

PhD Student
Handbook
AY 2009-2010

University of Illinois at Chicago
Department of Urban Planning and Policy
412 S. Peoria Street, Suite 215 (MC 348)
Chicago, Illinois 60607

Main phone: 312-996-5240
Main fax: 312-413-2314
Main e-mail: upp@uic.edu

1.0 THE SCOPE OF THIS HANDBOOK

The purpose of this handbook is to provide information about the background, procedures, and policies of the Ph.D. program, as well as present an introduction to graduate study at the University of Illinois in Chicago. More detailed information can be found on-line in the [UIC Student Handbook](#), available from the Vice Chancellor for Student Affairs, and in the [UIC Graduate College Catalog](#), available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

This handbook reflects the current requirements to fulfill the Doctor of Philosophy (Ph.D.) degree in Urban Planning and Policy awarded by the Department of Urban Planning and Policy (UPP) at the University of Illinois at Chicago. These current degree requirements were adopted by the faculty of the Department of Urban Planning and Policy and by the Graduate College and were approved by the Educational Policy Committee of the College of Urban Planning and Public Affairs, the Faculty Senate, the Board of Trustees of the University of Illinois, and the Illinois Board of Higher Education.

The administrative procedures and curriculum requirements set forth in this handbook apply to all doctoral students matriculated into the Ph.D. program in the 2009-2010 academic year. Any changes that may be proposed to the Ph.D. degree program's degree requirements will first be reviewed by the Department's Ph.D. Committee, after discussion with and input by the College of Urban Planning Ph.D. Students (CUPPS) association, and will be presented to UPP faculty for its deliberation and approval, as set forth in the University Statutes. Any substantive revisions to the doctoral curriculum will first require review and approval by the department, the College, the Graduate College, the University and the IBHE before becoming effective. Procedural or administrative changes, however, require only departmental review and approval.

Any *substantive* curriculum requirements described in this handbook will follow you throughout your studies in UPP and all course requirements must be fulfilled for you to get your doctoral degree. Even if the curriculum requirements for the Ph.D. in Urban Planning and Policy should change in the future for other cohorts of doctoral students, you will still be bound by the course requirements set forth in the Ph.D. Handbook that was in effect in the year in which you were first matriculated in the program. This policy is to ensure that you are not unduly delayed in completing your necessary coursework by having the rules for earning your degree suddenly change on you midway through your studies.

However, there may also be new *administrative* changes proposed or adopted during the time that you are matriculated in the doctoral program. For example, the department may change its requirements for annual progress reports from you or your advisor or may encourage students to join a journal club or discussion group, or the Graduate College may change the process used by graduate students to appeal a grade. These procedural changes become effective in any year that

they are adopted, and you must comply with all new procedures in order to fulfill your degree requirements, notwithstanding the administrative procedures set forth in this handbook and in effect in the year of your initial matriculation into the doctoral program.

2.0 HISTORY OF THE Ph.D. PROGRAM¹

The Department has, at one time or another, been organized under almost all of the academic units recognized under the University Statutes. It was first created as a College of Urban Sciences in the early-1970s, and became a School of Urban Planning and Policy within the College of Art, Architecture and Urban Planning in the late 1970s, 1980s, and early-1990s. It then became the Urban Planning and Policy Program within the new College of Urban Planning and Public Affairs (CUPPA) in the mid-1990s. Since 2007, UPP is currently organized as a Department of Urban Planning and Policy within CUPPA. Each of these academic designations gave UPP different degrees of autonomy within the University's larger hierarchical administrative structure of Colleges, Schools, Departments, and Programs.

From 1975 to 2000, UPP was involved in delivering an interdisciplinary doctoral program in Public Policy Analysis (PPA). The PPA degree was targeted to part-time students (many seeking a doctoral degree for career advancement) and was offered jointly by the School of Urban Planning and Policy, the College of Education, and the Departments of Political Science and Economics. Each of these academic units delivered one of the four courses required in the PPA degree's core curriculum, with each individual academic unit supervising their own doctoral students' advanced coursework and thesis. The interdisciplinary doctorate in Public Policy Analysis was formally abolished in 2000, becoming an "orphan" degree, but you might still run into a few students who are still finishing off their PPA dissertations within UPP under extension petitions.

