



Seaton Hall

Kansas State University
College of Architecture, Planning & Design

PhD in Environmental Design and Planning
PhD Student Guidebook
2023–2024

Summer 2023

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A. INTRODUCTION

Welcome

Welcome to the College of Architecture, Planning & Design.

The College of Architecture, Planning and Design houses programs that explore environmental design and planning at a variety of scales and in various ways. The interdisciplinary doctoral program takes advantage of the diverse but interrelated nature of the college's design and planning disciplines.

The PhD Program is guided by the PhD Committee, which is made up of all PhD-certified faculty.

As director of the Ph.D. Program, I am an advocate for the program, a resource for Ph.D. students and faculty members, a liaison to the Graduate School, an administrative facilitator, and a sounding board for both students and faculty members.

On behalf of the PhD core faculty and committee, and the entire community of the College of Architecture, Planning & Design I would like to welcome you to the College. We wish you success during your time at Kansas State University.

Anne Beamish, PhD
PhD Program Director

Program Overview

The PhD program in Environmental Design & Planning at the College of Architecture, Planning & Design is an interdisciplinary research-based degree program, with the aim of contributing to a more livable, just, and ecologically sustainable society. Our doctoral students are considered members of the College at-large, rather than a particular department, allowing students to draw from the sizeable and wide-ranging knowledge of faculty from the university and all three of our departments:

- Architecture,
- Interior Architecture & Industrial Design (IAID), and
- Landscape Architecture and Regional & Community Planning (LARCP).

The program can be completed in four years and any funding is provided on a case-by-case basis. Students are expected to be on campus during those four years for full-time study.

All program policies and procedures are made by the PhD Committee (See Section F), but are based on the foundational policies outlined by the Graduate School.

Students work closely with their major professor who must be a PhD certified faculty member.

As the K-State Graduate School Handbook states: “A Ph.D. is a research-based degree and is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.” [Source: <https://www.k-state.edu/grad/graduate-handbook/chapter3.html>]

This program is designed to prepare graduates to teach at the graduate level and/or conduct research. In addition to teaching, our graduates also are well-equipped to undertake research to inform design and/or planning for governmental, environmental, and planning agencies; developers; professional design firms; and international corporations that focus on environmental stewardship.

Our PhD students undertake a wide range of research, but most topics are in one of the following interconnected areas:

Design emphasizes the role of the designed environment in contributing to human well-being and provides opportunities, through practice and research, to explore issues that include pedagogy, neuroscience, perception, sustainability, history, and theory.

Planning considers the theory and methods of public decision-making and the development of models and tools to understand and improve decision-making planning processes, both public and private.

Sustainability explores ways by which the design and planning professions can better provide for the environmental and resource needs of people without sacrificing the ability of future generations to meet their needs.

Place Making explores the importance of place in human life and considers ways by which design and policy might help to create robust, engaging, and supportive human environments.

Publications

This PhD Student Guidebook supplements the:

Kansas State Graduate School Catalog

<<https://courses.k-state.edu/courses/catalogs/>>

Kansas State Graduate Handbook

<<https://www.k-state.edu/grad/graduate-handbook/>>

Form Finder

The forms you will need, such as Program of Study (PoS) can be found at:

<<https://www.k-state.edu/grad/about/forms/>>

Other Information

Other information is available from the Graduate School office in Eisenhower Hall or online <<http://www.k-state.edu/grad/>>.

PhD students are expected to be familiar with all of these publications.

People

In addition to your major professor, there are a number of other individuals who are here to support you.

PhD Program



Anne Beamish, PhD Program Director

Professor of Landscape Architecture

abeamish@ksu.edu

2099 Seaton Hall

Anne is an advocate and resource for PhD students and faculty members, an administrative facilitator, and a sounding board for both students and faculty. See her for information, to express concerns, or to seek assistance and support.

Anne chairs the PhD Committee, which is responsible for all policies and decisions regarding the program.



Mitzi Farmer, Director of Academic Services and PhD Academic Advisor
mwfarmer@ksu.edu | 1127 Regnier Hall

Mitzi will connect you to college and campus resources, and work to find solutions to issues as they arise. See her for information and questions about enrollment or to seek assistance and support.

As director of Academic Services, Mitzi works oversees the work of the College's academic advisors, works with students facing challenges impacting their academics and maintains and coordinates university and college academic policies.



Dean's Office

Michael McClure, FAIA
Professor and Dean of the College of Architecture, Planning, and Design
Graduate Faculty
mmcclur@ksu.edu | Regnier 2132



Lisa Shubert, Assistant to the Dean
lisash@ksu.edu | Regnier 2132



Ann Cook, Program/Project Assistant
amcook@ksu.edu | Regnier 2132

Room scheduling and building maintenance reports are among Ann's responsibilities. She is your first point of contact when you need to schedule a classroom or report a building maintenance issue. Room reservations for major spaces should be made at <https://apdesign.k-state.edu/about/facilities/roomrequest.html>



Katie Kingery-Page, PLA, ASLA
Professor and Associate Dean of the College of Architecture, Planning, and Design | Graduate Faculty
kkp@ksu.edu | 1127 Regnier Hall



Weigel Library

Alisha Rall, Librarian

adr7777@ksu.edu

0081 Regnier Hall

Alisha is able to assist you in all aspects of your library-related research.



Information Services

Don Crawford, Information Systems Manager

crawford@ksu.edu

0068 Seaton Hall

Don, along with Jermain Glasper <jglasper@ksu.edu> and Owen Taylor <otaylor@ksu.edu> can help you with your IT questions from key cards to passwords to running the digital screens in the classroom.



Fabrication Lab

Joseph Hornung, Fabrication Lab Manager

jlh@k-state.edu

0079 Seaton Hall

Joe runs the “Fab Lab.” See him for any question about using the shop, equipment, fabrication, etc.



Graduate School

Brenda Nowakowski, Degree Analyst

blnow@ksu.edu

112 Eisenhower Hall

Brenda is the degree analyst for our College at the Graduate School. She handles the processing of official forms such as: Programs of study, Committee change form, Request for preliminary exam ballot, Preliminary examination ballot, Approval to schedule final examination form, Final examination ballot, ETDR ballot, and Final degree checks for graduating students. All forms are available at: <<https://www.k-state.edu/grad/about/forms/>>

Resources

The University and College offers a wide range of resources to support students in the PhD program.

Graduate School — Student Success

The Graduate School's Student Success page provides information on a wide range of topics from checklists to forms to wellness at: <https://www.k-state.edu/grad/student-success/>

All forms are available at: <https://www.k-state.edu/grad/about/forms/> or <https://gradforms.ksucloud.net>

Academic Services

The College's Office of Student and Academic Services (1127 Regnier Hall) and your Academic Advisor (Mitzi Farmer) in particular, are there to help.

Campus Resources

The university offers a wide array of services to students, including the following:

Academic Achievement Center

101 Holton Hall
1101 Mid-Campus Drive North
785-532-6492
achievement@k-state.edu

APDPro

1127 Regnier Hall
785-532-2846
apdpro@k-state.edu

Career Center

148 Berney Family Welcome Center
705 N. 17th St.
785-532-6506
careercenter@k-state.edu

Cashier's Office

211 Anderson Hall
919 Mid-Campus Drive North
785-532-6317
cashiers@k-state.edu

Powercat Financial Counseling

302 K-State Student Union
918 N. 17th St.
785-532-2889
powercatfinancial@k-state.edu

Student Access Center

202 Holton Hall
1101 Mid-Campus Drive North
785-532-6441
accesscenter@k-state.edu

Counseling Services

101 Lafene Health Center
785-532-6927
counsel@k-state.edu

Lafene Health Center

1105 Sunset Ave.
785-532-6544
lafene@k-state.edu

IT Help Desk

214 Hale Library
1117 Mid-Campus Drive North
785-532-7722
helpdesk@k-state.edu

International Student & Scholar Services

104 International Student Center
1414 Mid-Campus Drive North
785-532-6448
isss@k-state.edu

Non-Traditional and Veteran Student Services

201-F Holton Hall
1101 Mid-Campus Drive North
785-532-6434
dombarnes@k-state.edu

Student Activities and Services

809 K-State Student Union
918 N. 17th St.
785-532-6541
osas@k-state.edu

Student Financial Assistance

220 Anderson Hall
785-532-6420
finaid@k-state.edu

Tutoring

Holtz Hall
1005 Mid-Campus Drive North tutoring@k-state.edu

APDesign IT Department

Seaton Room 0068
785-532-1091
apdcns@k-state.edu

Student Life

201 Holton Hall
1101 Mid-Campus Drive North
785-532-6432
stulife@k-state.edu

Writing Center

122D English/Counseling Services Bldg.
1612 Steam Place
785-532-0842
english@k-state.edu

Office of First-generation Students

101 Holtz Hall
1101 Mid-Campus Drive North
785-532-7503
firstgen@k-state.edu

Links to all the resources can be found at:

Student Guide to Help and Resources: One Stop Shop

<https://www.k-state.edu/onestop/index.html>

Seaton/Regnier Hall

The College of Architecture, Planning and Design is located in the recently renovated Seaton and Regnier Halls. All College faculty offices, classrooms, and studios are in these two buildings.

PhD students have their own shared office space on the second floor of the building (2091 Seaton Hall).

See Appendix 10 for building maps.

Student Learning Outcomes

Though each PhD student creates their own curriculum in consultation with their major professor that reflects their specific topic and specialization, all students are expected to meet the following learning outcomes.

1. KNOWLEDGE: An advanced level of knowledge relevant to one's individual field of study

SLO1: Knowledge. Students will demonstrate a breadth and depth of knowledge (historical, philosophical, sociocultural, technical) in their primary area of study or specialization.

2. COMMUNICATION: An advanced ability to express oneself clearly, accurately, and professionally.

SLO2a: Written Communication. Students will demonstrate effective and professional writing skills.

SLO2b: Oral Communication. Students will demonstrate effective and professional oral communication skills.

SLO2c: Graphic Communication. Students will demonstrate effective and professional graphic communication skills.

