from the different disciplines related to the chosen topic.

Chapter 4. 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 should summarize the research problem and related model.

The procedures section must also include:

- a. The research design
- b. The instruments and/or data sources
- c. Sampling strategy, if appropriate
- d. Analytical techniques, including statistical techniques if appropriate.
 - The plan for data analysis shall be such that assumptions underlying 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.

References

The reference list should identify works that are central for your problem. References include those that were cited in the text. UMDNJ follows the *Manual for Publication by the American Psychological Association*.

Timetable

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

COMPLETED DISSERTATION

A completed dissertation includes additional chapters. Students generally review, augment and/or refine the previous chapters based on the data collected and additional information gathered relevant to any of the chapters. These additional chapters include:

Chapter 5. Findings

The presentation of the study findings depends on the method used and decisions regarding the presentation of the findings. This section may take several chapters. The student should seek the guidance of the Dissertation Advisor and Committee members on the presentation of the findings.

Chapter 6. Discussion of findings

This section demonstrates the student's ability to interpret the findings within the context of the research problem/study questions and relevant studies on the subject. Students should include the limitations of the study.

Chapter 7. Conclusion

This section summarizes the major findings and analysis within the context of theory, current and future knowledge on the subject and methods for studying the phenomenon of interest. In qualitative studies, this section also addresses generation of new theory, model or hypothesis drawn from the study findings. Implications of the study findings to the different disciplines relevant to urban health should be explicated.

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 sent to the PhD Coordinator.

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 (dissertation advisor) will be a faculty member in the PhD program in Urban Systems but need not be in the student's area of specialization should there be a faculty member in another specialization who is qualified by interest and expertise to serve as advisor/chairperson. The other two members shall have a PhD 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 be from the PhD Program in Urban Systems and shall represent two of the areas of specialization. The third member may come from outside the program -- either from the faculty of one of the three universities or from outside the universities, provided he or she is an expert in the topic of the dissertation.

Prior to the defense of the completed dissertation, a fourth member shall join the committee to constitute the Dissertation Defense Committee.

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 Program Coordinator (*Dissertation Proposal Defense Evaluation Report*).

Criteria for Evaluation

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

- The problem selected is relevant and significant to the student's chosen specialization.
- Relevant literature to the problem is reviewed, evaluated and meaningfully synthesized.
- Student's knowledge is sufficient to develop and implement the research proposal.
- Ideas are developed logically and in a manner reflecting intellectual creativity and conceptualization.
- Theoretical issues are presented, examined and critiqued.
- Methodology is appropriate for research question.
- Elements of scholarly writing are observed.
- The document adheres to the latest version of the APA publication manual.

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 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 Program Coordinator.

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. (*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 occur during the summer session with permission from the Dissertation Advisor.

All students must have their Dissertation Advisor's approval to register for his/her specific section each time they register for dissertation advisement. Students must register for dissertation advisement within the deadlines established by Enrollment Services.

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 Program Coordinator.

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; all related bills have been paid; and the defense has been passed.

Approval by the Program Coordinator 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, program coordinator, and the Office of Graduate Studies. If an appeal for an extension is denied, the student may appeal further in the following order: Program Coordinator, Dean of the School of Nursing and Committee on Student Affairs. Appeals must 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:

1. Reviews the proposed research for scientific quality and provide advisory input to the student.
2. Assures appropriate protection of human subjects according to the IRB guidelines and procedures.
3. Assists 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.
4. Ensures the Plan of Study has been completed and submitted to the Program Coordinator for approval before the student registers for elective/specialty credits. (*Study Plan Form*)
5. Serves as Chairperson of the student's Dissertation Committee
6. Assists the student in selection of a Dissertation Committee
7. Assumes 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; and
 - Carrying out the research as proposed and approved.
8. Notifies the Program Coordinator in writing of the proposed dissertation topic and Dissertation Committee membership prior to the student's defense of the research proposal.
9. Notifies the Program Coordinator in writing when the student has successfully completed the defended dissertation research proposal (*Sample of Examination report*).

10. Forwards a copy of the approval dissertation proposal to Program Coordinator.
11. Ensures that the student schedules a meeting with Dissertation Committee to obtain approval for final defense.
12. Serves as chairperson of the student's final oral examination committee.
13. Approves and signs the final version of the dissertation.
14. Submits the form certifying the completion of the dissertation to the Program Coordinator (*PhD Dissertation Defense Report Form*).

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 Program Coordinator is responsible for approving the formation of the dissertation committees (*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 Program Coordinator.

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:

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

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.

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 Program Coordinator. 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://www.umdnj.edu/oppmweb/university_policies/research/index.htm.

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 Program Coordinator.

IRB submission packet is signed by the Program Coordinator, and is placed on the student's file. 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.

Dissertation Defense

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 UMDNJ-SN is the latest edition of the American Psychological Association's Manual for Publication. The policies of Enrollment Services 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 Program Coordinator provides guidance and assistance to the students working on the final details of the dissertation. .