In the late-1990s, the four academic units participating in the PPA degree program decided to each issue their own disciplinary doctoral degree and to abandon the inter-disciplinary PPA degree. The Department was granted the authority to issue its own disciplinary PhD in Urban Planning and Policy in 2000. The curriculum currently in place in our doctoral program is essentially the same one as was initially approved by the University and the IBHE in 2000.

Unlike the earlier PPA degree, the Ph.D. in Urban Planning and Policy is a program intended to serve full-time, not part-time, students; you will be expected to register for at least 12 credit-hours each semester that you are matriculated in the program before you embark on your dissertation research. The focus of the Ph.D. in Urban Planning and Policy is also a traditional

¹ College of Urban Planning and Policy. 2006. Briefing Paper 11: Understanding Our History. Accessed at http://www.uic.edu/cuppa/cuppa_history.pdf (August 11, 2009).

scholarly one: to train students for advanced research and faculty positions within institutions of higher education.

3.0 OVERVIEW OF THE DOCTORAL CURRICULUM

A minimum of 96 semester hours of graduate credit is required for the Ph.D. degree, beyond the baccalaureate. Up to a maximum of 32 credits toward the degree requirements may be granted for prior graduate work -- 24 credits can be awarded for a relevant previously-completed master's degree and, subject to faculty approval, students may transfer up to an additional eight credits for appropriate graduate work completed elsewhere that was not credited toward an earned degree. Since you must have a master's degree to enter the doctoral program, this means that most students will complete 72 additional hours of credit in the Ph.D. program to fulfill their degree requirements.

The doctoral program is divided into four stages. They are: core, major coursework, career training and dissertation. Each is discussed in detail, along with other requirements and administrative procedures, within this handbook. The program requirements are summarized below:

Core: (17 credits)

UPP 510 – Data Analysis for Planning and Management I (or equivalent)

UPP 580 – Dissertation Proposal Workshop. 1 hour

UPP 583 – Advanced Planning Theory

UPP 588 – Research Design and Evaluation

UPP 589 – Data Analysis for Planning and Management II (or equivalent) or
PA 544 – Qualitative Research Methods in Public Administration (or
equivalent)

Specialization: (minimum of 28 credits)

Advanced coursework must include minimum of 8 credits in advanced theory in area of specialization Must include minimum of 8 credits in advanced methods

Career Training: (12 credits)

Teaching or research experience.

Advanced Standing: (up to 32 credits for previous graduate study)

Up to 24 credits awarded for relevant previously completed master's degree

Up to 8 credits awarded for non-degree coursework (if approved by faculty)

Dissertation: (minimum of 12 credits)

Total credits required: 96

4.0 ADVISING

Your most important faculty contact during the program is your advisor. An advisor is assigned to you at the time of your admission, based on your statement of research interests in your application to the doctoral program and that faculty member's willingness to work with you while you are enrolled in the doctoral program. Given the long and close relationship involved, it is important that your advisor share your interests and that you feel comfortable with your advisor. Therefore, as your area of interest becomes clearer you may wish to change advisors. If you contemplate a change please discuss the situation with the Director of Graduate Studies whose approval is necessary for the change.

Any regular member of the UPP faculty (those holding full-time appointments as assistant, associate, or full professor) who are members of the Graduate College may serve as an advisor. You can expect your advisor to help you put together your program of study in your area of specialization, tell you what additional work in research methods you need, help you with identifying a dissertation topic, critique your dissertation proposal and dissertation, provide general career advice, etc. You, however, have responsibility for keeping your advisor aware of your progress and seeking advice when it is needed.

5.0 CORE COURSE REQUIREMENTS

All doctoral students are expected to successfully complete the required core courses. The core courses are intended to give all doctoral students expertise in advanced urban theory, policy evaluation, and data analysis. Normally, these doctoral-level courses build on the competence demonstrated by the student's prior course work in a master's degree in planning or a closely related field. If a student is inadequately prepared, deficiencies are remedied by requiring specific course in the UPP master's degree program, such as History and Theory of Urban Planning (UPP 500) or Urban Space, Place and Institutions (UPP 501). Since the Ph.D. is a research degree, all doctoral students are also expected to be competent in basic data analysis, equivalent to Data Analysis for Planning and Management I (UPP 503).

