CHRISTOPHER C. GIBBS
COLLEGE OF ARCHITECTURE
The UNIVERSITY *of* OKLAHOMA

PhD in Planning Design & Construction
Graduate Student Handbook

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TABLE OF CONTENT

1 OVERVIEW *4*

1.1 Design in Action **4**

2 COURSES *4*

2.1 Core Courses in PDC **5**

2.2 Core Concentration Courses **5**

2.3 Guided Research Methods and Analysis Courses **6**

2.4 Research Doctoral Dissertation Credits **6**

2.5 Degree Completion Timeline **6**

3 ADVISING *7*

4 ANNUAL EVALUATION *7*

5 HUMAN SUBJECTS IN RESEARCH *7*

6 ACADEMIC INTEGRITY & AUTHORSHIP *8*

6.1 Academic Integrity **8**

6.2 Plagiarism **8**

6.3 Intellectual Property Rights **8**

6.4 Authorship Guidelines **9**

7 ENROLLMENT REQUIREMENTS *10*

7.1 Full-Time and Maximum Enrollment **10**

7.2 Continuous Enrollment **11**

7.3 Residency Requirement **11**

8 LEAVE OF ABSENCE *11*

9 DEGREE COMPLETION DEADLINES & REQUIREMENTS *12*

9.1 Program statement **12**

9.2 Advisory Conference Report **12**

9.3 The General Exam 12

9.4 Identifying a Topic and Developing a Research Proposal 13

9.5 The Dissertation Preparation and Defense 13

9.6 Degree Completion and Graduation 16

10 FUNDING OPPORTUNITIES 16

11 APPENDIX I - Planning, Design + Construction PhD Timeline 17

12 APPENDIX II – FORMS and GUIDELINES 18

1 OVERVIEW

Welcome to the doctoral program in Gibbs College of Architecture at University of Oklahoma! This handbook provides an overview of the PhD in Planning Design and Construction program and provides overall guidance in planning your course of study in the graduate program. It includes information regarding program goals and objectives, curriculum plan, required and suggested courses, timeline, and additional program resources, policies, and procedures.

This handbook is designed to make your experience in the Gibbs College of Architecture more organized, productive, and enjoyable. Please read all sections of the handbook to become thoroughly familiar with the program and the college. Use this handbook as a guide, but keep in mind that while it is comprehensive, it is not exhaustive. Please consult with your program coordinator, and your committee Chair regarding any questions or concerns you might have.

This handbook supplements the University of Oklahoma Graduate College Bulletin available at https://www.ou.edu/gradcollege/forms/bulletin.

1.1 Design in Action

The PhD in Planning, Design and Construction degree is available to students wishing to pursue a specialized research or creative agenda. This program consists of coursework tailored to the student's interests, providing them with an opportunity to deepen their expertise in a particular realm of built environment research. Students work closely with their faculty committee to select courses from across the University to create an individualized educational plan, with a concentration in one of the College's five primary disciplines: Architecture, Construction Science, Interior Design, Landscape Architecture or Regional and City Planning. Students have the opportunity to study with leading scholars in the Christopher C. Gibbs College of Architecture, as well as University-wide fields as diverse as Engineering, Geography, History of Science, and more. Graduates of this program are prepared to continue their work in specialized fields, such as professional researchers, post-secondary educators, and non-profit leaders.

2 COURSES

Course requirements include core courses in PDC, core courses in one of the above-mentioned area of concentration, courses in research methods, data analysis, and dissertation research.

Students will complete 90 credit hours plus a dissertation. The check sheet for this program can be found **here**. The doctoral degree requirements are available **here**.

With approval of the advisory conference committee, the graduate liaison, and the dean of the Graduate College, student can transfer 30-44 hours of master's level equivalent coursework from an awarded master's degree in architecture, construction, interior design, landscape architecture, and planning or related disciplines, regardless of the age of the hours at the time of admission or readmission to the University of Oklahoma graduate degree program. For more information refer to Graduate College Bulletin 8.2.3.3 Transfer Credit from a Master's Degree Applied to the Doctoral Degree.

2.1 Core Courses in PDC

The two required core courses PDC 6003 History and Philosophy of Planning, Design and Construction, and PDC 6023 Advanced Research Methods are offered every alternate Spring (PDC 6003) and Fall (PDC 6023) semester, respectively. Students are encouraged to take *PDC6003 History and Philosophy of Planning, Design and Construction* either during their second or fourth semester in the program depending on the year it is offered. Similarly, students are encouraged to take *PDC6023 Advanced Research Methods* either during their third or fifth year in the program depending on the year it is offered.

2.2 Core Concentration Courses

All students are required to take a minimum of 9 hours from one or more of the following concentrations listed below. Courses are selected based on the requirements of a specific area of concentration and student's interests and goals, as approved by the doctoral committee Chair.