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.

It is expected that, in addition to the copies of the completed dissertation submitted to the Program Coordinator (*Dissertation Defense Approval Document*), the student will provide each member of the Dissertation Committee and the 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 Program Coordinator by the Dissertation Advisor, 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 final defenses are open to members of the Graduate Faculty and UHS students 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

GRADUATION POLICIES

Application for Graduation

Students enrolled in Joint UMDNJ-SN programs should refer to the catalog and/or student handbook of the academic partner institution for additional information regarding application for graduation from their program of study.

Every prospective UMDNJ-SN graduate, including those in joint degree programs, must complete the "Application for Degree/Certificate" form (available from http://sn.umdj.edu/studentonly/ApplicationforDegree_Certificate.pdf) and file it with the Enrollment Services, Stanley S. Bergen Building, Room 152, Newark, New Jersey 07101-1079, (973) 972-5336 along with the corresponding graduation fee. Deadlines for submission of UMDNJ-SN "Application for Degree/Certification" forms are as follows:

- Students who will complete their programs by the end of the Spring or Summer semesters must file their application forms by the first week of the November prior to the completion of their programs.

- Students who will complete their program requirements by the end of the fall semester must file their application forms by the last week in September.

Requirements for Graduation

Upon the recommendation of the Dissertation Advisor, Program Coordinator, and Academic Dean and subject to the approval of the UMDNJ Board of Trustees, academic degrees and certificates are awarded three times a year (Jan 15, May and September 15) to students successfully completing all requirements specified by their program of study.

Deadline Waiver

Applicants for 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 Program Director and the Office of Enrollment Services before it is due. Students granted a waiver may be permitted until a date as specified by the Office of Enrollment Services to submit a final copy of the work to the Program Coordinator. 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.

School of Nursing Honors Convocation

Honors Convocation celebrates the success and accomplishments of graduating students and the contributions of faculty. Hosted by the Dean of the UMDNJ-School of Nursing, the ceremony includes awards presentations, pinning ceremony and ABSN students affirm their commitment to the International Nurses Pledge

University Commencement

The University **requires** all graduates of its schools to participate in the annual Commencement Exercises. It recognizes that students may complete program requirements for graduation at different times during the academic year. To this end, the University has established three graduation dates for UMDNJ-SN: May date determined each year, September 15th, and January 15th of each year. Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

All students are invited and encouraged to attend the May graduation ceremony of the year in which their degree is conferred.

May Graduates:

UMDNJ-SN students who complete program requirements by May shall receive their certificates/diplomas at the ceremony in May.

September Graduates:

Students who will complete program requirements by the end of the summer semester shall participate in the May Commencement and receive their certificates/diplomas in the Fall.

January Graduates

Students who complete nursing requirements during the fall semester shall have their certificates/diplomas conferred in January and distributed by mail shortly after. All January student graduates are invited and encouraged to attend the following May commencement ceremony.

Academic Attire

Graduating students are required to wear the appropriate academic regalia for their program and degree. They will be given information on how to order the academic regalia and where to pick up and return them after. Information will also be provided on how to purchase this regalia if students choose to have their own. Volunteer staff and faculty assist students in donning the academic regalia at the site for the convocation and commencement.

Members of religious orders or similar societies may wear their customary habits. Military uniforms are also considered as appropriate academic attire. Insurance Coverage for Students.

UMDNJ – SN HEALTH POLICIES

Immunizations

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 either proof of having two doses of measles, mumps and rubella vaccine or serologic evidence of immunity, three doses of hepatitis B vaccination or serologic proof of immunity, a tuberculin test (PPD) and entrance physical examination. For further information, contact [the Student Health and Wellness Center at:](#)

Doctor's Office Center Suite 1750
90 Bergen St
Newark, NJ 07103
Phone: (973) 972-8219 or (973) 972-7687
Fax: (973) 972-0018
Hours: Mon-Fri 7:30-5:00 PM
(973) 972-8219 or (973) 972-7687 for further information.

Acceptance and Continued Matriculation in all UMDNJ-SN Academic Programs is Contingent upon the following:

University Policy: STUDENT IMMUNIZATIONS & HEALTH REQUIREMENTS
http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html

Please refer to the full policy at the above link for complete information.

Health and Safety Policy
http://www.umdnj.edu/oppmweb/Policies/HTML/HealthSafety/00-01-45-52_00.html

Health Insurance

All UMDNJ students are required to show evidence of health insurance coverage.

- Professional and General Liability Coverage –
 1. All coverage provided by the Program of Self Insurance is governed by the terms and provisions of the State of New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq. Coverage of a student, pursuant to Attorney General opinion, is limited to covered claim for damages arising as a result of matriculated student's (meaning student is classified and enrolled in a University degree or certificate granting program) performance and completion of the school's mandated requirements as part of the authorized curriculum under the appropriate supervision and control of UMDNJ faculty and duly authorized personnel. UMDNJ does not extend the Program of Self-Insurance coverage to student activities performed outside of the mandated curriculum requirements. The Self-Insurance Program acts as secondary coverage to student's individually held malpractice insurance.
 2. A scheduled clinical agency may require the student to hold an individual liability policy. Students will be provided with information on obtaining this if required.