3. CRITICAL THINKING: The advanced ability to critically evaluate and synthesize information pertinent to Environmental Design & Planning.

SLO3: Critical Thinking. Students will demonstrate the ability to think critically, characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

4. RESEARCH: The advanced ability to conduct research.

SLO4a: Research Knowledge. Students will demonstrate knowledge of various research methodologies and methods and analyze their appropriateness for specific research problems.

SLO4b: Research Application. Students will demonstrate proficiency in developing a research proposal and applying correct method(s) of inquiry to a specific issue.

SLO4c: Original Contribution. Students will demonstrate the ability make original and significant contribution to their area of research.

SLO4d: Support and Dissemination. Students will demonstrate the ability to support their research through grant writing and disseminate their research through conference presentations and publications.

5. ACADEMIC AND PROFESSIONAL ETHICS AND INTEGRITY: An advanced ability to engage in academic and professional activities with integrity and ethical behavior.

SLO5a: Ethical & Professional Position. Students will demonstrate/articulate an ethical position that is relevant to Environmental Design and Planning.

SLO5b: Ethical & Professional Behavior. Students will practice and demonstrate professional conduct, integrity, and ethical behavior.

B. CURRICULUM

30 cr. hrs Coursework
 30 cr. hrs Doctoral Research
60 cr. Hrs. Total

Overview

The PhD program typically requires at least four years of full-time on-campus study.

All doctoral students with a previous master's degree are required to take a total of **60 credit hours**:

- a. **Coursework**: a minimum of 30 credit hours
- b. **Doctoral Research**: 30 credit hours

All courses must be selected in consultation with the student's major professor.

a. Coursework (min. 30 credit hours)

Note: Of the 30 credit hours of course work, a minimum of **15 credit hours** must be at the **800 level or above** for their Program of Study.

Each student takes a series of required courses described below.

• 2 Mandatory ENVD Courses

- ENVD 901 Research Methods in Design and Planning (fall of 1st year)

Note: For some students and with special permission of the major professor and PhD Director, CDPLN 710 Community Analysis can be substituted for ENVD901. However, since it is a GPIDEA course, students will have to enroll in it as CDPLN710 (not ENVD 901) because GPIDEA has a rule against cross-listing.

- ENVD 900 Conceptual Approaches to Design and Planning (doctoral seminar) (usually fall of 3rd or 4th year).

• 2 Research Tools/Skills

These classes usually provide specific skills or knowledge needed to undertake the student's research.

- At least, one must be taken outside of APDesign.
- Though statistics is the most common "research tool," other possibilities include foreign languages; GIS; remote sensing; communication skills; graphic and digital media or representational skills; design-development methods; and instructional techniques.
- If a foreign language is selected, the student must demonstrate a reading knowledge of the foreign language based on standards established by the Department of Modern Languages at Kansas State University. Students whose first language is not English must seek approval for the use of their native language to help satisfy a foreign language tool requirement if that native language is crucial to their dissertation research.

• 2 Cross-disciplinary Elective Courses

- The cross-disciplinary elective seminar asks that a doctoral student "cross over" from his/her designated area of emphasis or specialization

into another emphasis area within the College of Architecture, Planning and Design. The purpose here is to gain an awareness of another discipline with the objective of discovering where common ground exists or where perspectives, attitudes, and methods diverge. Doctoral students should be exposed to a way of thinking different from their own. Therefore, this cross-over course should be selected so that it is of a markedly different nature from the student's more familiar methodological emphasis.

- The second required cross-disciplinary elective may be taken outside of APDesign.

- **1 APDesign Course**

- At the 800-level or above (NOT research tools)

- **1 Course Outside of APDesign**

- At least three hours must be taken in a department or program outside of APDesign. Preferably, such a course will be taken from a faculty member who might serve as the outside member of the supervisory committee.

- **Six Credits of Independent Study or other Coursework**

- Students may not include more than six credits of independent study course work, or more than six credits of 500-level courses for course work beyond the master's degree.

ENVD899 Independent Study. It is an option to do an independent study with your major professor.

Additional Coursework. Though 30 credit hours of coursework is the minimum, students are encouraged to take additional classes that will support the student's research and develop their expertise.

Time Limits. Students must complete their coursework within six (6) years. If more than 6 years has past, any course is considered "outdated" and must be repeated before the preliminary exam can take place. Alternatively, the outdated coursework listed on the Program of Study can be revalidated at the preliminary exam if the major professor and committee agree. See Course Revalidation Form <https://www.k-state.edu/grad/about/forms/>

Residency Requirements. Students are required to be on campus for all their coursework.

Continuous enrollment is required once the student is admitted to candidacy (i.e. passes preliminary exams). This means that they need to be enrolled during the semester they take the prelims and each subsequent semester until they graduate. However, if there is a gap between completing the coursework and taking the preliminary exams, students do not need to be enrolled.

b. Dissertation Research — ENVD999 (30 credit hours)

Each student will take an additional 30 credit hours of ENVD 999 Dissertation Research with the student's major professor. Students may enroll in ENVD999 **after the successful completion of the preliminary examination.**

ENVD999 can be taken with your major professor only.

If a student has completed their required 30 credit hours of ENVD999, and if they are *not* a GTA,* they will need to register for one (1) credit hour per semester by permission of the major professor to maintain candidacy until the final examination takes place. Please consult with your major professor, PhD academic advisor (Farmer), and PhD director (Beamish).

Residency Requirements. Students are required to be on campus for their research and dissertation unless an explicit agreement otherwise has been made with the supervising faculty, department head, and program director.

Dissertation. The outcome of your research is a dissertation, which is a comprehensive, original, and an independent contribution to scholarship. A dissertation is a substantial piece of work, comparable in depth and length to a book. It is not uncommon for students to rewrite their dissertations and publish it as a monograph with an academic publisher. In some cases, the major professor and supervisory committee will accept three or four high-quality publishable journal articles rather than a single book-length dissertation.

The research will be performed under the guidance of the major professor and the supervisory committee and must be deemed acceptable by them. The dissertation must follow guidelines outlined by the Graduate School.

Graduation and Commencement Checklists

The Graduate School provides a helpful and detailed list of things you need to do and the dates in order to graduate. An example for spring 2023 is in Appendix 11. For current versions, please see <https://www.k-state.edu/grad/student-success/graduation/checklists.html>

If you are officially graduating in the summer, you may not “walk” or be hooded in the previous spring’s commencement. All requirements need to be completed by the Graduate School’s deadlines to participate in the *next* commencement ceremonies.

→ Note for major professors:

Grading Research Credit Courses Policy Update (e.g. ENVD899 and ENVD999)

The current research credit course grading process of “I” (incomplete) each semester until the student has successfully defended their thesis, report or dissertation has changed.

The U.S. Department of Education now requires the Office of Student Financial Assistance to report “I” grades as non-passing grades. For graduate students

* GTAs are required to enroll for a minimum of six (6) credit hours

receiving federal financial aid, this means that the Office of Student Financial Assistance must return aid granted for credit hours graded with an “I” (incomplete).

Please assign “CR” (credit) for research credit enrollments for students who are making progress towards their degree.

If the student is not making progress, a grade of “IH” or NC must be assigned.

Major Milestones

In addition to the coursework and dissertation research, each student must complete five (5) required major steps:

- 1) Assemble doctoral committee
- 2) Submit your Program of Study to the Graduate School
- 3) Present/defend orally your written dissertation proposal
- 4) Complete a written *and* oral exam that tests your breadth and depth of research-related knowledge (called “preliminary exam” or “prelims”)
- 5) Complete a written dissertation and an oral defense of your dissertation (also called “final exam”)

→ Important note: The **student**, not the major professor or program director, is responsible for ensuring that **all** deadlines are met, forms are submitted, events and rooms are scheduled, and attendees are invited.

1. Assemble Doctoral/Supervisory Committee

The student, in consultation with the major professor, will identify and invite three (3) additional faculty members to serve on their doctoral committee. Committee members must be graduate faculty, but do not necessarily have to be PhD certified faculty. **One member of the supervisory committee must be a graduate faculty member from *outside* the major professor’s department.**

Your major professor is the **chair of your committee** for your dissertation proposal defense, preliminary exam, and dissertation defense (final exam). The Graduate School no longer appoints an outside chair from another College for your final defense.

When. The committee is usually assembled by the end of the spring of the first year in program (i.e. second semester)

→ For more information on supervisory committees and major professors, see Section C.

2. Submit Program of Study (PoS)

The student submits a Program of Study (PoS) form to the Graduate School. (See Appendix 1 and <https://www.k-state.edu/grad/about/forms/>).

All forms are now digital and available at: <https://gradforms.ksucloud.net>

The Program of Study lists:

- the courses the student intends to take to fulfill the program requirements (e.g. minimum 60 credit hours, including 15 credit hours at 800 level or above),
- 30 transfer credit hours from your previous master’s program,
- names of people on your supervisory committee,
- name of the program director (Prof. Beamish),
- name of program advisor (Mitzi Farmer)
- IRB information, and
- planned date for completion of the preliminary examination.

The PoS should be prepared in consultation with the major professor; all members supervisory committee must indicate their approval by signing the form.

Changes in the PoS requires the approval of all members of the committee and a “Program/Committee Change” form must be submitted to the Graduate School before graduation. <https://www.k-state.edu/grad/about/forms/>

When. A full-time student must file a program of study before the end of the second semester (i.e. spring) of the program.

3. Dissertation Proposal Defense

The student will submit several draft dissertation proposals to their major professor. When ready for review by the entire committee, the student provides a copy of the dissertation proposal to their committee members at least two (2) weeks before the defense is scheduled.

When. The dissertation proposal defense takes place late spring of second year or early fall of third year.

Notification. Please inform the PhD Director when your defense will take place.

→ *For more information on the dissertation proposal defense, see B. Dissertation Proposal.*

4. Preliminary Exams

Students must have completed at least **21 credit hours** of coursework and filed a **Program of Study** with the Graduate School before preliminary exams can take place.