- Architecture
- Construction Science
- Interior Design
- Landscape Architecture
- Regional and City Planning

All students are encouraged to enroll in courses within their area of concentration starting in their first semester of the program and complete the requirement before taking their general exam.

2.3 Guided Research Methods and Analysis Courses

Students are required to take a minimum of 9 hours of guided research methods or research analysis courses (beyond *PDC6023 Advanced Research Methods*). Courses are selected based on the requirements of a specific area of concentration and student's interests and goals, as approved by the doctoral committee Chair. All students are encouraged to enroll in guided research methods courses starting their first semester in the program and complete the requirement before taking their general exam.

2.4 Research Doctoral Dissertation Credits

Students are required to successfully complete a minimum of 6 credits of PDC 6980 Research Doctoral Dissertation. PDC 6980 functions as an Independent Study for completion of the dissertation work. The following enrollment requirement for PDC 6980 should be met:

- The number of credit hours for each enrollment in 6980 will be determined by the student's committee Chair on the basis of the amount of faculty and university services required by the student during that enrollment.
- After the first enrollment in PDC 6980, continuous enrollment of 2 credits each semester is required.
- Refer to Graduate College Bulletin 8.6.1 Enrollment Requirements for Dissertation Research for more information about PDC 6980 enrollment requirement.

2.5 Degree Completion Timeline

Students are encouraged to complete their doctoral degree successfully in 4 – 5 years. For the successful and timely completion of the doctoral degree program, the student is expected to meet the major degree milestone deadlines as listed below:

- Submit a Program Statement by the end of 1st year.
- Submit the Advisory Conference Report by the end of 2nd year.
- Successfully defend the dissertation proposal and pass the general examination by the end of 3rd year.
- A student becomes a doctoral candidate upon successful completion of the general examination.
- A doctoral candidate is expected to complete all degree requirements, including the defense and final submission of the dissertation, within two calendar years after passing the general examination.

Please refer to the attached PhD program timeline (Appendix I) for more information about the process and suggested timeline for completion.

3 ADVISING

Every doctoral student admitted into the program has an assigned doctoral committee Chair, selected through mutual agreement between the student and the chair either before or during admission. The committee Chair will act as the student's advisor and meet with the student as needed during the semester. Together the student and the committee Chair will select an advisory committee composed of faculty members in the fields of study. After the formation of the advisory committee, an advisory committee conference is to be held to prepare a general outline of course requirements in the fields, to discuss the student's program, and to file an advisory conference report. The student is expected to meet with the members of the advisory committee as needed to review progress. The purpose of the meetings with the advisory committee members is to give the student direction and guidance in his/her graduate program.

4 ANNUAL EVALUATION

The committee Chair will formally evaluate the student's performance for each AY by completing the *GCA Doctoral Student Annual Review* form (Appendix II). The first section of the form, *Summary of Accomplishments*, is to be completed by the student by **September 1** of each year, listing the accomplishments achieved in the past Academic Year (AY). Students should then submit the form and attachments to their committee Chair. The second section of the form, *Evaluation*, is to be completed by the chair by **September 15** of each year. The completed form is then distributed to the student, the graduate liaison, Ph.D. program coordinator, and all listed members of the student's doctoral committee. Committee members may issue additional comments which become part of the record. These should be sent to the student, all other supervisory committee members, and to the PhD program coordinator. Unsatisfactory progress towards degree results is further reported to the Graduate College Dean.

5 HUMAN SUBJECTS IN RESEARCH

All research involving human **subjects,** or the use of data generated via human **subject's** research performed by faculty, staff, or students at the University of Oklahoma Norman or Tulsa campus or at Cameron University, which will result in publication or presentation, must be **reviewed,** and

approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that appropriate informed consent procedures are used. The University of Oklahoma Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the OU IRB website.

If you have questions about compliance or the IRB approval process, contact the Office of Human Research Participant Protection at (405) 325-8110 or email irb@ou.edu.

6 ACADEMIC INTEGRITY & AUTHORSHIP

6.1 Academic Integrity

Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning academic misconduct. These are explained in **A Student's Guide to Academic Integrity at the University of Oklahoma.**

The **Academic Integrity Code (pdf)** defines academic misconduct as any act which improperly affects the evaluation of a student's academic performance or achievement. For more information refer to Graduate College Bulletin 6.3 Academic Integrity and Academic Misconduct.

6.2 Plagiarism

Plagiarism is the most common form of academic misconduct at OU. Examples of plagiarism include but is not limited to present someone else's ideas or intellectual property without citing, copy verbatim and present them as own, or copy direct verbatim with citation but no quotation. More information on plagiarism is available at https://guides.ou.edu/plagiarism.