All Ph.D. students are required to take advanced planning theory (UPP 583) and Research and Design and Evaluation (UPP 588). They must also enroll in UPP 580, Dissertation Proposal

Workshop, before preparing their dissertation proposal. Successful participation in the ACSP's intensive summer dissertation workshop can, with the approval of the Director of Graduate Studies, substitute for UPP 580. In addition, doctoral students must also develop advanced research skills in either quantitative or qualitative analysis, depending on their research interest. Therefore, they must elect to take a course in advanced quantitative analysis, such as Data Analysis for Planning and Management II (UPP 589) or its equivalent, or an advanced course in qualitative analysis, such as Qualitative Research Methods in Public Administration (PA 544) or its equivalent.

UPP regularly offers its core courses and students are free to substitute a qualitative methods course for advanced statistics--one offered by the Department of Public Administration or the equivalent. While we cannot control PA's offerings, equivalent qualitative research methods courses are regularly offered on campus. **Please note that departmental approval will ordinarily not be given to students to allow them to substitute an independent study for a required core course, except in extraordinary circumstances.** Substitution of an independent study for a core course needs approval of the Head and such approval, if granted, must be confirmed in a memo from the Head to be placed in the student's file. This policy also does not mean that students, while enrolled in the doctoral program, can substitute courses (other than equivalent quantitative or qualitative analysis courses) taken in other departments or other institutions for core courses that are regularly offered by UPP.

6.0 CORE COURSE WAIVER POLICIES

Waivers of core courses must be approved before taking the qualifying exam. Such waivers are granted by the Director of Graduate Studies upon the request of your advisor and on the recommendation of the current instructor of each course you wish to have waived. You need to provide your advisor with documentation establishing that the material of each such course has been covered in a course you have previously taken.

The form for a waiver in the MUPP program provides a good template. Forms can be accessed at <http://www.uic.edu/cuppa/upp/academic/waiver.doc>.

Waivers of core courses do not result in recognition of credit towards the Ph.D. degree. A waiver just means that the core course would be duplicative of coursework already taken so it need not be taken for the Ph.D. degree. You will still need to complete the 96 credit hours required for your doctoral degree by taking additional coursework.

7.0 ANNUAL PROGRESS REPORTING REQUIREMENT. It is important that you continue to make reasonable progress towards completing your degree requirements. (See Section 12: "Good Standing"). The faculty, and especially your advisor, will work with you to make sure you remain actively matriculated in the degree program and are keeping yourself on-track toward graduating on time with your doctoral degree. To ensure that you continue to make

reasonable progress towards your degree, the Department has instituted an annual reporting process:

PhD students must report to their advisors on their progress in the program toward the end of every academic year (roughly in the middle of the Spring semester) using a report template provided by UPP. Staff will collect the reports and provide the advisor with a registration history, transcript of courses taken, and grades received to accompany the students' annual reports. **If a student does not submit his/her report in a timely fashion, a hold will be placed on the student's registration for the following semester.**

PhD advisors will submit the progress reports with a cover memo to the Director of Graduate Studies, noting any concerns about the student's ability to complete the program in a timely fashion. The UPP PhD Committee will provide assessment criteria to faculty (i.e., program expectations for completion dates, more and less legitimate reasons for not making progress). This report will go into the students file once reviewed.

The Director of Graduate Study will a) develop a completion plan with students who have not met milestones within the given time-frame; b) report to the Head on any cases where there is disagreement between the DGS and advisor about the extent of progress made toward the degree; and c) make recommendations to the Head about how to proceed.

If a student does not follow through with the commitments made in their completion plan, the Head, in consultation with the student's advisor, may contact the Graduate College to recommend dismissal.

8.0 REQUIREMENTS FOR ADVANCED COURSEWORK

The specialization requirement provides an opportunity to develop in-depth knowledge in a substantive area of interest by taking advanced coursework in your area of concentration.

Specializations require at least seven courses (28 credits) in the area of interest. Courses are chosen by the student with the consent of the advisor and approved in the plan of study review. Two of the courses must cover theoretical topics and two of the courses must cover advanced research design and methods.