Preliminary exams “are designed to test the student’s breadth and depth of knowledge in the proposed field of specialization, as well as the student’s ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee” (Graduate Handbook, ch.3— <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter3.html>)

There are two parts to the preliminary exam: a written exam and an oral exam.

When. The preliminary exams take place *after* the proposal defense — usually late spring of second year, or early the fall of the third year.

It is expected that the student would be able to devote an entire week (full-time) to complete the exam.

Once the supervisory committee and the student decide when the examination is to be taken, **the student should notify the Graduate School one month before the scheduled date.** <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter3.html#Preliminary%20Examination>

Notification. Please inform the PhD Director when your preliminary exam will take place with the names of the committee members so that the KBOR assessment of student learning objectives can be sent to everyone.

→ *For more information on the dissertation proposal defense, see B. Preliminary Exam.*

Candidacy. After the successful completion of the proposal defense and preliminary exams, the student is advanced to candidacy for the degree. Only then can the student refer to themselves as a “PhD candidate.” Sometimes informally this status is known as ABD (all but dissertation).

5. Dissertation Defense/Final Exam

After the dissertation proposal defense and preliminary exam are successfully completed with a passing grade, the student enrolls in ENVD999, completes their research, and writes the dissertation.

Purpose. The purpose of a dissertation “is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee” (Graduate School Handbook, ch.3).

In addition to submitting a written dissertation, there is an oral exam or “defense.”

When. The dissertation defense takes place when the written dissertation is complete. The oral defense is usually 2–3 hours long and gives the committee an opportunity to discuss the work.

Notification. Please inform the PhD Director when your final defense/exam will take place with the names of the committee members so that the KBOR assessment of student learning objectives can be sent to everyone.

→ *For more information on the final exam, see B. Final Exam/Dissertation Defense.*

Timeline

In addition to coursework and the major milestones, students need to be aware of and complete other important steps in the process.

*Important note: The **student**, not the major professor or program director, is responsible for ensuring that all deadlines are met, forms are submitted, documents are delivered, events and room are scheduled, and attendees are invited.*

The following timeline is for students who start the program in the fall 2023 semester. For those who start in the spring, please adjust accordingly.

Year 1

Before semester begins:

International students:

- ☐ Consult with International Student and Scholar Services (ISSS) regarding deadlines for arrival and presenting immigration documents.

Orientation

International students:

- ☐ Check in with International Student and Scholar Services (ISSS) with immigration documents.
- ☐ Apply for a Social Security Number (SSN). A SSN is required to be paid.
- ☐ Participate in ISSS orientation (first Monday before classes begin).

ALL new PhD students

- ☐ Participate in Graduate School Orientation (the week before classes begin).

Curriculum

- ☐ Discuss classes with major professor.
- ☐ Create a curriculum plan (at least for first year) and provide copy to major professor, program director (Beamish), and academic advisor (Farmer)
- ☐ Meet with Mitzi Farmer, PhD academic advisor.
- ☐ Enroll in classes.
- ☐ Review the APDesign *PhD Student Guidebook*.
- ☐ Review *Graduate Handbook* <https://www.k-state.edu/grad/graduate-handbook/>.
- ☐ Meet with Program Director.

Employment (GTA positions)

- ☐ Meet with supervisor to discuss duties, scheduling, etc.

Fall semester (2023)	Spring semester (2024)
Curriculum <ul style="list-style-type: none"> <input type="checkbox"/> Coursework, including ENVD901 Research Methods <input type="checkbox"/> Consider and discuss committee makeup with major professor. 	Curriculum <ul style="list-style-type: none"> <input type="checkbox"/> Coursework <input type="checkbox"/> Update Curriculum Plan, and provide copy to major professor, program director, and academic advisor.

- ☐ Assemble doctoral committee in consultation with major professor.
- ☐ Submit Program of Study (PoS) to Graduate School (copy to major professor and program director).

Year 2

Fall semester (2024)	Spring semester (2025)
<input type="checkbox"/> Coursework Dissertation Proposal <input type="checkbox"/> Write draft of dissertation proposal.	<input type="checkbox"/> Coursework Dissertation Proposal Defense <input type="checkbox"/> Schedule Dissertation Proposal Defense. <input type="checkbox"/> Obtain approval of dissertation/research proposal. Preliminary Exam (must have filed PoS with Graduate School and completed at least 21 credit hours of coursework). <input type="checkbox"/> Schedule Preliminary Examination (min. 7 months prior to graduation date). <input type="checkbox"/> Submit "Request for Preliminary Examination Ballot" form at least one month prior to date of examination. Send to Graduate School Degree Analyst Brenda Nowakowski <blnow@ksu.edu>; cc. major professor and program director. ■ Ballot will be sent to your major professor, who will bring it to the exam. (See Appendix 5 for an example of a ballot). ■ Major professor submits signed preliminary examination ballot to the Graduate School Degree Analyst (Brenda Nowakowski) within one week following examination.

Year 3

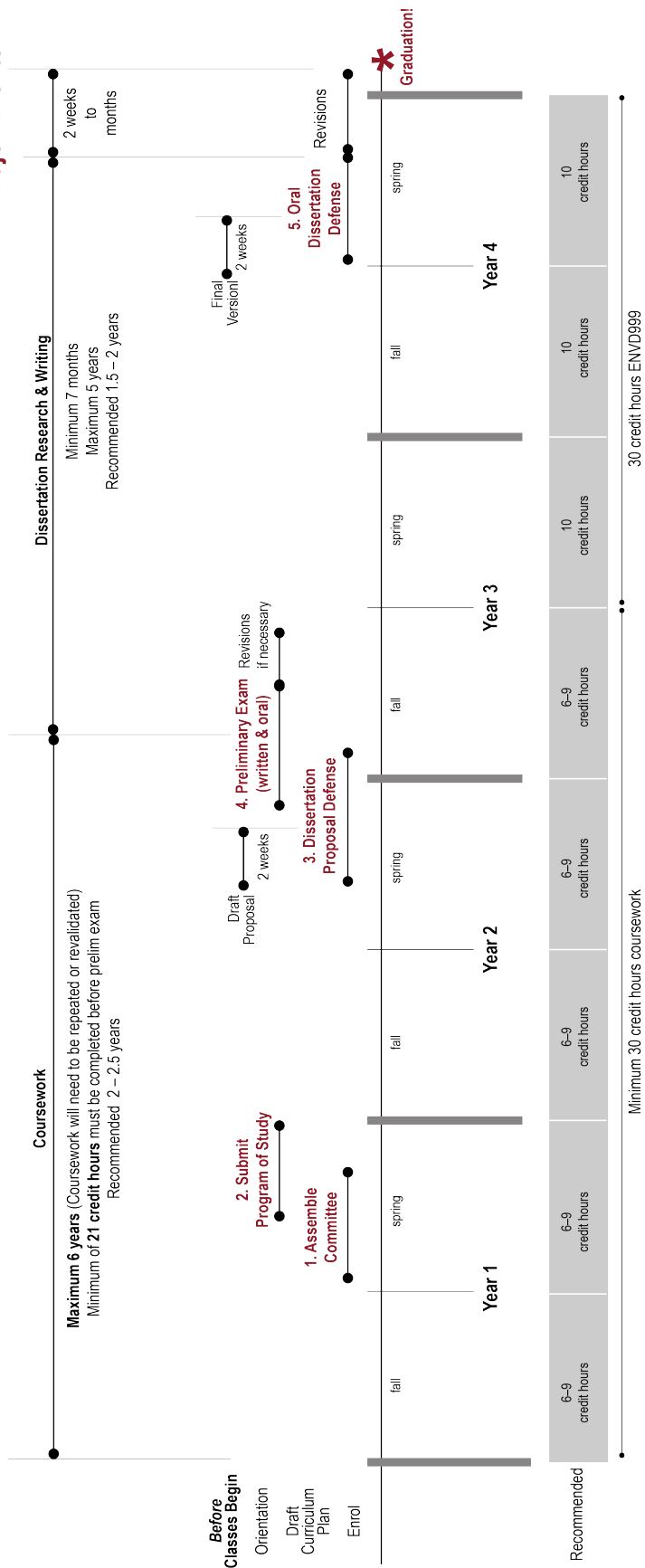
Fall semester (2025)	Spring semester (2026)
ENVD 900 Doctoral Seminar (3 cr hr) <i>If not completed last semester:</i> <input type="checkbox"/> Defend dissertation proposal (see tasks - year 2 spring). <input type="checkbox"/> Complete Preliminary Exam (see tasks - year 2 spring). <i>If dissertation proposal defense and preliminary exam completed last semester:</i> Dissertation <input type="checkbox"/> Enroll in ENVD999 Dissertation Research. <input type="checkbox"/> Continue dissertation research (data collection and analysis). <input type="checkbox"/> Write dissertation.	Dissertation <input type="checkbox"/> Continue dissertation research (data collection and analysis). <input type="checkbox"/> Write dissertation.

Year 4

Fall semester (2026)	Spring semester (2027)
<p>Dissertation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write dissertation. <input type="checkbox"/> Submit Program/Committee Change Form (if any changes have been made to PoS courses and/or committee) – min. 7 months prior to graduation date. Copy to major professor and program director. <p>Employment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble materials for academic position applications. (ENVD900 Doctoral Seminar will help you with this.) <input type="checkbox"/> Apply for academic (or other) positions. 	<p>Dissertation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Graduation Application on your KSIS account. <input type="checkbox"/> Compare your classes with your Degree Audit Report System (DARS) and approved Program of Study. If classes don't match up exactly, submit Program/Committee change form to the Graduate School. (Your academic advisor can help with this.) <input type="checkbox"/> Be sure you are enrolled for the current semester. <input type="checkbox"/> Write dissertation and obtain major professor approval for distribution to committee. <input type="checkbox"/> Select dates to schedule final examination (dissertation defense) in consultation with major professor, and supervisory committee. <input type="checkbox"/> Provide major professor and supervisory committee a copy of the dissertation a minimum of 10 working days (i.e. 2 weeks) prior to scheduled final examination. <input type="checkbox"/> Submit "Approval to Schedule Final Examination" form a minimum of 10 working days (i.e. 2 weeks) prior to final examination to the Graduate School. <input type="checkbox"/> Present/defend dissertation (Final Exam). <input type="checkbox"/> Complete online commencement registration if participating in commencement. <input type="checkbox"/> Make revisions to dissertation until expectations of major professor and supervisory committee are met. <input type="checkbox"/> Submit ETDR ballot to the Graduate School. <input type="checkbox"/> Complete Survey of Earned Doctorates, online surveys, and K-State Alumni information. <input type="checkbox"/> Clear all financial obligations with university for transcript and/or diploma release. <p>Note: If you do not meet all of the requirements by the mid-April deadline but you complete all degree requirements by May ____ (first week of May. Dates vary with year. Check academic calendar for correct date), you will graduate in August without having to enroll in summer classes.</p> <p><input type="checkbox"/> See Graduation and Commencement Checklists https://www.k-state.edu/grad/student-success/graduation/checklists.html</p> <p>Employment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job interviews.