6.3 Intellectual Property Rights

Intellectual property refers to works originating from the mind, such as inventions, literary and artistic works, and unique designs. The law provides protection for these works, allowing the creators to benefit from their products. Copyright is one such set of protections - along with patents and trademarks - and in the US, copyright is controlled by the US Copyright Office. More information on intellectual property and copyright is available at https://guides.ou.edu/c.php?g=659376&p=4629600

6.4 Authorship Guidelines

The following guidelines outline the expectations and principles for authorship in academic publications involving PhD students and their advisors:

6.4.1 Requirement for Attribution of Authorship:

- Authorship should be based on substantial contributions to the research which led to the paper. All co-authors should be involved in all three of the following:
    1. Contribution to the various components of the paper including conceptualization, methodology, data collection, analysis, or interpretation.
    2. Writing a draft/major portion of the draft or revising it for content.
    3. Final approval of the version to be submitted/published.
- Merely providing funding, technical support, or routine supervision does not qualify for authorship.

6.4.2 Order of Authorship:

- The order of authorship should reflect the level of contribution. Often, the lead author is the person who has prepared the first draft of the manuscript.
- Advisors and collaborators should be listed based on the significance of their contributions to the associated publication.
- If multiple students, faculty, or external collaborators contribute to the work, each co-author is responsible for considering his or her role in the project and whether that role merits attribution of authorship.
- Discussions about authorship should occur early and be revisited as the work progresses.

6.4.3 Acknowledgements:

- Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the associated publication.

6.4.4 Dissertation Publications:

- PhD students are encouraged to publish components of their dissertation work. Typically, chapters or sections of the dissertation may be developed into journal articles or conference papers. The PhD student, as the primary researcher, will be the first author of publications derived from their dissertation work.
- The advisor's role should be recognized appropriately in the associated publications as outlined in section 1.

6.4.5 Ethical Considerations:

- Authorship must adhere to established authorship guidelines and practices similar to the guidelines provided by COPE Council. https://publicationethics.org/news-opinion/authorship-and-contributorship-editor-and-research-institution-view.
- Honorary authorship or exclusion of deserving contributors should always be avoided.

6.4.6 Dispute Resolution:

- In case of authorship disputes, the student and advisor should seek to resolve the issue through open dialogue.
- If disputes cannot be resolved, the division director, graduate liaison or University Ombudsperson office may mediate.

For additional information on authorship rights refer to https://libraries.ou.edu/content/author-rights.

7 ENROLLMENT REQUIREMENTS

7.1 Full-Time and Maximum Enrollment

New students joining the PDC program must be on campus to enroll and/or sign in with the International Student Services (ISS) prior to being allowed to enroll. Students are encouraged to arrive on campus a few days prior to the beginning of classes to complete the process. Refer to OU academic calendar for more information. Upon admission into the program a student must register for courses at the University of Oklahoma for the term of admission to retain active status as a graduate student. A student who has been admitted and does not enroll for the term of admission must reapply for admission.

To qualify for a tuition waiver during a fall or spring semester, you must be enrolled in five (5) or more credit hours and hold a graduate assistantship appointment of at least .50 FTE for the entire semester. Without an assistantship, international and domestic students must maintain 9 credit hours/semester to maintain fulltime status. There are no enrollment requirements for the summer session unless a student plans to defend in the summer. There are limits on how many credit hours a student may enroll in each semester, without the permission of Graduate College Dean. More information on fulltime enrollment and credit-hour limits are available at https://www.ou.edu/registrar/enrollment/credit-hour-limits

7.2 Continuous Enrollment

A student who has a lapse of enrollment for one year must reapply for admission. A graduate student readmitted after a lapse of enrollment is subject to the most updated program requirement, not those in place at the time of the initial enrollment. Readmitted students are subject to all course age limits as outlined in Graduate College Bulletin 3.6.2 Lapsed Enrollment.

After the first enrollment in PDC 6980, the student must maintain continuous enrollment in at least two hours of PDC 6980 during each fall and spring semester until all degree requirements are completed. The continuous enrollment requirement will be waived only for a student who is not working on the dissertation and who is enrolled in at least nine graduate credit hours during a regular semester.

7.3 Residency Requirement

The primary purpose of the residence requirement is to encourage the educational and professional development of individuals seeking advanced degrees. The opportunity for the student to interact with the faculty and other students in the university community, while freely using all the facilities thereof and being in a position to take advantage of a wide variety of cultural opportunities, justifies a relatively extended campus stay. In addition, the university should be in a position to oversee the development of the candidate, especially during the formal stages of the student's final preparation for the general examination.

The student must be in residence at OU for at least two consecutive 16-week semesters during the pursuit of the doctoral degree while enrolled and engaged in coursework or research activities as prescribed by the major academic unit. Refer to Graduate College Bulletin 8.2.1.1 Residence Requirement.