- Long-Term Disability Insurance Coverage – Students have the option for voluntary purchase of long-term disability coverage. Purchase is contingent upon year and program. Please consult Assistant Deans for more information.

UMDNJ-SN Student Records and Information

No information from records, files and documents and other materials which contain information directly related to a student and which are maintained by UMDNJ or by a person acting for UMDNJ shall be disclosed to individuals outside the University without the consent of the student in writing, except pursuant to lawful subpoena or court order except in the case of specifically designated educational and governmental officials as required by PL. 93-380 (The Family Educational Rights and Privacy Act of 1974 as amended).

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-05_00.html

It is UMDNJ-SN policy to forward educational records upon the initiation of the student as well as upon the request of another educational institution that states in writing that the student has applied for admission. The UMDNJ-SN shall request authorization from the student to release records to any individual, agency, or institution except as outlined in Disclosure of Student Records.

Disclosure of Students' Records and Information

To Student

The student is accorded the right to inspect, in the presence of a staff member, official UMDNJ records and files related to himself/herself. This right includes an explanation of any information contained in these sources. The student is entitled to such rights within 45 days after initiating such request in writing. UMDNJ-SN shall not allow students access to:

1. Financial records of his or her parents.
2. Confidential letters and confidential statements of records placed in the education record prior to January 1, 1975 if the letters and statements were predicated as being confidential.

Confidential letters and confidential statements of records after January 1, 1975 concerning admission, application for employment or receipt of honor, provided that the student has waived his or her right to access.

To Third Party

Information from education records may be released without students' consent to among others:

1. UMDNJ faculty and/or staff members determined by the University to have legitimate educational interests in the requisitioned records.
2. Appropriate officials of other colleges for students enrolled in programs.
3. Appropriate financial aid personnel in connection with an application for or receipt of financial aid.
4. Parents of dependent students.
5. Under subpoena, by lawful authorities. Authorized federal officials to include those auditing federally supported education programs as well as state officials who by statute are required to gather information from student records.
6. In emergency, appropriate persons, if the knowledge obtained from the student's record is necessary to protect the health or safety of the student or other persons.

CHANGE IN NAME/ADDRESS/TELEPHONE NUMBER/EMAIL

UMDNJ-SN students are required to keep Enrollment Services informed of any legal change of name or change of address. A Change of Name Form <http://sn.umdj.edu/studentonly/changeofnameform.pdf> or a Change of Information Form <http://sn.umdj.edu/studentonly/changeofstudentinformation.pdf> must be filed with Enrollment Services. Requests for changes of name must be accompanied by a court order or appropriate documentation, such as a marriage certificate.

Any change in contact information should also be communicated to the Program Coordinator.

Communication

The official UMDNJ - SN communication is via UMDNJ email. All students are required to have a UMDNJ email account and to regularly check their email messages. Only the UMDNJ email will be used for School of Nursing and course correspondence. Students are summoned from classes or clinical sites in case of emergencies using the

UMDNJ email address. Students are responsible for reading the information contained therein.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

UMDNJ FINANCIAL POLICIES

Tuition and Fees

Official information concerning tuition and fees may be obtained from the Enrollment Services, 65 Bergen Street, Stanley S. Bergen Building, Room 152, Newark, New Jersey, 07101-1709, (973) 972-5336 (phone), (973) 972-7453 (fax).

UMDNJ-SN and its joint partners reserve the right to change tuition and fees at any time without prior notice.

Graduate Programs Tuition & Fees

<http://sn.umdnj.edu/academics/costs-grad.htm>

Student Tuition & Fee Obligation University Policy

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15_00.html

Student Residence and In-State Tuition University Policy:

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15_05.html

Assessment of Tuition and Fees University Policy

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-45_00.html

Students will be mailed a statement of account reflecting their financial obligation to the School of Nursing from the UMDNJ Business Office. The University policy requires that all students pay or demonstrate a commitment to pay tuition and fees in full within thirty (30) days of receiving a bill or upon receipt of bill if received after the first day of class. Students not paying their bill on time will have an encumbrance (registration hold) placed on their record prohibiting registration, access to transcripts and grades, and a late payment fee will be assessed. All funds from financial aid will be initially applied to tuition and fees.

Students may not matriculate if their statement of accounts is overdue, nor may they receive their graduation diploma.

Refunds will be issued by the Newark or Stratford cashiers on credit balances after all financial obligations to UMDNJ are satisfied.

Promise to Pay

Many students receive tuition reimbursement from an employer. In these cases it is possible for a student to have the employing agency submit a "Promise of Payment Letter". The student will only be billed that portion of the invoice not covered by the promise of payment.