APDesign PhD Program

Timeline Milestones and Major Events



Credit Hours
Minimum: 6 cr. hours /semester (to be considered a full-time student and be eligible for a GTA/GRA appointment)
Maximum: 10 cr. hours/semester (limited by waiver amount from GTA appointment)
800 Level: Must have 15 credit hours of 800 level or above for their Program of Study
International students may wish to take 6 cr hours in their first semester

Minimum of 60 cr hours required for a PhD
(30 coursework + 30 doctoral research ENVD999)

Planning Your Curriculum

The student will plan their coursework, doctoral research, exams, defenses, etc. in full consultation with their major professor.

Two forms are available to help plan the student's coursework and schedule. Blank copies are in the appendices (2 and 3) and online on the PhD Canvas web site. Below are examples. Note: these forms are intended as an aid to planning your coursework. They do not substitute the Program of Study (PoS).

Please send a copy of this plan to the PhD program director

Ph.D. Curriculum Plan Course Selection

Environmental Design and Planning PhD Program
College of Architecture, Planning, and Design
Kansas State University

Student: _____

Major Professor: _____

Date: _____

Minimum: 30 credit hours of coursework

Additional coursework is encouraged to support the student's area of research.

Courses are selected in consultation with the major professor.

Note: Most classes are 3 credit hours each.

6 credit hours	Min. 6 credit hours	Min. 6 credit hours	Min. 12 credit hours		
<u>Two</u> ENVD Courses	<u>Two</u> Research Tools Courses	<u>Two</u> Cross-Disciplinary Elective Seminars	<u>One</u> APDesign Seminar	<u>One</u> Course Outside of APDesign	Six credits of Independent Study or other Coursework
Mandatory	At least, one must be taken outside of APDesign	Within the College (one may be taken outside of APDesign)	At the 800-level or above (<u>NOT</u> research tools)	Outside member of the supervisory committee At the 800-level or above	500 level or above
ENVD 900 Doctoral Seminar					
ENVD 901 Research Methods					

Minimal

Additional

(Source: Adapted from Hamed Goharipour)

Note: Students must have **15 credit hours of 800 level** or above for their Program of Study.

Examples of Courses Taken by PhD Students in the Recent Past

Required Courses	Research Tools /Skills Courses	Cross-Disciplinary Elective Courses	APDesign Courses At the 800-level or above	Courses Outside of APDesign	Independent Study or Courses 500 level or above
ENVD 900 Doctoral Seminar ENVD 901 Research Methods* *CDPLN 710 Community Analysis, can be substituted for ENVD901 if required by major professor	GEOG 508 GIS 1 GEOG 801 Seminar in Qualitative and Mixed Methods PLAN 801 Planning Methods POLSC 710 Policy Analysis and Evaluation SOCIO 824 Qualitative Methodology STAT 703 Introduction to Statistical Methods for the Sciences STAT 705 Regression and Analysis of Variance STAT 710 Sample Survey Methods STAT 720 Design of Experiments STAT 730 Multivariate Statistics Methods STAT 870 Analysis of Messy Data Other possibilities: foreign languages; GIS; remote sensing; communication skills;; design-development methods; and instructional techniques	ARCH 715 Perceptions of Space ARCH 750 Writing Intensive Seminar: Type, Typology, Form and Program ARCH 801 History of Urban Space CDPLN 635 Community Leadership and Capacity Building GEOG 900 Methods/Theory /Models in Geography LAR 650 LA Seminar II PLAN 699 World Cities PLAN 707 Writing and Thinking the City PLAN 720 Infrastructure and Plan Implementation POLSC 739 Intergovernmental Regulations	ARCH 801 History of Urban Space ARCH 801 Topics: Architecture Since 1945 ARCH 815 Modes of Arch Praxis LAR 811 Unlocking Creativity PLAN 880 Topics in Planning PLAN 880 Topics in Planning (Small Community & Rural Area Planning)	AGRON 700 Agricultural Meteorology AGRON 746 Environmental Soil Physics ARE 731 Advanced Lighting Design ENGL 705 Theories of Cultural Studies GEOG790 Environmental Governance HIST 798 Environmental History HIST 801 Historiography HORT 960 Environmental Plant Stress PMC 635 Methods of Environmental Interpretation POLSC 812 Foundations of Security Studies SOCIO 822 Intro to Methods of Social Analysis SOCIO 835 Environment and Society SOCIO 851 Sociology of Development THTRE 579 Lighting Design	ENVD 899 Independent Study HORT 960 Environmental Plant Stress LAR 811 Unlocking Creativity PLAN 815 Planning Theory Ethics & Practice SOCIO 851 Sociology of Development ENGL 604 Advanced Writing

Note: Students must have 15 credit hours of 800 level or above for their Program of Study.

Ph.D. Curriculum Plan

Course Schedule

Student: _____

Major Professor: _____

Courses are selected in consultation with the major professor.

30 credit hours of coursework (minimum required)

30 credit hours of doctoral research — ENVD 999 (required) is taken after completion of preliminary exam.

OPTION 1: If preliminary exams are taken in spring of year 2:

Year 1		Year 2		Year 3		Year 4	
Fall 2023	Spring 2024	Fall 2 2024	Spring 2 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027
ENVD 901 Research Methods (3 cr) Required				ENVD 900 Doctoral Seminar (3 cr) Required			
				ENVD 999 Doctoral Research (5 cr)	ENVD 999 Doctoral Research (5 cr)	ENVD 999 Doctoral Research (10 cr)	ENVD 999 Doctoral Research (10 cr)
	<ul style="list-style-type: none"> • Assemble doctoral committee • Submit Program of Study to Graduate School 	<div>←→</div> <ul style="list-style-type: none"> • Write draft of dissertation proposal <div>←→</div> <ul style="list-style-type: none"> • Defend dissertation proposal • Preliminary exam 				<ul style="list-style-type: none"> • Apply for academic or other positions 	<ul style="list-style-type: none"> • Complete and defend dissertation
6-9 cr hr	6-9 cr hr	6-9 cr hr	6-9 cr hr	8 cr.	8 cr hr	10 cr hr	10 cr hr

- Students must enroll for a **minimum of 6 credit hours per semester** to be considered full-time students.
- Student can enroll for a **maximum of 10 credit hours per semester** (limited by the GTA tuition waiver).
- Students need to include **15 credit hours of 800 level or above** for their Program of Study.

• To be eligible to take the preliminary exam, students must have filed their Program of Study with the Graduate School and **completed at least 21 of the required 30 credit hours of coursework.**

• International students may prefer to have a slightly lighter course load (i.e. 6 credit hours) in the first semester (fall) in order to get accustomed to the new environment.

Ph.D. Curriculum Plan

Course Schedule

Student: _____

Major Professor: _____

Courses are selected in consultation with the major professor.

30 credit hours of coursework (minimum required)

30 credit hours of doctoral research — ENVD 999 (required) is taken after completion of preliminary exam.

OPTION 2: If preliminary exams are taken in fall of year 3:

Year 1		Year 2		Year 3		Year 4	
Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027
ENVD 901 Research Methods (3 cr) Required				ENVD 900 Doctoral Seminar (3 cr) Required			
					ENVD 999 Doctoral Research (10 cr)	ENVD 999 Doctoral Research (10 cr)	ENVD 999 Doctoral Research (10 cr)
	<ul style="list-style-type: none"> • Assemble doctoral committee • Submit Program of Study to Graduate School 		<div>↔</div> <ul style="list-style-type: none"> • Write draft of dissertation proposal 	<div>↔</div> <ul style="list-style-type: none"> • Defend dissertation proposal • Preliminary exam 		<ul style="list-style-type: none"> • Apply for academic positions 	<ul style="list-style-type: none"> • Complete and defend dissertation
6-9 cr hr	6-9 cr hr	6-9 cr hr	6-9 cr hr	6-9 cr hr	10 cr hr	10 cr hr	10 cr hr

- Students must enroll for a **minimum of 6 credit hours per semester** to be considered full-time students.
- Student can enroll for a **maximum of 10 credit hours per semester** (limited by the GTA/GRA tuition waiver).
- Students need to include **15 credit hours of 800 level or above** for their Program of Study.

• To be eligible to take the preliminary exam, students must have filed their Program of Study with the Graduate School and **completed at least 21 of the required 30 credit hours of coursework.**

• International students may prefer to have a slightly lighter course load (i.e. 6 credit hours) in the first semester (fall) in order to get accustomed to the new environment.

Graduate Certificates

K-State offers a number of graduate certificates that may be of interest to PhD students. If this is something that the student wants to pursue, they should discuss it with their major professor.