8 LEAVE OF ABSENCE

A graduate student who finds it necessary to temporarily discontinue the program of study may request an academic leave of absence. For more information, please refer to Graduate College Bulletin 3.6.3 Academic Leave of Absence Policy.

9 DEGREE COMPLETION DEADLINES & REQUIREMENTS

All PhD students should familiarize themselves with the Graduate College deadlines, the deadlines within their academic unit, and the University Academic Calendar. Any calendar is subject to change when it is determined to be in the best interest of the university to do so. More information on doctoral degree milestone deadlines is available at https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#doctoral.

9.1 Program statement

In consultation with the Chair, the student will develop a program statement which will include preliminary research areas and how the student's planned courses allow for mastery of subject area and preparation for the dissertation.

9.2 Advisory Conference Report

The Advisory Conference Report (ACR) lists all the coursework and credits needed to fulfill the requirements of doctoral degree program. Within the first two years, the student should form an Advisory committee and schedule an Advisory Conference to establish a plan of study for the degree. Typically, the Advisory committee is comprised of faculty members who will also form the Doctoral committee. The members of the Advisory committee should be selected through consultation with the student's committee Chair and must include one faculty member from outside of Gibbs College of Architecture. The majority of the committee must be made up of Gibbs College of Architecture faculty. **Advisory Conference Report is due no later than the term before the general examination and within the first two years in the program, whichever comes first.** The form can be completed at https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree - doctoral**.** Refer to Graduate College Bulletin 8.3 The Advisory Conference for more information.

9.3 The General Exam

The purpose of the General Examination, including a written and oral component, is to assess the breadth and depth of the student's knowledge and critical analysis of major areas in a PDC-related field. The written portion will constitute three sections Research Methods, History and Theory of PDC, and a Topical area exam representing the primary research area(s) of the student. The exam will be completed in a two-week period. The oral component takes place after the student has

submitted the written component of the examination and it has been determined satisfactory by the committee. The student briefly presents the main arguments in all responses and the presentation is followed by a question and discussion with the student and the members of the Doctoral committee. The University of Oklahoma's Graduate College partially governs the General Examination process. The general exam questions will be created by the committee Chair in consultation with the committee members. More information about the General Examination process and guidelines is available in Appendix II.

9.4 Identifying a Topic and Developing a Research Proposal

The student is responsible for identifying a topic and developing a research proposal for the doctoral dissertation. The committee Chair may provide guidance in the development of the research proposal. Satisfactory proposal defense indicate a student's oral and written communication skill and the ability to conduct research and also documenting documents the extent of work required from the student. More information about the Proposal Defense process and guidelines is available in Appendix II.

9.5 The Dissertation Preparation and Defense

Student must assume responsibility for identifying what needs to be done to conduct the dissertation research and then complete the work. A student must be able to work independently. The committee members and the committee Chair will be available to provide guidance to the student throughout the process.

A dissertation must be written in correct English. Proofing, editing, and correcting the rough drafts are the sole responsibility of the student. If a student submits drafts which require extensive technical or grammatical editing, the committee may return the document to the student to revise and resubmit. Although on- campus assistance is available (e.g., the Writing Center), the dissertation must constitute original work by the student.

The committee Chair will proof, edit, and suggest corrections to the first draft of a dissertation. Only after the student incorporates editorial and technical suggestions from the committee Chair will the student distribute the near-final reading copy to the Doctoral committee and schedule a dissertation defense date.

9.5.1 Reading Copies of Dissertation

The recommended deadline to submit dissertation reading copy to the committee is four weeks prior to the scheduled date of dissertation defense, however, doctoral committee will determine how far in advance the student should provide the draft to all committee members. This time limit should allow the committee sufficient time to review the dissertation before the deadline for submitting the *Report of Reading Copy and Request for Authority to Defend* online form to the Graduate College. This form is due two weeks (10 working days) before the scheduled defense date. The final day to submit this form is four weeks prior to the last day of finals.

The *Report of Reading Copy and Request for Authority to Defend* circulates to the committee member for them to affirm that they have received a copy of the dissertation. Committee members will be required to sign the *Reading Copy and Request for Authority to Defend* online form at least one week (5 working days) before defense and at least three weeks prior to the last day of finals. All doctoral forms can be accessed https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#doctoral-deadlines.

9.5.2 Scheduling Dissertation Meetings and Reviews

The student pursuing a Doctoral degree is solely responsible for the logistics associated with the degree program, such as scheduling meetings, reserving meeting rooms and audio-visual equipment, etc. Faculty members often have a full calendar of research and teaching-related appointments scheduled days or weeks in advance; therefore, students should not expect faculty members to attend meetings or defenses unless the student provides adequate advance notice.