UMDNJ-SN will accept a letter from a third party as promise of payment if the letter is on company letterhead and meets the following criteria:

The letter must state:

- Name and UMDNJ or student ID number
- The term and year for which the student is applying
- Whether payment will be for tuition only or tuition and fees
- The exact amount that will be paid

A separate letter must be submitted for each student and each term by the billing due date each term.

The letter **will not be accepted** if it states that there are conditions under which payment will be made, such as successful completion of the course, continued employment, or a specific grade.

If the student submits a promise of payment prior to receiving a bill, they will receive a bill for any remaining amount, with the amount due within 30 day of receipt of the bill. If the student has not submitted the promise of payment letter when they receive the bill, then the student must submit the letter along with their portion of the tuition and fees. Promise of Payment letter is sent directly to the Bursar's office:

Mr. Harold Alexander, Manager of Billing and Collections
335 George Street, 4th Floor
New Brunswick, NJ 08901

The Manager of Billing and Collections will apply "Third Party Billing" to the students' accounts to exempt them from late payment fees and any non-payment encumbrances.

SAMPLE LETTER

LETTERHEAD

DATE

Mr. Harold Alexander, Manager of Billing and Collection
UMDNJ
335 George Street, 4th floor
New Brunswick, NJ 08901

Dear Mr. Alexander:

RE: School of Nursing – PROMISE TO PAY
NAME OF STUDENT
SSN OR STUDENT ID

This letter constitutes a promise to pay [TUITION OR TUITION AND FEES] for the above-named student for the [TERM AND YEAR] in the amount of [\$_____].

Payment will be made by May 1 for the spring term, September 1 for the summer term and/or January 1 for the fall term without conditions as to successful completion of the course, continued employment or a specific grade.

Sincerely,

[Signature]

[Name of authorized individual, title]

[Name of company/organization]

Installment Plan

Upon request, those students not receiving financial aid or receiving aid that is less than the total cost of tuition and fees may make arrangement with the Newark Cashier's Office for an installment plan. The service charge for this plan is \$20.00. Eligibility for participating in the installment plan will be determined by the Business Office. Such requests must be received before the due date of each semester's tuition and fees. Students on an installment plan will be required to adhere to the following schedule:

1. Payment of all fees plus one-half of the tuition is due before or on the due date specified on the invoice.
2. One quarter of the tuition is due 30 days from the due date.

3. One quarter of the tuition is due 60 days from the due date

For additional information, contact the Newark Cashier's Office at (973) 972-6307, or the Stratford Cashier's Office at (856) 566-6791.

Students will not be allowed to register for the following semester unless all financial obligations are paid in full for the current semester. Any student who has been awarded financial aid may request the Bursar to defer payment of tuition and fees until receipt of such aid.

Scholarships

The UMDNJ Foundation hosts several financial scholarships that SN students may be eligible to receive. Students may request further information about these opportunities at the University Office of Financial Aid.

Tuition Refunds

Students enrolled in Joint UMDNJ-SN Programs should refer to the catalog and/or student handbook of the academic partner institution for the tuition refund policy in effect for their program of study.

Any student who officially withdraws from a UMDNJ-SN course or program may be entitled to a full or partial tuition refund, as indicated in the refund schedule on the Academic Calendar.

Academic Calendar:

<http://sn.umdnj.edu/studentonly/calendar.htm>

UMDNJ-SN Student Tuition Refunds: <http://sn.umdnj.edu/academics/refunds.htm>

Residency Requirements to Qualify for In-state Tuition Rates

UMDNJ-SN students must provide evidence of New Jersey domicile as part of their petition for in-state tuition rates. University policy requires evidence of ownership of or current lease on a residence in New Jersey and copies of the student's New Jersey income tax return, and/or copies of parent(s) or legal guardian(s) New Jersey income tax return. If New Jersey income tax returns are not available, student must provide a current New Jersey driver's license and New Jersey motor vehicle registration. If student does not drive or have a NJ vehicle registration, student must provide a notarized affidavit that they do not operate a vehicle, and a notarized statement declaring domicile and a New Jersey voter registration card or three of the following: bank documents, utility bills, documents from previous institution showing residency,

documents showing social/economic relationship with New Jersey, New Jersey employment documents, etc. In all cases, student must provide evidence of ownership of or current lease on a residence in New Jersey.

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15_05.html

STUDENT ID AND PARKING

The UMDNJ-SN uses two means of enabling University and affiliated personnel and patients to recognize and identify students:

UMDNJ Identification Card

The identification card is processed for each student at the beginning of their first term of study. It entitles the student to library and other services of the University. Student identification badges are carried and displayed at all times while on campus and in clinical facilities. Identification badges are necessary to gain entry into campus buildings and parking facilities.