Typically, a student pursues one of the five substantive concentrations that are supported in the master's degree program: Physical Planning, Urban Transportation, Community Development, Economic Development, and Globalization and International Planning. However, a student may develop another concentration area with faculty approval. The course work plan is developed

around guidelines that suggest that the student should eventually be prepared to evaluate and contribute to the academic and professional literature in the area of interest; the student should demonstrate mastery of research methods that are appropriate for conducting research in the area of interest; and the student should acquire the ability to critically evaluate policies, program, and planning procedures related to the area of interest.

In choosing courses in the area of specialization you can draw upon all relevant units in the University. As a general rule, in designing your program you should balance your interest in broad coverage of an area (a variety of courses from different perspectives, all at the same level of difficulty) with the need to develop depth through courses that build on each other with increasing theoretical and analytical sophistication. If in doubt, lean toward more depth.

Of equal importance with developing conceptual and practical knowledge in your area is development of research competence. Over the course of your career you may do many different research tasks ranging from fundamental research on the underlying causes of problems to applied research on methods and techniques of professional practice. Part of your doctoral program should be devoted to developing basic research skills which will prepare you for doing dissertation research, and on which you can build during your career.

Research centers within the College of Urban Planning and Public Affairs -- the Great Cities Institute, the Urban Transportation Center, the Center for Urban Economic Development, the Voorhees Center for Neighborhood Improvement, the Institute for Research on Race and Public Policy, and the Survey Research Laboratory -- as well as UIC's Institute for Environmental Science and Policy -- offer a rich array of research assistantship appointments and seminar opportunities. We strongly urge you to take full advantage of the research opportunities by seeking an affiliation with a research center whose mission is most relevant to your area of specialization.

9.0 CAREER TRAINING

All UPP doctoral students are being trained as university faculty and therefore should demonstrate competence in both research and teaching. Career training is satisfied by (1) research, as shown by the successful completion of your advanced coursework and the passing of your preliminary examination, presentations at conferences and publications in peer-reviewed journals, the preparation of your dissertation and the successful defense of your thesis, and (2) teaching when possible, whereby you either teach an undergraduate course or co-teach a master's level course under faculty supervision.

A maximum of 12 credits of independent research (UPP593) toward the degree may be earned in completing the teaching requirement, with the number of credits granted depending on the actual teaching undertaken. It should be understood that students should strive to satisfy both requirements, and satisfying only one of the two should be the last option. Your research prospectus (see Section 10 [B]) should include a statement on how and when you intend to fulfill the teaching and research requirements. While

you are encouraged to teach only after successfully defending your proposal, you should discuss an appropriate time for you to teach with your advisor but it is strongly recommended that you not attempt to complete this requirement until you have completed all of your coursework.

A. Teaching Procedures. UPP students who want the opportunity to teach will either take complete responsibility for teaching an undergraduate course or co-teach a masters-level course in the MUPP program. This can only be done with the permission of the Head of the Department of Urban Planning and Policy.

As a part of preparation for teaching a course, students are expected to audit the course in question and prepare a detailed set of course notes, assignments, and reading materials; 6 hours of credit may be earned for this effort. An additional 6 hours of credit may be earned for the delivery of the course and the preparation of a formal evaluation of the teaching experience, which the student can register for both as independent studies. Written agreements about requirements for these independent studies must be approved by the supervising faculty member, the Director of Graduate Studies, and the department's Head at least one semester prior to the semester in which the course will be offered.

In general, the student will be responsible for preparing and delivering the assigned course and evaluating the teaching experience. Course preparation will include monitoring the delivery of the course by a regular faculty member, developing a detailed syllabus and lecture notes, selecting readings, and preparing assignments. Course evaluation will include analysis of student performance, course and teacher evaluation forms, and reformulation of the course, as necessary. A paper summarizing the evaluation is required.

Teaching is a responsibility that the department takes seriously. If a student commits to either teaching a course as sole instructor or acting as a teaching assistant to a faculty member, the student is expected to follow through on that commitment. If circumstances arise that may prevent fulfilling the commitment, the department should be advised as soon as possible, preferably at least three months prior to the start of the teaching assignment.