9.5.3 Dissertation Defense Result and Completion

The deadline for the dissertation defense is two weeks (10 working days) prior to the last day of finals. The student is allowed only one attempt for the final dissertation defense. The final oral presentation should be given in a professional manner and should include use of multimedia technology. An effective oral presentation is well rehearsed; hence, students should practice their oral presentation prior to the oral defense. The results of the final dissertation defense must be submitted to the Graduate College on the *Authority Report form* within 72 hours of completion of the defense.

Assuming there are no significant changes required in the draft dissertation document at the time of the defense, the student should allow ample time after the final defense to prepare the final dissertation for submittal to the Graduate College.

In the event that the committee does not reach a unanimous decision, please refer to Graduate College Bulletin 8.7.6 Result of the Dissertation Defense.

In the event of an unsatisfactory result, the decision is final, and the defense cannot be repeated. The student will be dismissed from the graduate program.

9.5.4 Deposit of Dissertation in the Library

After a satisfactory dissertation defense, the student must complete any revisions required by the committee before submitting the *Approval for Thesis/Dissertation Submission to SHAREOK* form. Submission instructions are provided by the Graduate College in the email authorizing the dissertation defense. The form will be routed to the student's committee for electronic signatures indicating approval of the final dissertation. Students are notified via email when each committee member completes their section of the form. Once the student and committee complete their sections of the form, it is routed to the Graduate College.

If your dissertation involves human subjects research, contact the IRB office to obtain documentation confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit this additional documentation to the Graduate College before you submit the dissertation to SHAREOK.

The final dissertation is due within 60 calendar days of a satisfactory dissertation defense. A student planning to graduate in a given semester may need to submit the final document sooner in order to meet the graduation deadline for that semester. The deadline to submit to ShareOK is one week (5 working days) prior to the last day of finals. Please see the instructions at the Graduate College for more details at https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#doctoral.

A student who does not submit the final dissertation during the semester of the defense must enroll in at least two hours of 6980 during the semester in which the dissertation is submitted. The semester in which the dissertation is submitted will be the semester of graduation if all other outstanding requirements for the degree have been completed.

9.6 Degree Completion and Graduation

The doctoral degree is awarded for excellence in research scholarship, not merely because a program of courses has been completed or a given amount of time spent in its pursuit. It signifies the attainment of independently acquired and comprehensive learning attesting to general professional competence.

Students must apply for graduation online at the beginning of the semester in which they plan to graduate, according to the deadlines indicated on the Academic Calendar. A student may not graduate until all degree requirements are completed, including the application for graduation.

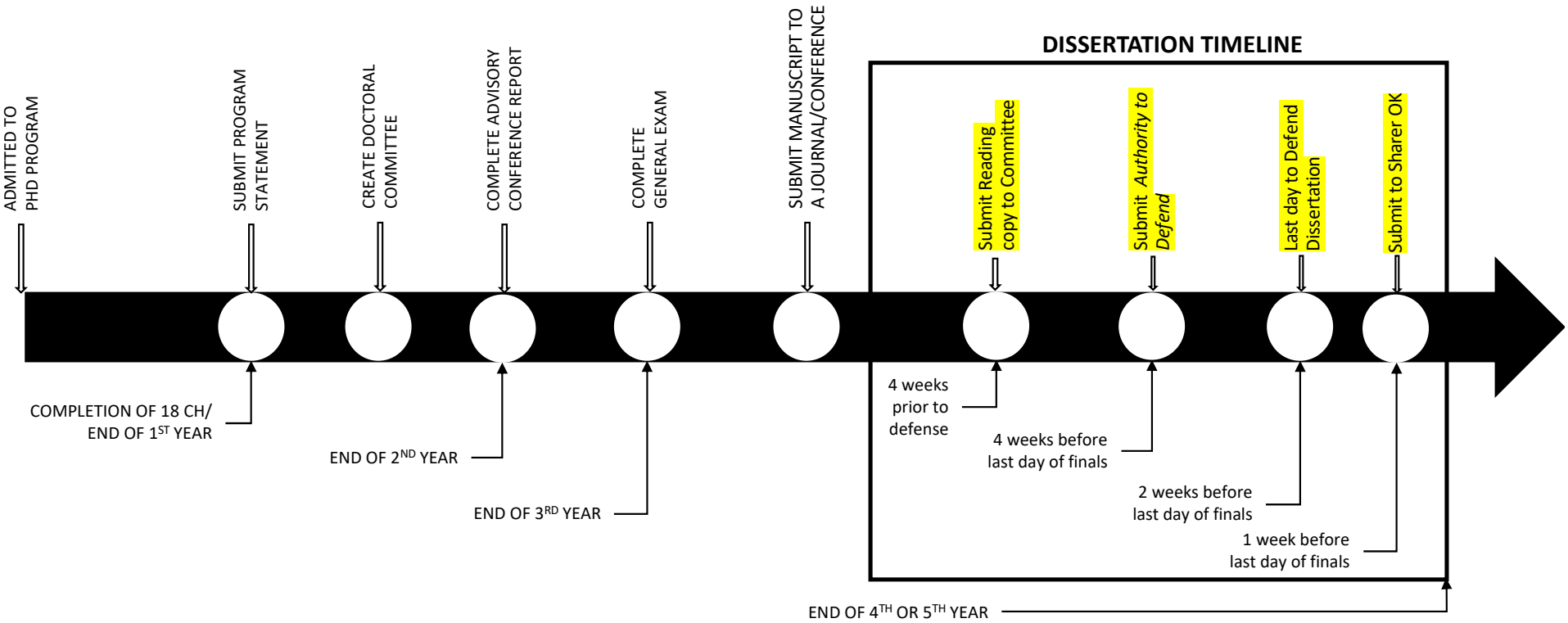
Refer to Graduate College Bulletin 8.9 Checklist for Doctoral Students to review all requirements.