The student identification badge is also required to receive and cash student financial aid checks. Student identification badges are NON-TRANSFERRABLE. Identification badges are obtained from the UMDNJ Public Safety Office in Administration Complex - Building 5, (973) 972-4563 for students of the Newark Campus, and in the Primary Care Center, Suite 111, 40 East Laurel Road, Stratford, N.J., (856) 566-6160. If lost, identification badges may be replaced through the Public Safety Office for a specified fee.

http://www.umdnj.edu/oppmweb/Policies/HTML/Admin/00-01-10-150_00.html

UMDNJ Student Parking

Students enrolled in the Joint UMDNJ-SN Program must refer to the parking policies of the partner institution.

All vehicles owned, operated or parked on all of the University campuses must be registered with the UMDNJ Public Safety Office. Information regarding location of these offices, hours of operation, and contact information may be obtained by accessing

<http://www.umdnj.edu/opsweb/contact/Parking.shtml>

UMDNJ Public Safety and Police <http://www.umdnj.edu/opsweb/>

The UMDNJ Newark Department of Public Safety is located at the rear of the Stanley S. Bergen Building, Room 149, 65 Bergen Street, Newark, New Jersey, (973) 972-4563

(Administration), (973) 972-4491 (Non-emergencies). In case of a police emergency, dial 222.

The UMDNJ Stratford Department of Public Safety is located in the University Educational Center, Suite 1132, 40 East Laurel Road, Stratford, NJ (856) 566-6061.

(Administration and non-emergencies) or dial 7-7777 for emergencies.

For further information go to <http://www.umdnj.edu/opsweb/index.shtml>

STUDENT SUPPORT SERVICES

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

Urban Health students should obtain an ID and bar-coded by the library to access library resources outside of the library facility. University Libraries provide print resources on-site at each of its campus libraries and a greatly expanded number of scholarly electronic resources that are available from a multitude of on-campus workstations and remotely to School of Nursing faculty, students and staff statewide. The vast majority of electronic resources are available on a university-wide basis. The University Libraries Web site is the authoritative electronic source on information about the libraries, its resources and services. Please refer to it at:

<http://www.umdnj.edu/librweb>.

The Libraries Voyager system is the online catalog that lists of the vast majority of resources in both print and electronic formats to the UMDNJ community. It is widely accessible and is mounted on the Web for the broadest possible use at <http://voyager.umdnj.edu/>. Library registration is essential to enabling use of library resources. It not only enables you to borrow materials but provides remote access insuring that there is access from off-campus locations at home or other clinical sites. Campus libraries in Newark and Stratford are described below in detail as these libraries provide comprehensive support to students, faculty and staff in the School of

Nursing. In addition, our other campus libraries provide access and borrowing privileges to all holders of UMDNJ ID cards.

Over 50 electronic databases <http://www.umdnj.edu/librweb/catalog.htm#ac> are provided, many of which provide full-text access to journal articles. Several thousand full-text electronic journals <http://sfx.umdnj.edu/cgi-bin/index.cgi> augment the print journal collections housed in each of our campus libraries.

Newark Campus

The George F. Smith Library of the Health Sciences, <http://www.umdnj.edu/librweb/newarklib/library.html>, exists to fulfill the scholarly information needs of all students, faculty and staff on the Newark Campus. Located at 30 Twelfth Avenue in Newark, the library is open 93 hours per week including evenings and weekends. It houses the largest print collection of the UMDNJ libraries and supports the disciplines of medicine, nursing, dentistry, public health, and health related professions. The print collection at Smith Library contains a vast number of key nursing texts in their most current edition. Numerous current texts are included in the Library's Reserve Collection for use within the Library building. Reference librarians provide assistance navigating resources, teaching classes and assisting users in identifying and locating needed information. An extensive collection of multi-media is available providing materials in a variety of formats including slides, videocassettes, and other digital media formats. A complete range of equipment and viewing facilities can be accessed on-site. Over 50 public access computer workstations are available as well as networked printers and photocopy machines. Access cards in varying denominations are purchased at the Library's Circulation Desk.

Stratford Campus

The Health Sciences Library at Stratford <http://www3.umdnj.edu/stlibweb/> is located on the ground floor of the Academic Center and serves faculty, students, and staff on the Stratford Campus. The Library houses over 30,000 volumes, including more than 11,000 books, and subscriptions to 459 print journals. The University Libraries also provide access to approximately 2500 electronic journals and 280 electronic books. The Library's Reserve Collection includes materials used for course work in the curriculum of all programs on the Stratford campus. The Library's homepage includes access to online tutorials and selected Internet Resources, Web resources categorized by broad subject area. Reference librarians provide assistance in navigating resources, teaching classes, and assisting users in identifying and locating needed information. Photocopy machines and laser printers are available for use. Pre-valued cards or coins may be used to operate the

copy machines, as well as the pay-for-print system that allows users to print from any of the Library's computers (no cash option exists for printing).

Four small group study rooms are located in the Library. Each room has a white board and is equipped with a slide projector and a VCR unit. Rooms must be reserved for use; access is restricted to UMDNJ students, faculty and staff.

The Health Sciences Library at Stratford is open the following hours during the academic year.

Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	1:00 pm - 8:00 pm

Special hours are observed during the summer and on holidays. These changes are posted on the Stratford Library Web site and in the Library.

Travel directions to the Stratford campus are available on the Library's web site at http://www.umdnj.edu/home2web/about/about15_stratford.htm

1. **Borrowing Materials.** All students, faculty, staff, and alumni of the UMDNJ - School of Nursing have borrowing privileges. Joint Program Students also have access to partner library services. In order to borrow materials, users must register at the Library and have their identification badges bar-coded. Bar-coded ID badges must be presented in order to check out materials.
2. Circulating materials may be renewed in person or by phone, on or before the due date, if not requested by another library user. Loan periods are as follows: books - one month, with one renewal; audiovisuals - one week, no renewals; board review books - one week, no renewals; journals and reference materials - in-house use only. Reserve materials may be borrowed for two hours for in-Library use. Reserve materials are available for in-house use only. Electronic course reserves can be found on the Library's home page at: <http://www3.umdnj.edu/stlibweb/>
3. **Information Services.** Reference librarians are available to provide assistance with research projects, database searching, and information retrieval. This service is provided during both day and evening hours of the Library's

operation. Library users are encouraged to utilize the online databases available to perform their own literature searches. Training in the use of these databases and searching techniques is available in a number of formats: individual instruction, classroom training, or refresher clinics. Students, faculty, and staff are invited to choose the training method that best suits their needs. Users also have the option to "Ask a Librarian" online. This email reference service is available through the Library's home page at:

<http://www3.umdj.edu/stlibweb/refform.htm>

4. **Information Resources.** The University Libraries share an online catalog of both print and online books, journals and media. Resources listed in the catalog are available to users on all campuses. In addition to the online catalog, the Library provides a collection of full-text and bibliographic databases, including the Ovid Databases (CINAHL, Medline, Evidence Based Medicine Resources, HealthSTAR, PsycINFO, Mental Measurements Yearbook, Health and Psychosocial Instruments (HAPI), Dissertation Abstracts, and International Pharmaceutical Abstracts), VALE Databases (Academic Search Premier, AI-health Watch, Health and Wellness Center, Science Direct, and Lexis-Nexis Academic Universe), and the Web of Knowledge (Science Citation Index, Social Science Citation Index, Current Contents, and Journal Citation Reports). Image databanks such as images.MD, an@tomy.tv, and AccuNet/AP Multimedia Archive provide users with unique resources for use in teaching, research and publication.
5. Access to the online databases, journals, books, and course support materials is available both on-campus and from remote locations. Only registered Library users may have access to the online resources remotely. All School of Nursing students, faculty and staff are eligible, and are encouraged, to register with the Library.
6. **Interlibrary Loan.** Interlibrary loan services are provided in order to obtain materials needed by students, faculty and staff that are not available at the Stratford campus library. An online request form is available at <http://www3.umdj.edu/stlibweb/illreq.htm> . Users who prefer to submit their requests in writing may find a printable copy of a form at <http://www3.umdj.edu/stlibweb/illform.pdf>.
7. **Microcomputer Resources.** The Microcomputer Lab is comprised of a central lab and two electronic classrooms. It houses 35 computers on the Windows platform. Software programs, ranging from tutorials, general applications, and

computer-assisted instruction, are all available, as is access to the Internet. In addition, the Lab houses a slide maker and scanner.

8. The Library also houses 13 computers in the central area of the Library which enable users to access the internet and email exclusively. A wireless network is also available in the Library. Five laptop computers may be borrowed for use in the Library. UMDNJ students, faculty and staff are also invited to bring their own laptops to the Library for use on the wireless network. This option requires that users first register with the University's Information Services and Technology department. Information regarding this service is available on the University's Website.
9. **Training Courses.** The Library has an active technology-training program. Classes on basic computer skills, desktop applications, and presentation graphics are offered regularly. Training in the use of online resources, including database searching and effective utilization of full-text resources and the Internet are offered in a variety of formats.

There are two UMDNJ libraries that students may access in addition to the ones listed on the Newark and Stratford campuses.

New Brunswick Campus

The Robert Wood Johnson Library of the Health Sciences is located on the UMDNJ-New Brunswick campus in the Medical Education Building.

Holiday and summer hours are posted. The main library phone number is (732) 235-7610. <http://www2.umdnj.edu/rwjlweb/index.html>

Camden Campus

The UMDNJ and Coriell Research Library is located on the Camden campus.

Holiday and summer hours are as posted. The main library phone number is (856) 757-7740.

Web site: <http://www4.umdnj.edu/camlbweb/index.html>

UMDNJ Bookstores

The Matthews UMDNJ Bookstore is located in the University Plaza Shopping Center, 186 West Market Street, Newark, New Jersey, (800) 791-Book or (973) 643-5440. The Bookstore offers a selection of approximately 1,000 titles. Textbooks and supplies for

each semester are generally purchased by students at the time of registration. The Bookstore stocks all required and recommended texts that it sells at list price. The Bookstore does not sell used textbooks. Special books are ordered upon request. Other than textbooks, the Bookstore features greeting cards, toiletries and stationary. Hours of operation are Monday through Friday from 9:00 a.m. to 4:00 p.m.