From: https://catalog.k-state.edu/content.php?catoid=2&navoid=1163#Graduate_Certificates

- Academic Advising
- Adult Learning
- Advanced Horticulture
- Agricultural Resources and Environmental Management
- Air Quality
- Applied Mathematics
- Applied Statistics
- Biobased Products and Bioenergy
- Business Administration
- Community Development
- Complex Fluid Flows
- Conflict Resolution
- Data Analytics
- Dialogue, Deliberation, and Public Engagement
- Educational Technology
- Entomology
- Financial and Housing Counseling
- Financial Therapy
- Food Safety and Defense
- Gender, Women, and Sexuality Studies
- Genetics, Genomics and Biotechnology
- Geoenvironmental
- Geographic Information Science
- Gerontology
- Grassland Management
- Horticultural Therapy
- Leadership Dynamics for Adult Learners
- Organizational Leadership
- Personal Financial Planning
- Professional Skills for STEM Practitioners
- Professional Interdisciplinary Sciences
- Public Administration
- Public Health Core Concepts
- Qualitative Research
- Real-time Embedded System Design
- Social Justice Education
- Stem Cell Biotechnology
- Teaching and Learning
- Teaching English as a Foreign Language
- Teaching English as Second Language for Adult Learners
- Teaching Students with Autism Spectrum Disorders
- Technical Writing and Professional Communication
- Transportation Engineering
- Youth Development Professional

Dissertation/Research Proposal

Purpose

The purpose of the research proposal is to get feedback from the committee and general approval for the direction and intent of the research. The committee should be informed of any changes to the procedures or direction of the research once it is underway. Approval of the proposal should not be construed as approval of the final dissertation.

Committee

During the second semester, the student will assemble a doctoral or supervisory committee consisting of four faculty members, including your chair (i.e. major professor). One member of the supervisory committee must be a graduate faculty member from outside the major professor's College.

→ For more information on the make-up and role of the major professor and committee, see Section C.

Proposal

The student will complete a written document about their proposed research and present their proposal to the committee. The student's doctoral committee will then have the opportunity to discuss and provide written feedback.

Proposal Format

Students should consider using the ETDR template <<http://www.k-state.edu/grad/etdr/index.htm>> for the proposal so they are familiar with the format required for submission of the dissertation.

Though some changes can be made at the discretion of the major professor, the proposal should be in a classic research format and include:

- 1) Title page
- 2) Abstract
- 3) Introduction
- 4) Literature Review
- 5) Research Question
- 6) Research Design (methodology and methods)
- 7) Timeline
- 8) Proposed budget and potential funding sources

See Appendix 4 for a more detailed outline.

Procedure

Drafts will be submitted and discussed with the major professor. When acceptable, the student will provide a copy of the dissertation proposal to their committee members at **least two (2) weeks** before the proposal presentation/defense.

Proposal Defense

The dissertation proposal defense takes place late spring of second year or early fall of third year. The student is responsible for organizing the defense (ensuring that all committee members may attend and scheduling a room).

Format. The proposal defense usually consists of a presentation of the proposal to the entire committee, and the committee then has the opportunity to comment and make suggestions about the proposed research. The defense is 2–3 hours long. At the discretion of the major advisor/chair may be open to a larger audience.

After the presentation, the dissertation committee will meet in closed session to evaluate and discuss the student's performance and the proposal. If substantive revisions are needed on the research/dissertation proposal, these can also be considered at this time. In any case, the major professor will provide a written statement of any revisions (minor or substantial) required by the committee.

At the end of the (successful) defense, the student and committee should also plan the preliminary exams (written and oral). It is recommended that they discuss the timing and format or structure of the written component of the preliminary exam. For example: the logistics of sending the committee's questions to the major professor, sending the questions to the student, length and timing of exam, and scheduling oral exam, etc..

Preliminary Examination

Purpose

Preliminary exams (or “prelims”) “are designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee” (Graduate School Handbook, ch.3).

Eligibility

Students are eligible to take the preliminary written examination, which covers the student's area of focus, as defined by the student's doctoral committee, if they have:

- filed their **Program of Study (PoS)** with the Graduate School;
- completed at least **21 credit hours** of the minimum 30 required of course work;
- a grade point average of **3.0** or better; and
- received approval for a preliminary research proposal (i.e. a successful dissertation proposal defense)

The preliminary exams take place *after* the proposal defense — usually late spring of the second year or early fall of the third year.

Forms

Request for Ballot. The “Request for Preliminary Examination Ballot” form must be submitted by the student to the Graduate School at **least one month** prior to the examination. See: <https://www.k-state.edu/grad/academics/forms/>

Preliminary Exam Ballot. When the request is approved, the Graduate School sends the Preliminary Exam Ballot (see Appendix 5) to the major professor.

Content of Exam

Overall, performance on the examination must provide evidence of the student's mastery of the subject matter, knowledge of related literature, and an understanding of research theory and methods. The written portion of the exam should demonstrate the student's ability to synthesize the literature of their area of emphasis, to address specific questions, and develop appropriate methodologies.

Components. There are two required components to the preliminary examination:

- 1) Written exam
- 2) Oral exam

1) Written Exam

Typical Format

Questions. The doctoral committee will create a list of questions — usually at least **two questions are posed by each committee member**. If each of the four committee members provides two questions, usually the student selects **one** question from each committee member to answer.

The committee members send their exam questions to the committee chair/major professor, who assembles them and forwards them to the student at the appropriate time.

Time. Typically the student has **two days per question** to develop and document answers to the written question (e.g. 4 questions = 8 days for completion on the written exam).

It is expected that the student would be able to devote an entire week (full-time) to complete the exam. If this is not possible (for example, because of work or family obligations), the student needs to discuss a revised schedule with the major professor/committee chair.

Resources. The written exam is “open book” with access to all relevant literature as well as library and internet resources that the student may need to develop thorough answers.

Length and Format. The committee may specify the required maximum length for answers. If not specified, the maximum length will be eight, doubled-spaced pages of text for each question. All answers should include citations of published works, and should be accompanied by a Literature Cited section, which is not counted towards the page limit. Figures and tables should be included if appropriate and do not count towards the page limit.

Document should be formatted using standard margins and font sizes (10-12 pt). Submit the document in both Microsoft Word (.docx) AND Adobe Acrobat (.pdf)

Note: The above text describes the typical design and administration of the preliminary exam’s written component, but the major professor and committee may make changes at their discretion.

Assistance. The exam should represent only the student’s work and should be done independently. Therefore, the student may not receive any assistance with the writing, reading, proof-reading, correcting, or editing of the document. Neither may they consult, collaborate, or receive comments.

Questions. If the student has questions or requires clarification about any aspect of the exam, they should contact their committee chair/major professor only. This will provide more consistent guidance, and if a committee member needs to be consulted, the committee chair will contact them, not the student.

Submittal. All answers should be submitted at the same time and at the end of the written examination period. All committee members should receive and review all four exam answers.

2) Oral Exam

Timing. The oral exam should take place **one week** after submission of written exam answers to the supervisory committee.

Content. The oral exam will consist primarily of further exploration of the questions and answers in the written portion of the exam and perhaps other issues related to the research/dissertation proposal.

Evaluation. After the oral exam, the dissertation committee will meet in closed session to evaluate the student's performance on the written and oral portions of the preliminary exam.

Outcome. There are three possible outcomes of the committee's deliberations:

- Pass
- Fail
- Revise

If the decision is "revise," specific instructions must be provided by the committee in writing within **five days** of the oral exam. The committee will determine the "rewrite" period after which they will review revisions and determine if a second oral exam is necessary.

If the decision is "fail," the preliminary examination must be taken again.

Maximum attempts. No more than two attempts at the preliminary examination (both written and oral components) will be allowed. A student failing the preliminary examination twice will be asked to leave the program.

Ballot. The committee members will indicate their vote on the Preliminary Examination Ballot (see Appendix 5) and the major professor will submit the ballot to the Graduate School.

Scheduling of Dissertation Defense. The preliminary exam must be completed at least **seven months** before the final examination (dissertation defense).

Notification and KBOR Assessment. You will need to inform the PhD Director when your exam will take place with the names of the committee members so that a Qualtrics survey with the Preliminary Exam Assessment Rubric can be sent to the committee members. (See Appendix 9.) These results are aggregated with other students and are provided to the Kansas Board of Regents (KBOR) every six (6) years.

Achievement of Candidacy

Dissertation committee approval of the research/dissertation proposal and successful completion of the two parts of the preliminary examination allows the student to achieve candidacy for the PhD degree (i.e. the student can refer to themselves as a doctoral candidate).

Students must be **continuously enrolled** each semester until the dissertation is defended and complete.

The student has a maximum of **five years** from achieving candidacy to complete the doctoral degree.

Final Examination/Dissertation Defense

The dissertation defense is also called the final examination.

Purpose. The purpose of a dissertation “is to **demonstrate the candidate's ability to conduct significant original research** of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee” (Graduate School Handbook, ch.3.)

Examining Committee. The committee for the final exam will be made up of the student's major professor and supervisory committee. The university no longer requires an outside chairperson.

Final Draft Document. The dissertation should be complete (all text, tables, figures), edited, and in its final form when it is sent to the committee.

Timing. The dissertation defense takes place when the major professor agrees that the final version of the dissertation is complete and can be sent to the committee. The student must provide the major professor and supervisory committee a copy of the dissertation a **minimum of 10 working days** (i.e. 2 weeks) prior to the scheduled final examination. The student should check with committee members to see if they would prefer a digital or paper copy of the draft dissertation.

The student is responsible for organizing the defense (ensuring that all committee members may attend and scheduling a room).

Notification and KBOR Assessment. You will need to inform the PhD Director when your final exam will take place with the names of the committee members so that a Qualtrics survey with the Final Exam Assessment Rubric can be sent to the committee members. (See Appendix 9.) These results are aggregated with other students and are provided to the Kansas Board of Regents (KBOR) every six (6) years.

Defense Format. The oral defense is usually 2–3 hours long and gives the committee an opportunity to discuss the work. The student usually presents their work for about 45-60 minutes and then opens for questions, comments, and discussion.

The defense can be open to the public at the discretion of the major professor. All visitors and the candidate must leave the room while the committee deliberates. Afterwards, the candidate returns and the committee informs the student of their decision.

The committee will often ask for changes, clarifications, or additional work. If extensive work is required, a second defense must be scheduled. If the additional work is minimal, and the committee agrees, a second defense is not necessary, and the major professor will ensure that the changes are incorporated into the revised dissertation. The time needed for revisions varies widely with the condition of the dissertation and can range from **two (2) weeks for the most minor revisions to several months** for more substantial revisions.