Doctoral candidates are individually recognized and hooded on stage at the university-wide Commencement ceremony. Students who wish to participate in Commencement or in a College Convocation ceremony should see the OU Commencement website.

10 FUNDING OPPORTUNITIES

Funding opportunities for PDC students include graduate assistantships. Graduate assistantships can be either Teaching Assistantships (GTA) or Research Assistantships (GRA). Gibbs College of Architecture has a limited number of GTA positions, and they are usually assigned to students based on merit.

11 APPENDIX I - Planning, Design + Construction PhD Timeline



Program Statement – In consultation with the Chair, the student will develop a program statement which will include preliminary research areas and how the student's planned courses allow for mastery of subject area and preparation for the dissertation.
Doctoral Committee – Doctoral committee membership (same as the Advisory Conference Committee Membership) should follow the guidelines and regulations indicated in Graduate College Bulletin[1] Section 8.3.1.
Advisory Conference Report is due no later than the term before the general examination. The form can be completed at https://www.ou.edu/gradcollege/forms-and-policies/forms. More information available at Graduate College Bulletin[1] Section 8.3.1.4.
General Exam – Will constitute three sections Research Methods, History and Theory of PDC, and a Topical area exam representing the primary research area(s) of the student including an oral defense of all written material to be completed in a two-week period. The general exam questions will be created by the committee Chair in consultation with the committee members.
Reading Copy - It is a draft copy of the completed dissertation document, reviewed and approved by the chair.
* At the end of every year the committee Chair is required to complete the attached *Doctoral Student Annual Review* form.

1 – Graduate College Bulletin available at https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin

12 APPENDIX II – FORMS and GUIDELINES

This section includes the following forms and guidelines

1. GCA Doctoral Student Annual Review
2. Advisory Conference Report Form *(downloadable word document)*
3. General Exam Guideline
4. Dissertation Proposal Guide
5. Dissertation Format – Thesis and dissertation formatting information provided at https://www.ou.edu/content/dam/gradcollege/docs/gc-thesis-dissertation-instruction-packet.pdf
6. Graduate College Forms – https://www.ou.edu/gradcollege/forms-and-policies/forms

University of Oklahoma
College of Architecture
PhD in Planning, Design and Construction (PDC)

Doctoral Student Annual Review

Doctoral committees are required by university regulations to review the progress of doctoral students each year. This form is to be used for that purpose. The first section of the form, *Summary of Accomplishments, i*s to be completed by the student by **September 1** of each year, listing the accomplishments achieved in the past Academic Year (AY). Students should then submit the form and attachments to their committee chair. The second section of the form, *Evaluation,* is to be completed by the chair by **September 15** of each year. The completed form is then distributed to the student, the graduate liaison, Ph.D. program coordinator, and all listed members of the student's doctoral committee.
Committee members may issue additional comments which become part of the record. These should be sent to the student, the graduate liaison, all other supervisory committee members, and to the PhD program coordinator.

PART ONE: SUMMARY OF ACCOMPLISHMENTS DURING AY_____ - _____.

Student:_____ **Date:**_____

Committee Chair: _____

Committee Chair and Members (if known): _____

_____

1. **Coursework**: Please list all courses attempted and grades received during the Academic Year (AY) in review, as well as the summer term if applicable.

Course number and Title	Grade Received	Term

2. **Program Milestones**: Indicate milestones completed during the period.

	Date(s)
Program Statement Approved:	_____
Advisory Conference Report Approved:	_____
Journal Article (or equivalent):	_____
General Examinations Passed:	_____
Dissertation Proposal Approved:	_____
Dissertation Completed and Approved:	_____

3. **Scholarly Activity**: Describe any accomplishments during the AY in review. Entries should clearly indicate whether work is independent or collaborative. Additional information can be attached to this form as page 3.