Financial Assistance

Sources of student financial assistance vary from year to year. Some currently available sources listed below. Interested students should the Financial Aid Office at UMDNJ and Program Coordinator for additional information.

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

Student Financial Aid (<http://www.umdnj.edu/studentfinancialaid>)

The UMDNJ School of Nursing realizes that many students need financial assistance to help complete their education. Financial assistance is awarded on the basis of “need.” Financial need is the difference between the cost of attending school and the student’s and family’s ability to contribute to the student’s education. The University expects that the student and his/her spouse will contribute to the fullest from income and assets in meeting these expenses.

To determine what the family is expected to contribute, the University uses the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Financial aid is any grant, loan or paid employment offered for the express purpose of helping a student meet educationally related expenses. Such aid is usually provided by or through Federal and State agencies, foundations, corporations, and the University.

The amounts and types of financial aid that a student receives are determined through Federal, State, and institutional guidelines and are offered to students in “packages” which may consist of grants, loans, and employment designed to help meet educational-related expenses. Students should visit the department’s website at <http://www.umdnj.edu/studentfinancialaid> for further information.

Application for Financial Aid (<http://www.fafsa.ed.gov>)

A completed application for financial aid consists of the Free Application for Federal Student Aid (FAFSA), a signed copy of the Federal Income Tax Form 1040 from the spouse and the student or documentation of taxable and/or non-taxable income and the UMDNJ Application for Financial Aid. **ALL REQUIRED INFORMATION MUST BE RECEIVED BEFORE AWARDS WILL BE FINALIZED AND LOAN APPLICATIONS CERTIFIED.**

All students with special circumstances must provide written documentation to their counselors in order to have adjustments made in determining their need for additional financial aid assistance. Accepted applicants for admission should anticipate their needs and plan to apply for financial aid by February for June or September admissions. Continuing students should have all applications completed and returned to the Financial Aid Office by May 1. In order to meet the above deadlines applicants must submit the FAFSA or Renewal FAFSA to the designated Central Processor. Applications received after the appropriate deadlines will only be considered for funds available.

Financial Aid applications are available on-line by going to <http://www.umdnj.edu/studentfinancialaid> and clicking “APPLICATION PROCESS”. Questions may also be directed to the Student Financial Aid Office – Newark Campus, located in the Administrative Complex, Room 1208, 30 Bergen Street, Newark, New Jersey 07107-3000, (973) 972-4376 or the Student Financial Aid Office – Stratford Campus, located at 40 East Laurel Road, PCC 119, Stratford, New Jersey 08084-1350, and (856) 566-6008. Applicants are automatically considered for all the programs for which they are eligible. Complete information about each program is available from the Student Financial Aid Offices.

Standards of Satisfactory Academic Progress for Title IV Financial Aid Eligibility

http://sn.umdnj.edu/policies/06-01-05-01_00.pdf

UMDNJ Fitness Center and Wellness Center

The Wellness Center in Stratford is located at 1 Medical Center Drive, Stratford, NJ 08084, (856) 566-6746 or go to <http://som.umdnj.edu/patientcare/services/wellness> for further information.

The Newark campus wellness center is located in the Doctor’s Office Center on 90 Bergen St., Newark, NJ 07103, (973) 972-9622. Go to <http://www.newarkymca.org/umdnj.cfm> for complete information.

UMDNJ Department of Pastoral Care check if this still exists

The Department of Pastoral Care is located in University Hospital, Rooms D344-345, 150 Bergen Street, Newark, New Jersey, (973) 972-5688. The Department is staffed by one full-time chaplain and a core group of twelve volunteer staff chaplains. Among the services provided by the Department are patient visitation and worship services in several faiths. The Director of Pastoral Care and the volunteer chaplains are available to students for counseling and to serve as a resource for those seeking personal assistance. The Chapel, Room D345, is open 24 hours a day.

UMDNJ Food Service

Facilities are available for faculty and student dining. A 500-seat cafeteria is located on B-Level in University Hospital, 150 Bergen Street, Newark, New Jersey. The University Hospital Cafeteria is open 7 days a week and serves a wide variety of hot meals, grilled and cold sandwiches, salads and beverages. A smaller cafeteria is located on Level 2 of the Doctors' Office Center (DOC), 90 Bergen Street, Newark, New Jersey. The cafeteria for the Stratford Campus is located in the Academic Center, 1 Medical Center Drive, Stratford, NJ.

Additionally, food vending machines are located throughout the University and there are a number of restaurants and food shops in close proximity to the UMDNJ campuses. Other shops (e.g., drug stores, video stores, etc.) are also within easy walking distance of the campuses.

Students in joint programs have access to food services on joint program campuses.