Forms. There are two forms required for the final examination. The first is the Final Examination Ballot (see Appendix 6) and the other is the ETDR ballot (see Appendix 7), which is sent to the major professor.

At least 3/4 of the supervisory committee must sign the ETDR ballot before the ETDR ballot can be processed and the dissertation can be submitted to K-REX and ProQuest. The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

Final Submission. Completed and approved doctoral dissertations are submitted electronically to the Graduate School. Please review the following website (<http://www.k-state.edu/grad/etdr/index.htm>) for guidelines and templates for ETDR.

Graduation and Commencement Checklists. You will need to apply to graduate through your KSIS Student Center. Click on the “other academic” drop down menu. See the Graduate School’s helpful and detailed list of things you need to do and their dates in order to graduate. An example for spring 2023 is in Appendix 11. For current checklists, please see <https://www.k-state.edu/grad/student-success/graduation/checklists.html>

Academic Positions. For students who are aiming for an academic positions, job applications are usually submitted in the fall or early spring before the dissertation defense, which usually occurs in the spring semester. We highly encourage students to finish their dissertations *before* accepting a new position. Many academic institutions will not hire a PhD student who has not completed their dissertation and final defense.

Other Policies

Transfer Credits

The PhD program requires 90 credit hours past the *bachelor's* degree. A master's degree reduces this requirement by a maximum of thirty (30) credit hours. (These are considered "transfer credits" by the Graduate School.) Therefore, PhD students with a master's degree must complete a minimum of 60 credit hours.

The College of Architecture, Planning & Design may accept up to a maximum of ten (10) credit hours beyond a master's degree (i.e. another PhD program) from another university. Only courses that fulfill the student's program of study may be accepted. Acceptance of the courses will be determined by the student's supervisory committee.

Grade Requirements

The Graduate School requires students to have a cumulative **GPA of 3.0** or higher in both graduate coursework, and work within the student's Program of Study (PoS).

The student must also be enrolled during the semester in which the degree requirements are completed.

The College of Architecture, Planning & Design requires all graduate students who receive funding as a GTA or a GRA to maintain a minimum of a cumulative **GPA of 3.33** in all graduate coursework at Kansas State University.

Course Load

The student's major professor will advise a student on their course load for each semester. GTAs and GRAs are required by the Graduate School and the College to carry a **minimum of six (6) credit hours per semester** that are a part of the student's Program of Study. **Ten (10) credit hours per semester is the maximum** for GTAs and GRAs because their tuition waiver is for a maximum of ten (10) credit hours. Students are responsible to pay the remainder of tuition for any course hours taken above the waiver at a resident rate.

Online Courses. If taking online courses (e.g. CDPLAN), students may take them, but the fee is higher. The 10-credit hour waiver pays only for the lower amount on-campus classes. The difference is the responsibility of the student.

Credit/No Credit or Pass/Fail Grading

No more than six (6) hours of credit/no credit or pass/fail, excluding dissertation hours, may appear on the Program of Study. Independent of the Program of Study, a student may take additional coursework on a credit/no credit or a pass/fail basis with prior approval of the professor offering the course and the chair of the student's supervisory committee (i.e. major professor). These courses may not be applied toward the PhD degree.

Inactive Status | Dismissal and Reinstatement

See Graduate Handbook, Chapter 3, Section F and G.

The Graduate School is the final authority on any dismissal.

C. SUPERVISORY COMMITTEES AND MAJOR PROFESSORS

Supervisory Committee

Committee Composition

Each student will assemble a supervisory committee. The student's committee is made up of:

- A Major professor¹
- Three (3) Committee members with expertise in the student's topic.

The committee members are identified by the student in consultation with the major professor, usually in the second semester (spring of first year). The committee members' names and signatures are included on the Program of Study.

Role of the Supervisory Committee

As stated in chapter 3 of the K-State Graduate Handbook:

"A Ph.D. is a research-based degree and is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge." <<https://www.k-state.edu/grad/graduate-handbook/chapter3.html>>

The major professor's and committee's responsibility is to ensure a rigorous learning experience, a quality dissertation, and that the student demonstrates all the abilities, proficiencies, and knowledge expected of a PhD degree holder.

Criteria/Requirements for Supervisory Committee Members

To serve on a PhD committee, the faculty do not have to be PhD certified. However they must:

- 1) Be certified graduate faculty;
- 2) Have an expertise in some aspect of the student's topic; and
- 3) Be willing and able to serve on the committee.

Usually committee members are K-State faculty. However, they may be faculty from other institutions under special circumstances. See Graduate Handbook, Chapter 5, Section D Special Graduate Faculty Memberships for more details.

¹ Under rare circumstances there may be situations where the student has two co-major advisors. It is not recommended because of the potential for miscommunication and competing priorities.

Major Professor

Role

The major professor or committee chair plays an extremely important role in the education of a PhD student. **Having a major professor is a requirement for the student to continue in the program.**

Each incoming PhD student will have a designated major professor (also called chair, advisor, or supervisor). This faculty member supported the student's application based on the information provided in the application, and gave a commitment to mentor the student and serve as major professor throughout the student's time in the program. Once in the program, changing major professors is rarely an option.

Criteria/Requirements for Major Professors

To be a major professor for a PhD student, the APD faculty member must meet certain requirements. All three (3) criteria must be met.

- 1) The individual must be APD faculty and **certified by the university** to serve as a major professor for a PhD student.² It is a rigorous process. Faculty must:
 - Have a PhD, Doctorate of Design, or terminal degree in their discipline; and
 - Provide appropriate evidence of their ability to conduct high-quality graduate training at the doctoral level; and
 - Provide evidence within the last four years of peer-reviewed research, scholarship and/or creative activity; and
 - Have individually chaired a master's thesis or report (as defined by the Kansas State University Graduate School); and/or
 - Served as a member or co-chair on a PhD committee through completion.

In our college the individuals who are certified are listed on the PhD program website at <https://apdesign.k-state.edu/academics/degrees-and-programs/phd-program/faculty/>

- 2) A major professor must have **deep expertise** in the student's field — this is an absolute necessity and the foundation on which doctoral education rests.
- 3) Even if the first two criteria are met, the faculty member must be **willing and able** to assume the responsibility and have the considerable time required to mentor a PhD student. PhD faculty are not required to serve as major professors; it is a purely volunteer undertaking on their part.

Departure of a Major Professor

Occasionally, a major professor cannot or will not continue to serve as the student's major professor. This may occur because of death, illness, retirement, resignation, move to another institution, etc. It can also happen at the student's request, at the request of the major professor, or by mutual agreement. For

² All PhD-certified faculty in our College serve on the APDesign PhD Committee.

example, this may occur if the student changes their topic to one that is outside of the original major professor's area of expertise or interest.

Students wishing to change major professors should not do so without lengthy discussion with the current major professor, PhD director, and potential major professor.

Irrespective of the reasons for the major professor's departure, it is the **student's responsibility** to find an acceptable replacement (see the three Criteria/Requirements for Major Professors listed above) to take on this significant responsibility and time commitment. It is not the responsibility of the University, College, program, or program director to find, assign, or act as a replacement major professor or committee member. There is no guarantee that a replacement can be found.

With the departure of a major professor, for whatever reason, the student will have **one additional semester** to find a new major professor within the College.

Having a major professor is a requirement of the College's PhD program. If the student is not able to secure the commitment from an acceptable faculty member to act as their major professor within that timeframe, they will be considered to have:

- failed to meet program requirements; and
- failed to maintain satisfactory progress toward a graduate degree; and will be denied continued enrollment in the program.

The inability to find a suitable replacement is no reflection on the student, the PhD faculty, the College, or the University.

Communication and Meetings

Communication with Major Professor and Committee Members

Honest, clear, and regular communication with all committee members, but especially with the major professor, is key to the successful and timely completion of the PhD program.

It is recommended that notes are taken by the student during face-to-face meetings. These notes should record what was discussed and agreed on, and then should be shared with the attendees. Email as communication is fine for short informational exchanges because there is a written record. Phone calls are less ideal, but if they are necessary, notes should be taken as if it were a face-to-face meeting, and then those notes should be shared.

Frequency of Supervisory Committee Meetings

Typically the PhD student's *entire* committee meets three (3) times during a student's program. They meet for the:

1. Proposal defense;
2. Preliminary exam; and
3. Final dissertation defense.

Though it is possible for the entire committee to meet more often, the decision to have whole committee meetings more frequently is up to the major professor and would occur on an as-needed basis or under special circumstances.

Frequency of Individual Meetings

The student is expected to meet and communicate regularly with their major professor. They are also expected to regularly update the individual committee members on their progress. They should meet with individual committee members whenever necessary for assistance related to that committee member's expertise. The major professor should be informed/updated on the outcome of those meetings.

Summer Break Availability

Most faculty are on 9-month contracts. This means that they are normally not available or obliged to work with students during summer break. For most faculty this is often the only time they have to work on their own research and scholarship, which is an expectation of their employment.

However, some faculty may decide to work with their PhD student, some may not, and some may work with them occasionally or under specific conditions.

Irrespective of the faculty's position or decision, it is no reflection on the student or their work. Neither is it a reflection on the faculty or their commitment to the student.

Responsiveness of Faculty and Students

Most faculty work long hours with their normal teaching, research, and service responsibilities. Faculty take on the responsibility of mentoring a PhD student voluntarily, but essentially it is "overload." This means that they may not be available at all times, or be able to provide immediate feedback.

It is important for the student and major professor to thoroughly discuss scheduling to ensure realistic expectations on everyone's part. Students should not expect immediate "turnaround" or feedback on their proposal or drafts, unless this was previously agreed to. The job of the major professor is to ensure rigor, which takes careful review and a great deal of time. However, feedback should be timely and reasonable.

The student is also expected to respond to the faculty feedback in a timely manner. Again, good communication between student and faculty is key to setting realistic expectations and the timely completion of the dissertation.