B. Teaching Guidelines:

1. Teaching experience is strongly recommended; if you do have this opportunity, you are expected to assume full responsibility for an undergraduate planning course or to share responsibility for a master's-level graduate course with a UPP faculty member.
2. Ordinarily, the student should have taken or audited the course and have developed a day-by-day chronicle of course activities, along with commentaries on method delivery, concepts or techniques emphasized, choice of readings, sequencing, and alternatives.
3. The instructor responsible for the course will monitor the student's preparation and delivery of the course. The student and instructor should meet at least 6 months in advance of the course to develop a common understanding of responsibilities and expectations. These should be recorded in a memo, along with a timetable for the

preparation of a draft syllabus, reading list, and lecture notes, discussion questions on readings, exams and assignments.

4. The first step in course development should be the preparation of a 5-10 page concept paper discussing the themes of the course, the concepts or techniques to be emphasized, the pedagogical approach to be used, and a list of instructional goals and objectives. The student should discuss this paper with the instructor/monitor, and with other faculty members. It is especially important to review this paper with those who teach prerequisite courses and those courses which list the subject course as a prerequisite.
5. After review and revision of the course prospectus the student should refine the timetable for the production of course materials by inserting the details of activities to be completed in preparing the course. It is very important, in this schedule, to provide time for evaluation of alternative delivery options and for evaluation of the appropriateness of day-to-day discussion, topics, lectures, readings and assignments to instructional goals. It is expected that the student will provide time for an independent review of the literatures relevant to the course in this timetable.
6. After review and revision of the course prospectus the student should refine the timetable for the production of course materials by inserting the details of activities to be completed in preparing the course. It is very important, in this schedule, to provide time for evaluation of alternative delivery options and for evaluation of the appropriateness of day-to-day discussion, topics, lectures, readings and assignments to instructional goals. It is expected that the student will provide time for an independent review of the literatures relevant to the course in this timetable.
7. To be safe, the student should plan on completing an outline of the course and daily lesson plans at least 1 month prior to the scheduled starting date of the course. This will allow time for review and revision as necessary.
8. After completing preparation, the student should prepare sample answers to exam questions and assignments, and review those in light of course content and instructional objectives. Course materials may need to be revised at this point.
9. A short (5-10 pages) description of the structure of the course and choices made in its development should be prepared at this point. The emphasis of this paper should be a discussion of why the proposed structure is the best.
10. The student should keep a journal on the daily events of the course, including notes on what went well, what did not, and what changes should be considered the next time the course is delivered (and why). The supervising instructor (or co-teacher) should supply the student with written comments on daily activities addressing these same questions.
11. Assignments and exams should be graded by the student, and reviewed by and discussed with the instructor.

12. At the end of the course, the student should review the initial prospectus paper, the course journal, and the list of instructional objectives and prepare a short (5-10 pages) paper evaluating the course and indicating what changes should be made the next time it is delivered.
13. The supervising instructor will provide the student with a written set of comments evaluating the course. The student should review student course evaluations and the supervising instructor's comments and meet with the instructor to discuss the teaching experience. A short summary of this discussion should be prepared and incorporated with the student's self-evaluation.
14. The course syllabus and self-evaluation should be filed with the Program office as part of the student's permanent record.
15. Twelve hours of independent research (UPP593) credit is normally awarded for the teaching option. It is graded as follows: 6 hours for preparation and 6 hours for delivery, revision of prepared materials, and analysis of the delivery of the course. Students may not register for credit in the course they are teaching.

The Program provides many opportunities for students to satisfy the teaching requirement of the Ph.D. program, but it cannot guarantee paying positions. Students who teach for academic credit should not expect to receive monetary compensation for their efforts. However doctoral students who are hired to deliver a course as a Teaching Assistant will be paid the university's going rate for TAs. When students are hired as TAs, they are not able to receive academic credit for the course they teach.

10. THE PRELIMINARY EXAMINATION

Upon completion of the course work listed in the plan of study, the student takes a written preliminary examination that is specifically tailored to the substantive area of interest. An oral examination may also be required at the discretion of the committee.

*The preliminary examination should be taken upon completion of all coursework, and may be taken during the final semester of coursework. The student will be guided in the preliminary examination by the preparation of a *Research Prospectus*.*

A. Appointment of the Preliminary Exam Committee. Students need to declare the intentions to take the preliminary examination by discussing a proposed schedule with his/her advisor who then needs to notify the Director of Graduate Studies. Because the committee appointment and exam preparation takes some time, the Director of Graduate Studies should be notified of intentions, in writing, **at least three months** prior to the proposed date of the exam.