STUDENT MENTAL HEALTH SERVICES

Student Wellness Program

The Student Wellness Program at UMDNJ provides free and confidential counseling services designed to support the educational process and to assist students in their career, personal and social development. In counseling, the learning is about yourself—understanding who you are and defining where you are going with your life; and how to manage emotions or how to resolve or cope with internal or interpersonal conflicts. Counseling services can help renew a sense of active engagement in learning and life.

For information regarding specific services provided, times, locations and how to access services go to <http://www.ubhcisweb.org/studentSWP>

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: _____
 Urban Architectural History: _____

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)	URB 788	Urban Systems I: Evolution a the American Metropolis	3	NJIT
	URB 6001	Urban Systems II: The Development of U.S. Populations & Trends	3	UMDNJ
	26.977.617	Urban Systems III: Globalization, International Migration and Contemporary Cities	3	RU-N
	26.977.608	Urban Education Systems: Schools and Communities in the Contemporary World	3	RU-N
	URB 6003	The Good City: Environ meal Design & the Quality of Metropolitan Life	3	NJIT
	URB 6004	Determinants and Consequences of Urban Health	3	UMDNJ
				18 Credits
Research Core (12 Credits)	26.977.624	Research Seminar I: Qualitative Methods	3	RU-N
	URB 6103	Research Seminar II: Quantitative Methods	3	UMDNJ
		Advanced research methods course or GIS	3	
		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>		
	URB 6203	Urban Health Program Evaluation	3	UMDNJ
	UHS6201	Social and Cultural Construction of Health	3	UMDNJ
	URB 6002	Urban Health Systems: History, Structure & Challenges	3	UMDNJ
	Urban Environments	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
	MIP 675	Elements of Infrastructure Planning	3	NJIT
		Urban Forms in History	3	NJIT
		Architectural Perspectives in Urban Research	3	NJIT
	Urban Educational Policy	<u>(18 Credits: 9 Required as noted below and 9 Credits of Electives)</u>		
	26.977.608	Sociology of Urban Education: Issues in Race, Class, Gender & Ethnicity	3	RU-N
	26.977.613	Educational Policy & Urban School Improvement	3	RU-N
		History of Urban Education	3	RU-N
Dissertation (24 Credits)				

Plan of study.doc

NEW JERSEY INSTITUTE OF TECHNOLOGY
ATTACHMENT B

SAMPLE OF GRADUATE STUDIES DISCONTINUANCE APPROVAL FORM

USE OF THIS FORM: This form is completed by students requesting approval for Leave of Absence, registration in MR (Maintaining Registration), or any other form of discontinuance from Office of Graduate Studies.

NAME OF STUDENT: _____
LAST FIRST

NJIT I.D. OR SOCIAL SECURITY NUMBER: _____

DEGREE PROGRAM/DEPARTMENT: _____ LEVEL: _____

STUDENT SIGNATURE: _____ DATE: _____

CURRENT ACADEMIC STATUS:

NUMBER OF SEMESTERS COMPLETED: _____ CUMULATIVE GPA: _____

EXPECTED DATE OF GRADUATION: _____

TYPE OF DISCONTINUANCE REQUESTED:

LEAVE OF ABSENCE: _____

MAINTAINING REGISTRATION: _____

NON-REGISTRATION: _____

PERIOD OF DISCONTINUANCE: _____

REASON FOR DISCONTINUANCE: _____

PRELIMINARY APPROVALS (AS NEEDED):

INTERNATIONAL STUDENTS OFFICE: _____

AWARD SUPERVISOR: _____

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)

New Jersey Institute of Technology

SAMPLE
Transfer Credit Request Form
Office of Graduate Studies

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 university for credit towards NJIT University to be transferred to NJIT degree program, Credits Already Earned at another college or 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 CREDITS	ID # OF EQUIVALENT COURSE	COURSE TITLE	COLLEGE OR UNIVERSITY	SEM OR YEAR	GRADE EARNED
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ADVISOR RECOMMENDATION _____ **GSO APPROVAL** _____ **REGISTRAR OFFICE ACTION** _____

Advisor's Signature	Date	GSO Signature	Date	Registrar's Signature	Date
_____	_____	_____	_____	_____	_____
I approve transfer credit		Granted as indicated		Student's record has been amended	

(only for approved courses): _____ below: _____

ORIGINAL COURSE NUMBER	NJIT COURSE NUMBER	CREDITS	NJIT COURSE NUMBER	CREDITS	NJIT COURSE NUMBER
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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: _____

New Jersey institute of Technology

OFFICE OF GRADUATE STUDIES

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)

ATTACHMENT F

SAMPLE

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:

Name Rank Department/Affiliation

NAMES, FACULTY RANKS, AFFILIATIONS OF COMMITTEE MEMBERS:

Name Rank Department/Affiliation

Name Rank Department/Affiliation

Name Rank Department/Affiliation

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

**ATTACHMENT G
SAMPLE**

**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