D. FINANCIAL SUPPORT & EMPLOYMENT

GTA Positions

On a case-by-case basis, some PhD students may receive financial support through Graduate Teaching Assistantships (GTAs). Funding of GTAs is provided through the department of the major professor.

Note that Graduate Research Assistantships (GRAs) are not typically offered because they are not eligible for the 10-credit-hour waiver.

Summer funding is not provided by the College, though major professors may occasionally be able to provide support for the summer months from their own research grants. Students should assume no summer funding will be available to them, unless specifically informed otherwise.

Assignments

GTA positions are assigned by the department head of the major professor in consultation with the major professor, and the PhD director. Students are usually informed about their assignment for the next academic year no later than early summer.

Factors taken into account when making GTA assignments include:

- funds available;
- teaching needs of the College and department;
- faculty research needs; and
- the background of each individual PhD student.

Advanced PhD students can play an important role in developing new classes, and occasionally are able to be the “instructor of record.”

Payment

Important: To be appointed as a GTA or a GRA, the student must have a social security number. Paychecks are distributed biweekly. International students should arrive in Manhattan at least two weeks before the beginning of the semester to start the paperwork.

Benefits

Experience. Graduate Teaching Assistantships provide PhD students with a hands-on opportunity to learn about the art and science of teaching, which is particularly vital for those who intend to become university professors. K-State’s Teaching and Learning Center also has a wealth of information available to PhD students including workshops. PhD students are strongly encouraged to take advantage of their resources at:

<https://www.k-state.edu/tlc/>

Renumeration. GTA positions are a 50% assignment (20 hours/week). Students receive a:

- tuition waiver for a maximum of 10 credit hours in each semester that they are a GTA; and
- stipend of approximately \$4,750 for each each semester that they are a GTA.

GRA positions are a 50% assignment (20 hours/week). Students receive a:

- stipend of approximately \$4,750 for each each semester that they are a GRA.

Note:

1. Students are responsible for campus privilege fees (student health, activity fees, etc.) For a 12-credit -our load, the campus privilege and college fees, subject to change, will be approximately \$923.00 per semester (\$431.00 Campus Privilege Fee, \$40/hr tech fee, and \$4/hr infrastructure fee).
2. Students are responsible to pay the remainder of tuition for any course hours taken above the 10-credit-hour waiver.

Responsibilities

A GTA is required to:

- be on campus for the entire semester unless an explicit agreement otherwise has been made with the supervising faculty, department head, and program director.
- start the week before classes begin each semester.
- attend the Graduate School orientation session
- maintain full-time status as a graduate student (minimum 6 credit hours/semester);
- work approximately 15-20 hours per week; and
- continue working until the grades due date (Tues. after exam week).

Typically, A GTA's duties will be to:

- attend all classes of your assistantship,
- lead tutorial sessions for our students, and
- undertake any other specific tasks assigned by the professor (e.g. grading, preparation of teaching materials, etc.).

Generally, the duties of a GRA may include: data analysis, report writing, preparation of graphics, participating in professional presentations, attending meetings on the research project, and other items deemed necessary by the principal investigator.

Continued Appointment

Continued appointment during the semester and consideration for future appointments is dependent upon:

- satisfactory performance of all duties (Note: Your faculty will be asked to assess your performance each semester. See Section E. for more information);

- continued status as a full-time graduate student in good standing (GPA of 3.33 or higher); and
- available funds.

Other Scholarships, Fellowships, and Support

There are other funding possibilities for graduate students available through K-State. For example,

The Funding Connection by the Office of Research Development lists funding opportunities for students.

<https://www.k-state.edu/research/faculty/funding/connection/>

Graduate Research Funding Opportunities are listed by the Graduate School.

<https://www.k-state.edu/research/opportunities/graduate.html>

Graduate Fellowships and Scholarships

<https://www.k-state.edu/grad/financing/fellowships/index.html>

and

<https://www.k-state.edu/grad/financing/fellowships/external.html>

Graduate Student Council Travel Awards

<https://www.k-state.edu/grad/students/studentcouncil/travel-grants/>

Employment

On-Campus and Off-Campus Employment

K-State's Career Center <<http://www.k-state.edu/careercenter/>> provides information about part-time work, both on and off campus. Jobs are updated daily.

Some departments also inform students about employment opportunities in their e-newsletters.

Summer Internships

PhD students are welcome to explore internship opportunities during the summer. The College has a robust support system for students seeking internships, however, internships are not provided or pre-arranged. It is the responsibility of the student to find and apply for any internship position. For international students, any employment would depend on their visa status.

Employment Assistance

College-Organized Events: The College organizes two major events every year. In the fall, are "Mock Interviews," where design and planning firms come to our College to meet students and help them practice their interview skills in a low-pressure environment. In the spring is the "Design Expo" which is a one-day event with design/planning firms that come to recruit our students. In 2023 over 130 design firms attended the event. Note: This focuses on professional opportunities in design firms, not academic employment.

Each PhD student should be sure to discuss their career and employment goals with their major professor.

K-State Career Center: There are career development specialists in the K-State Career Center appointed to each College <<http://www.k-state.edu/careercenter/>>. Anthony YBarra, Associate Director, <anthonyy@k-state.edu> is the liaison to the Graduate School and the College of Architecture, Planning and Design and provides individual attention to students.

Preparing a Professional Portfolio: An optional online portfolio-design class is offered in the summer.

Alumni: The College and our program has a very strong and active alumni network who are very supportive of our graduates.

International Students

The PhD program is considered a STEM discipline with a CIP designation 03.0104 (Environmental Science), which means international students may apply for the STEM OPT (Optional Practical Training) program, which is a 24-month extension of the F-1 visa status to remain and work in the U.S. **However, any employment depends on the student's visa status and it is important that each individual consult with their advisor in the KSU International Student and Scholar Services office.** <<https://www.k-state.edu/iss/>>

Future Academic Employment

PhD students are strongly encouraged to present at conferences and publish while in the program. Major professors and other professors are excellent resources for preparing for the academic job market.

In addition, during the fall semester of their third year, PhD students take a required class ENVD900 Doctoral Seminar that is intended to help them prepare for an academic position and succeed in the tenure process. Students learn to develop a teaching philosophy, deliver a lecture/class on some aspect of their topic, develop a syllabus and course materials for teaching their research topic, and gain familiarity with scholarly writing and the process of academic publishing.

E. ASSESSMENT

Every PhD student will be assessed in a variety of ways during their time at K-State, including:

- Coursework assessment
- GTA/GRA assessment
- TEVAL assessment
- KBOR Program assessment

Coursework

Each individual student will receive a grade for their assignments and an overall class grade from the instructor for each class taken. This will be calculated and included in each student's GPA (Grade Point Average). K-State uses a 4.0 point system.

A student must have a 3.0 GPA to be considered "in good standing" by the Graduate School. A 3.3 GPA is necessary for continued appointment as a GTA.

GTA/GRA Assessment

Each Graduate Teaching or Research Assistant (GTA/GRA) will be assessed each semester by the instructor of record for the class, or the research supervisor. The copy of the assessment rubric is in Appendix 8.

TEVALs

It is recommended that each GTA be assessed at the end of each semester by the students in the class. TEVALs are "intended to provide an indicator of student's impressions of teaching effectiveness in a given class." <<https://www.k-state.edu/tlc/course-evaluation/teval/>> For more information see:

<https://www.k-state.edu/tlc/course-evaluation/>

KBOR Program Assessment

Every six years, all programs at K-State are required to provide the Kansas Board of Regents (KBOR) with a detailed assessment of how well student learning outcomes (SLOs) have been met. The SLOs for the PhD Program are listed in Section A. Introduction.

The PhD program is assessed directly through the student preliminary and final exam assessments, and indirectly through an exit survey and a 2-year alumni survey. In addition to the SLOs, we assess retention rate, years to completion, continuing academic progress, number of repetitions of preliminary exam, awards and grants, conference presentations, publications, post-graduation employment, and overall satisfaction. This data is collected by the program director in an annual review.

This data is collected from each individual, but it is combined and aggregated over six years. No identifying information is included in the report.

F. PHD FACULTY

The most up-to-date list of PhD-certified faculty is at:

<https://apdesign.k-state.edu/academics/phd/faculty.html>

All the faculty and staff in APDesign and their research interests are listed at:

<https://apdesign.k-state.edu/about/faculty-staff/>

PhD-certified faculty make up the PhD Committee. As of summer 2023, the PhD faculty are:



Anne Beamish, PhD

Professor of Landscape Architecture | PhD Program Director

PhD, Urban Studies, Massachusetts Institute of Technology
Master of City Planning, Massachusetts Institute of Technology
Master of Science in Architecture, Massachusetts Institute of Technology
Bachelor of Architecture, Carleton University, Ottawa, Canada

Scholarly interests and expertise: Urban landscape history; design of sidewalks, streets and parks; 18th-19th century pleasure gardens; nighttime and public lighting (historical and contemporary); public art; memory and commemoration; and the cultural life of trees.

Current PhD Student: Maryam Kazemi



Bob Condia, FAIA, M.S. Architecture and Building Design

Professor of Architecture

Master of Architecture and Building Design, Columbia University
Bachelor of Architecture, California Polytechnic State University

Scholarly interests and expertise: Our lab studies the biological basis of architectural perception through vision, and the neuroscience for architecture; i.e., our focus is on the biological, multimodal foundation of the aesthetic experience of space created by the built environment. See also PLab2003S.com and Triptychapn.org



Huston Gibson, PhD

Professor of Regional & Community Planning and Community Development

PhD, Planning, Florida State University
Master of Science in Planning, University of Tennessee
Bachelor of Arts, Psychology (major), Sociology (minor), University of Mississippi

Scholarly interests and expertise: The dynamics that comprise the well-being of our communities and regions, and the people who live, work, and play in them.



Michael Gibson, M. Arch.
Associate Professor of Architecture

Master of Architecture, Harvard Graduate School of Design
Bachelor of Architecture, Miami University, Oxford, Ohio,

Scholarly interests and expertise: Sustainable design; high-performance buildings; energy modeling; facade systems; prototyping; heat transfer in buildings; building science; and building energy measurement.