With the help of your advisor you should *identify a committee of at least five persons*. Two must be members of the Graduate Faculty. (See the Director of Graduate Studies for a list of UPP faculty members who also belong to the Graduate Faculty). Faculty of the Department of Urban Planning and Policy must also comprise a majority of your preliminary examination committee.

On recommendation of the Director of Graduate Studies, the Dean of the Graduate College appoints the committee under the direction of a chairperson, normally your advisor. The committee then develops an individual exam tailored to your research interests stated in the Research Prospectus. The committee should review the general content of the exam with the student to verify the appropriateness of the topics to be covered, but students are not allowed to formulate or select questions.

B. Research Prospectus. Each student in the Ph.D. Program is required to develop a Research Prospectus. The Research Prospectus will require approval by the student's advisor and two additional faculty members. This prospectus serves as a guide that outlines how the student has been preparing for the preliminary examinations. Specifically, the research prospectus includes a definition of the student's specialization and intended course work, a discussion regarding how the student has met/will meet the career training requirement, and an identification of interests that will lead to a topic for the student's dissertation.

1. **Submission of Draft Prospectus.** A draft Prospectus should be prepared by the student and submitted to the student's advisor at least **three months** prior to the planned date for taking the preliminary examination (with some variation from this schedule permitted at the discretion of the student's advisor under).
2. **Format of the Prospectus.** Your prospectus needs to contain the following elements:

Dissertation research. Your prospectus should discuss your plans for dissertation research. A detailed proposal is not needed at this time. However, you need to identify your general area of interest and the theoretical and methodological courses you will need to prepare yourself to write a dissertation in that area. Changes in your dissertation plans should be included in amendments of your prospectus. Such amendments are expected to be submitted in writing.

Course listings and supporting narrative. The prospectus should contain a list of required courses which have been taken. Next, a list of proposed courses which will be taken to fulfill your specialization requirements should be presented. This part of the prospectus must include a narrative that explains how you have defined and conceptualized your area of specialization and research. Be sure that the narrative answers the following questions:

- What is the area of specialization?
- What are the policy issues you are interested in?
- What theory is relevant?
- What research skills will you need?

The course listings in your prospectus should include a listing of other courses you have taken which do not fit in the area of specialization. If these other courses represent a secondary policy or methodological interest, or has some other coherence, a brief discussion is required.

Career training. Your prospectus must also discuss how you intend to meet the career training requirements.

Reading lists. Your prospectus should include reading lists which cover the areas of specialization, and theoretical and methodological approaches to your research.

- 3. Approval of the Prospectus.** After approval, you will submit your Research Prospectus to your advisor and Preliminary Committee members. Your preliminary exam committee will meet with you to discuss your prospectus. This consideration may take place in an informal meeting chaired by your advisor, where you will summarize your plan for the preliminary exam committee members and discuss any questions, suggestions, or clarifications they may offer during your presentation. When the committee agrees that your program is feasible and appropriate to your objectives, **the prospectus and an approval letter from your advisor should be filed with the Director of Graduate Studies.**

C. The preliminary examination is a written test covering your program of study. It may, at the discretion of the committee, also include an oral review of the written examination. It will cover a range of topical areas, including theory/concepts and application/methods.

It is expected that interrogation will not be confined to the content of specific courses, but will be conducted in a manner to determine whether the student has mastered the fields of knowledge laid out in the Research Prospectus, including content of the required core courses. The student should satisfy the committee that he or she is able to integrate his or her fields of specialization with the larger domains of knowledge and understanding. The preliminary examination should not be devoted to any protracted discussion of the student's thesis research.

The examination is given under the honor system. The student may be allowed to use books and notes. The place of the exam is at the convenience of the student. The exam responses must be submitted, typewritten or word processed, to the committee within seven days after receipt of the exam. You are not permitted additional library research, review or study time after you read the examination.

The examination must be reviewed and graded by the committee within two weeks of receipt of the completed examination. The committee may give a temporary grade and request an oral review; or it may grade the examination: pass, pass with qualification, or fail.