Publications Title: _____ Accepted/Submitted: _____
Conference presentations/papers: _____ Presented/Proposed: _____
Research proposals: _____ Funded/Submitted: _____
Research projects underway: _____

4. **Courses taught (optional):** _____

PART TWO: EVALUATION (to be completed by Committee Chair)
Assess the quantity and quality of work accomplished in terms of progress toward the award of the degree and the development of a firm foundation for the student's scholarly career.

***Overall assessment/progress**:*

- ☐ *Satisfactory/Exceeds Expectations*
- ☐ *Marginal/Meets Expectations*
- ☐ *Unsatisfactory/Does not meet expectations.*

Signature _____ Date _____

University of Oklahoma
Christopher C. Gibbs College of Architecture
PhD Program in Planning, Design and Construction (PDC)

PDC GENERAL EXAMINATION PROCEDURES

Student: _____

Doctoral Committee Members: _____

_____

The General Examination process consisting of a written and oral component is governed by *Graduate College Bulletin Section 8.5*, with additional guidelines provided in the *PhD in Planning, Design, and Construction Graduate Student Handbook*. This document consolidates the requirements from both sources, and additional items as decided by the doctoral committee chair and committee members, such as exam communications, and the review timeline.

Examination Overview
The *PhD in Planning, Design, and Construction Graduate Student Handbook* outlines the following requirements:

- **Exam Components:** The exam includes three parts: History and Theory of Planning, Design, and Construction (PDC), Research Methods in PDC, and a Topical Area Exam specific to the student's interests and research areas.
- **Topical Area Exam:** This part of the exam addresses the student's specific area of interest and its relation to the existing body of knowledge in PDC. The questions are designed to demonstrate the student's ability to design and execute original research, with responses showcasing knowledge, analysis, and writing skills typical of an advanced scholarly paper. The exam aligns with the student's Program Statement (attached to this document) and ideally forms the basis for the dissertation.
- **Take-Home Exams:** Each component involves a take-home exam consisting of 2-3 questions prepared by the doctoral committee. These questions assess the student's mastery of each subject area and allow the student to discuss, critique, and synthesize a large body of material.
- **Student Work Requirements:** Responses must demonstrate an ability to analyze and evaluate the theoretical foundations of the field and illustrate an ability (1) to critically discuss theoretical, methodological, and technical aspects of the student's chosen academic discipline, as well as demonstrate the ability (2) to integrate and synthesize knowledge within their specific area of interest.

WRITTEN EXAM

- **Written Exam Prerequisite:**
  - Complete Advisory Conference Report (ACR) by the prior semester
  - Submit the General Examination Application for the Doctoral Degree by first week of the semester

- **Written Exam Period:** Will be 2 weeks with typically the History and Theory of Planning, Design, and Construction (PDC) and Research Method components taken during one week and the Topical Area exam taken the other as decided by the committee. _____ (2-week period)

- **Written Exam Process and Communication:** The committee chair shall draft questions and invite feedback on proposed questions from the committee members via email and update them as determined. Questions will be emailed to the student on _____ and the completed exam shall be returned by the student to the committee chair on _____ at ____ AM/PM.

- **Written Exam Content, Reference and Authorship**
  - **Citations:** All referenced works, whether quoted directly or not, must be fully cited in-text using citation style as noted by the chair and listed under the reference section.
  - **Authorship:** All responses must be solely the student's work. Submitting work prepared with assistance from others constitutes academic misconduct.
  - **AI Use:** The student is prohibited from using generative AI to construct or edit responses. Using generative AI for this exam constitutes academic misconduct.
  - **Incorporating Previous Work:** If the student has independently written on topics related to the exam questions, they may incorporate that writing into their responses, clearly citing it as previously prepared work.

- **Written Exam Review Period:** Doctoral committee members will have two weeks to review the exam.
- **Written Exam Result Determination:** At the end of the reading period, the chair shall solicit feedback from each committee member via email regarding the written responses**.** Committee members may determine that the responses are:
  - **satisfactory**, and the student may proceed to the oral exam as scheduled.
  - **marginal but not unsatisfactory,** in which case the student may meet with the committee as scheduled; however, the oral exam may be postponed.
  - **unsatisfactory,** meaning the student has failed the general examination and may not proceed to the oral portion.

  Refer to *Graduate College Bulletin sections 8.5.4, 8.5.5 and 8.5.6* for additional information.
- **Written Exam Result Communication:** Upon receiving feedback from committee members, the chair will notify the student of the committee's overall assessment at least two days prior to the scheduled oral exam. The chair shall confirm whether the oral exam will proceed as scheduled or if it needs to be postponed or canceled.