If the examination is passed with qualifications, specific requirements such as successful completion of a course or courses, or completion of research and writing assignments may be added. If an oral review is held, it is limited to a discussion of the written examination for the purpose of giving you an opportunity to clarify your original answers, extend them if necessary, and respond to committee criticism. The oral review should be held within one week of preliminary grading of the examination. If all or part of the examination is failed, it may be repeated a second time. A third examination is not permitted.

11. THE DISSERTATION

Dissertations often attempt to extend the work begun by others in order to develop new insights or to reconcile conflicting research results. Many of these dissertations are conducted using the same methodological frameworks as previous studies. Other dissertations develop from the application of new or innovative methodologies or conceptual frameworks, and still others involve the definition and analysis of research questions which has never been raised before. Course credit for dissertations is obtained under UPP 599. All students must register for Dissertation Proposal Workshop (UPP 580) before or during the development of their proposal.

A. The Dissertation Proposal. The student works with his/her Dissertation Committee to develop a dissertation proposal. After or concurrently with the Dissertation Proposal Workshop (UPP 580), students normally develop their dissertation proposal and will register for Independent Research ? (UPP 593 note ---- 593 is Independent Research, not Ind. Study) under the call number of the faculty who is their dissertation advisor.

After the dissertation proposal is accepted and formally approved by the Dissertation Committee, the student must satisfy two registration requirements: (A) register for a minimum of 4 credit hours of Ph.D. Thesis Research (UPP 599) per semester, while the dissertation work is carried out. Waiver of this requirement may be obtained by petitioning the Graduate College through the UPP program office; and (B) have registered for a minimum cumulative total of 12 hours of UPP 599 at the time of graduation.

B. Content of the Dissertation Proposal. A dissertation proposal should contain:

1. A discussion of the specific research problem and its significance. This should include a clear statement of the problem and why it is important and to whom.
2. Identification of the relevant theoretical literature and a statement on how that literature will be used in formulating your research. You also need to describe how your proposed work fits in with the existing literature.
3. Identification of the public policy/practice issues associated with your subject and a preliminary assessment of how your research may contribute to resolving such issues.

4. Discussion of the research methodology to be used.
5. Identification of special data or informational needs, potential problems or other issues pertinent to your research, and a discussion of how they will be resolved.
6. A preliminary outline of the completed dissertation.

All dissertation proposals must contain a discussion of existing empirical and theoretical literature on the topic of interest. Students submitting proposals for an application of new analytical frameworks or methodologies to previously defined problems should identify major alternative ways of defining and studying their research topic and justify the approach they intend to use. Students who intend to pursue fundamentally new lines of research that are not associated with any body of relevant literature must provide a discussion of the feasibility of the proposed research.

C. Human Subjects Research. If the dissertation work involves human subjects, including survey type data collection, use of existing data, focus groups, or interviews, IRB training is required and the IRB form has to be submitted to an approved by the unit's, College's, and University's Institutional Review Boards (see thesis manual). Information on the IRB review process, forms and training can be found at:

<http://www.research.uic.edu/protocolreview/irb/index.shtml>.

D. The Dissertation Committee. After the student selects a dissertation committee chair, the chair and the student identify appropriate faculty members who may agree to serve on the student's dissertation committee. Appointment of a dissertation committee follows a process similar to the selection of the student's preliminary examination committee. The Director of Graduate Studies proposes; the Dean of the Graduate College appoints.

The committee consists of at least five persons, two of whom must be full members of the Graduate Faculty. The chair and the majority of the committee have to be from the UPP faculty.

The committee must be approved by the Director of Graduate Studies and appointed by the Graduate College using the form at

<http://www.uic.edu/depts/grad/announcements/CommRecForm.pdf>.

The dissertation proposal is examined by your proposed committee at an oral hearing similar to the preliminary exam. You must present copies of the proposal to the committee at least one week in advance of your hearing. The committee may accept wholly, accept with specific required changes, or reject the proposal. The committee must notify the Director of Graduate Studies in writing of its action.

Depending on working arrangements with your advisor and other dissertation committee members, you will have systematic review and obtain reaction to your work as it progresses. Regular interaction with your committee is strongly encouraged both at the research stage (especially as you modify your original plan due to data problems, etc.), and in the writing stage

(getting early reviews of chapters). However, approval of the dissertation, in part as well as whole, is reserved for the dissertation defense. A memo indicating the type of review and advising arrangements decided by your committee should be filed with the UPP office.