ORAL EXAM

Only after the committee has deemed the written responses satisfactory, the oral examination meeting will be held.

- **Oral Exam Date/Time:** _____ (2 hrs. typ.)

- **Oral Exam Process and Communication:** As outlined in the *PhD in Planning, Design, and Construction Graduate Student Handbook*, the oral examination format involves the student presenting the main arguments from all their responses, followed by a question and discussion session with the doctoral committee members.

GENERAL EXAM RESULTS

The Authority Report Form, signed by all committee members, must be submitted to the Graduate College within three working days of the oral exam.

The completed GCA General Exam Assessment form will be submitted by doctoral committee members to the PhD Coordinator within _____ days following the oral exam.

OU PhD PDC GENERAL EXAM ASSESSMENT **STUDENT:** **DATE:**

COMMITTEE MEMBER NAMES:

Analysis		**GRADING SCALE:**				
		4- Exemplary (The student's written exam performance clearly demonstrates exemplary understanding and application of expert knowledge in at least one of the divisional sub-areas of the college)	**3- Good** (The student's performance demonstrates the understanding and application of expert knowledge in at least one of the divisional sub-areas of the college)	**2-Acceptable** (The student's performance demonstrates a low, but acceptable understanding and application of expert knowledge in at least one of the divisional sub-areas of the college)	**1- Unacceptable** (The student's performance demonstrates an unacceptable understanding and application of knowledge in at least one of the divisional sub-areas of the college)	**Comments:**
SLO 5 Written	Written portion of the comprehensive exam demonstrates the understanding and application of expert knowledge at the Ph.D. level in (at least) one of the divisional sub-areas of the college					
SLO 5 Oral	Students demonstratOral portion of the comprehensive exam demonstrates the understanding and application of expert knowledge at the Ph.D. level in (at least) one of the divisional sub-areas of the collegee the ability to analyze quantitative and/or qualitative research results for validity and generalizability					

University of Oklahoma
Christopher C. Gibbs College of Architecture
PhD Program in Planning, Design and Construction (PDC)

DISSERTATION PROPOSAL DEFENSE PROCEDURES

Student: _____

Doctoral Committee Members: _____

The Dissertation Proposal format is governed by the guidelines provided in the *PhD in Planning, Design, and Construction Graduate Student Handbook*. The specific content and format for the proposal are decided by the doctoral committee chair and committee members based on what might be well-matched to the study itself. Please note that "the only formal requirement of the proposal is that it be approved by the Doctoral committee."

Process and Communication
The committee chair will notify the doctoral committee and PhD program coordinator regarding the proposal presentation date. The proposal presentation can also be held as an option, on the same date and time as the oral component of General Examination, if the committee approves after reviewing the written proposal draft. In certain instances, the proposal presentation can also be held prior to the General Examination.

Dissertation Proposal Draft
The student will share the dissertation proposal with the doctoral committee members for feedback at least two weeks (suggested four weeks when possible) before the proposal presentation. Committee members are requested to provide written and oral comments on the proposal during or after the presentation.

Proposal Presentation: The student will give a brief presentation of the dissertation proposal followed by a Q&A and discussion period. *If this proposal presentation takes place during the same meeting as the oral component of the General Examination, it should not be factored into the committee's decision on whether the student has passed the oral and written exams. These are distinct but related components*.

Proposal Revisions and Committee Approval
After the proposal presentation, the student will revise the proposal based on committee feedback and email the updated proposal within _____ week/days, as decided by the chair and committee members. Committee members should respond via email within _____ weeks/days of receiving the revisions to indicate: 1) any further necessary revisions, and 2) their approval once the proposal meets their standards.

The completed Proposal Assessment form will be submitted by doctoral committee members to the PhD Coordinator within 15 working days following the proposal approval.

Ongoing Dissertation Work
After the committee has approved the proposal, the dissertation framework, including fieldwork methods and the timeline, might need ongoing adjustments and flexibility. In such cases, the student will coordinate necessary revisions with the committee chair and consult with committee members as needed. The chair, as the student's primary advisor, will assist in communicating information between the committee and the student. According to the *Graduate College Bulletin, Section 8.3.1.1*, "The chair, along with the other committee members, is responsible for ensuring that the dissertation meets the standards of the university, the student's program, and the field of study."

OU PhD PDC PROPOSAL DEFENSE ASSESSMENT **STUDENT:** **DATE:**

COMMITTEE MEMBER NAMES:

Analysis		**GRADING SCALE:**				
		4- Exemplary	**3- Good**	**2-Acceptable**	**1- Unacceptable**	**Comments:**
SLO 6	Dissertation proposal defense performance indicates understanding and application of methodological traditions in the student's concentration					
SLO 7	Dissertation proposal defense indicates the ability to conceive and plan a substantive, novel research project in their area of concentration					