Please note that the preliminary examination must be successfully completed before the dissertation proposal is presented.

E. The Dissertation Defense. To make sure that the draft of the dissertation meets the Graduate College procedural and format requirements, the student should obtain a copy of the "Graduate College Thesis Manual" and comply with its rules. The final, official step in the PhD process in the Program is the presentation and defense of the dissertation.

You must present a complete draft of the dissertation for the defense. It need not be presented in the final format required for submission to the Graduate College, but it must be typewritten in standard format, and contain all data, footnotes, bibliography, and appendices that will appear in the finished version. You must present the dissertation to the committee at least **ten days** before the scheduled defense. Instructions for formatting the thesis are provided by the graduate college in the thesis manual at <http://www.uic.edu/depts/grad/gcforms/thesism.pdf>.

The defense itself is an oral review and discussion of the dissertation by your dissertation committee, where you will present and defend your research thesis. The defense is normally held in 262 CUPPA Hall, in a public meeting open to all members of UIC's academic community. At the completion of the defense the committee votes either to accept the dissertation, to accept the dissertation subject to completion of specific modifications, or to reject the dissertation. If the dissertation is rejected, the committee must advise you on whether and how the dissertation may be improved. The committee must report its findings in writing to the Director of Graduate Studies in addition to filing its report to the Graduate College.

Once the thesis is accepted by the committee all that remains is to complete the requirements for filing it, pay your bills and accept our congratulations.

12. "GOOD STANDING"

The Graduate College handbook states that students may only continue in a graduate program if they are in "good standing". It states that "*being in good standing involves:*

- removing all limited status admission conditions
- having a minimum graduate degree GPA of 3.00
- making satisfactory progress toward the degree requirements, including a project or thesis if required.

Graduate programs may require a higher level of performance and may apply criteria in addition to those stated above. If a student fails to meet the performance or other criteria stated by the

program as determined by the Graduate College, the program may notify the Graduate College to initiate dismissal."

A. Departmental Policies. Because individual graduate programs may require a higher level of performance, the Department of Urban Planning and Policy further defines the meaning of "good standing" to include the requirement that PhD students:

- maintain a B average every semester when enrolled;
- refrain from withdrawing from classes after the first ten days of class without an approved leave of absence petition;
- maintain a continuity of registration, with a minimum of 4 credits a semester, until official approval of dissertation proposal;
- meet the designated milestones (plan of study, preliminary exam, dissertation defense) according to schedule and within a reasonable time frame.

The Head, in consultation with the student’s advisor, may contact the Graduate College to recommend the dismissal of any student who fails to make satisfactory progress toward the completion of the doctoral degree. In interpreting “satisfactory progress” and “reasonable time frame,” the Head will use the degree program deadlines established by the Graduate College, <http://www.uic.edu/depts/grad/requirements.shtml>. Normally this will be seven years unless an approved leave of absence is granted.

C. Milestones used to gauge a student’s “reasonable progress:”

A. Annual Progress Report	Annually in Spring
B. Develop Research Prospectus	At least three months prior to preliminary examinations
C. Take Prelim Examinations	Prelims should be taken at or around the end of the 4th semester. In some cases (particularly for students who were unable to take core courses because they were not offered every year), students can deviate from this time line for up to one year.
D. Defend Dissertation Proposal	Proposals should be defended within a year of taking prelim exams
E. Defend Dissertation	Students admitted to the Graduate College with a master’s degree or who continue in the Graduate College after completing the master’s degree at

	UIC must complete the degree requirements within seven consecutive calendar years after initial registration as a doctoral student. Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress. Time spent on a leave of absence approved by the program and the Graduate College is not counted toward the degree time limit (from Graduate College).
--	---

D. Graduation Deadlines. All students must file a request to graduate at the beginning of the semester in which they plan to graduate. See <http://www.uic.edu/depts/grad/gcforms/gradreqinst.shtml>.

Two graduate theses (with complete paper work) are due in the graduate college around mid semester. To participate in the May commencement exercises, student must defend, edit and submit their thesis by mid March. **NO EXCEPTIONS!!!**