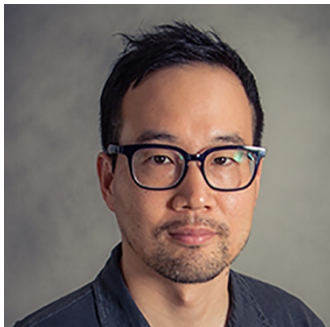
Current PhD Students: Esra'a Abu El Rub



Sara Hadavi, Ph.D.
Assistant Professor of Landscape Architecture

Ph.D., Landscape Architecture, University of Michigan
Master of Landscape Architecture, University of Illinois at Urbana-Champaign
M.Sc., Environmental Design, University of Tehran, Iran
B.Sc., Landscape Engineering, University of Tabriz, Iran

Scholarly interests and expertise: Translational design of everyday urban landscapes through interdisciplinary work, linking environmental psychology, planning and design; people's needs and preferences that can be addressed through planning and design to create restorative environments in urban areas.



Hyung Jin Kim, Ph.D.,
Associate Professor of Landscape Architecture

PhD, Urban and Regional Science, Texas A&M University
Master of Landscape Architecture, Seoul National University, South Korea,
Bachelor of Urban Planning and Engineering, Hongik University, South Korea

Scholarly interests and expertise: Community design for physical activity; social & health-related perspectives in urban/rural settings; school environments; quantitative design methods; and GIS-based spatial analysis of urban form.

Current PhD Student: Zhuowei Li



Mary Catherine (Katie) Kingery-Page, MLA
Professor of Landscape Architecture

Master of Landscape Architecture, Kansas State University
Bachelor of General Studies, Wichita State University

Scholarly interests and expertise: Landscapes as culture (cultural landscapes, art and landscape architecture, political history of landscapes); community participation (deliberative dialogue for public spaces, co-design); adapting ethnographic methods to understanding place; streetscapes and public spaces; grasslands and grassland plants; and site design.

Current PhD Student: Nancy Mahaney



Susmita Rishi, PhD
Assistant Professor of Regional & Community Planning

Ph.D. Urban Design and Planning, University of Washington,
Master of Architecture, Pennsylvania State University
Bachelor of Architecture, Panjab University, Chandigarh, India

Scholarly interests and expertise: Housing, informality, everyday politics, and southern theory; the space of the home and informal settlements from the perspective of the marginalized residents of such spaces.



Lee R. Skabelund, MLA
Associate Professor of Landscape Architecture

Master of Landscape Architecture, University of Michigan
Bachelor of Landscape Architecture, Utah State University

Scholarly interests and expertise: Low-impact design and development; watershed-sensitive planning/design; landscape ecology; ecological restoration; stormwater management; ecological green roofs; rain-garden and bio-retention planning; and design.



EIDanté E. Winston, PhD
Assistant Professor of Architecture

Ph.D. Architecture, Massachusetts Institute of Technology
M.A. Architectural History, University of Virginia
Master of Architecture, Georgia Institute of Technology
B.S. Architecture, The Ohio State University

Scholarly interests and expertise: Renaissance architecture, cross-cultural exchanges; the global 16th century; Jesuits and their architecture; concepts of time and duration in architectural design.

F. PHD STUDENTS AND ALUMNI

Current Students



Esra'a Abu El Rub <eabuelrub@ksu.edu>

Esra'a is from Abu Dhabi, UAE. She has a Bachelor of Architecture degree from Abu Dhabi University and a master's degree in construction management from Kansas University. Her research will focus on sustainability and energy transfer through the building envelope. Major Professor: Michael Gibson. Start date: Fall 2023



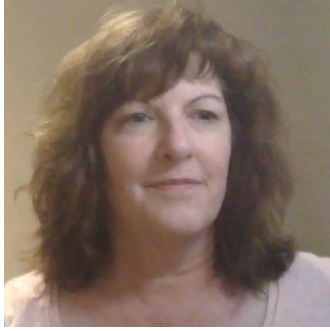
Maryam Kazemi <maryamk@ksu.edu>

Maryam is from Tehran, Iran. She has a bachelor's degree in Architecture from Shahid Beheshti University, Tehran, Iran and master's degrees in Architecture from Tarbiat Modares University, Tehran Iran, and Architectural lighting design from the KTH Royal Institute of Technology, Stockholm, Sweden. Her current focus is on lighting design at the urban scale. Major Professor: Anne Beamish. Start date: Spring 2021.



Zhuowei Li <zhuowei@ksu.edu>

Zhuowei is from Zhenjiang, China. He has a bachelor's degree in Landscape Architecture from Beijing Forestry University, and a master's degree in Horticultural Science from NC State University. He worked at the Natural Learning Initiative at NC State after graduation where he managed comprehensive projects, including Shape NC 3 and Shape Infant/Toddler that focus on naturalizing playgrounds to transform each into a stimulating outdoor learning environment (OLE), offering diverse opportunities for increased physical activity, healthy nutrition, and outdoor learning. He also contributed to a variety of NLI research projects like USDA that measures the effectiveness of the Preventing Obesity by Design (POD) hands-on gardening component to support preschool fruit and vegetable consumption, liking, and knowledge, and to increase physical activity in vulnerable preschool children attending childcare. His current focus is on how built environment can contribute to human's health and well-being. Major Professor: Hyung Jin Kim. Start date: fall 2020.



Nancy Mahaney <nemahaney@ksu.edu>

Nancy is originally from Tahlequah, Oklahoma. She holds a B.A. degree in Anthropology from the University of Colorado, Boulder, an M.A. degree in Anthropology with a Post-Graduate Certificate in Museum Studies from Arizona State University and a M.S. degree in Community and Regional Planning from the University of Arizona. Nancy's research is influenced by 30 years of professional work in heritage management and museum curation and administration. Her background includes 8 as Museum Director for two Native American cultural centers in Arizona. Nancy's dissertation research focuses on designed memorials at the sites of tragedies and seeks to understand how these sites influence collective memory and contribute to individual and community resilience. Major Professor: Katie Kingery-Page.



Michael "Ernie" McNair <memcnair@ksu.edu>

Michael is from Biggersville, MS. He has a bachelor's degree in accounting from the University of Mississippi, a bachelor's degree in Landscape Architecture from Mississippi State University, and a master's degree in City and Regional Planning from Clemson University. He is also a registered landscape architect. His research focuses on the effects of urbanization on stream geomorphology and stream ecosystem process. Major Professor: Timothy Keane. Graduation: summer/fall 2023. As of fall 2023, he will be an assistant professor in the Dept. of Landscape Architecture and Urban Planning, Texas A&M University.

Recent Graduates



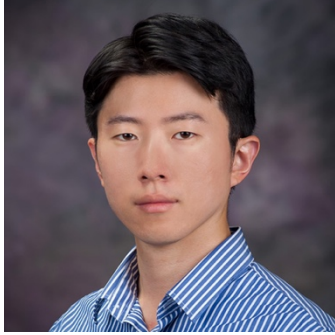
M M Lekhon Alam <mmlekhon@ksu.edu>

Lekhon is from Dhaka, Bangladesh. He has a bachelor's degree in Architecture from Khulna University in Khulna, Bangladesh and a master's degree in Architecture from Kansas State University in Manhattan, KS, where he received the prestigious John F. Helm award for outstanding performance in coursework, leadership & service and for the MS thesis project. His research focused on green roof designs related to carbon sequestration, thermal loading, and connections to building energy performance, with the aim of mitigating climate change through urban greening. Major professor: Lee Skabelund. Graduation: fall 2022. Currently Assistant Professor, Department of Technology Systems, East Carolina University.



Christopher Clanahan <cclanahan@ksu.edu>

Christopher is from Topeka, Kansas. He graduated with a master's degree in Regional and Community Planning from Kansas State University in 2014. Between 2014 and 2017, he worked as a planning consultant in Bismarck, North Dakota and continues to offer consulting services in a casual capacity. His research focused on regional and intergovernmental planning, rural planning, federal planning, planning law and policy analysis, and community development. Major professor: Huston Gibson. Graduation: 2021. Currently manager of Graduate Programs, School of Geographic Sciences & Urban Planning, Arizona State University.



Jaeyoung Ha <ha2096@ksu.edu>

Jaeyoung is from Busan, South Korea. He holds a master's degree from Seoul National University in landscape architecture (Urban design concentration) and a bachelor's degree in landscape architecture from Pusan National University. His research focuses on landscape environment and mental health. Major professor: Hyung Jin Kim. Graduation: Fall 2022. Currently Assistant Professor of Landscape Architecture, Virginia Tech University.

Alumni

Name		Graduation Year	Major Professor	Dissertation Title	Current position
M. M. Lekhon	Alam	2022	Lee Skabelund	"Climate change mitigation potential of green roofs: Exploring urban heat island indicators and a green roof's capacity to sequester carbon in the Flint Hills Ecoregion "	Assistant Professor, Department of Technology Systems, East Carolina University.
Erebecca	Berhanemeskel	2017	John Keller	"The housing experience of Hispanic immigrants: the case of Finney, Kansas"	
Katherine	Burke	2015	Tim Keane	"Understanding gully process in two Kansas landscapes"	Assistant Professor of Agricultural Communication and Journalism at Kansas State University.
Christopher	Clanahan	2021	Huston Gibson	"Operation regional harmony: a study of defense communities implementing joint land use studies"	Manager of Graduate Programs, School of Geog Sci & Urban Planning, Arizona State University
Calayde	Davey	2015	Lee Skabelund & Huston Gibson	"Productive urban landscapes: the relationship between urban agriculture and property values in Minneapolis, Minnesota"	Director of Regen50 & Chair of Lean Built Environment Afrika - https://www.linkedin.com/in/calayde-davey-18ab129/
Allyssa	Decker	2020	Lee Skabelund	"Investigating substrate-plant-water relations on a Kansas green roof."	Assistant Professor in Environmental Studies, Dickinson College, Carlisle PA.
Dorna	Eshrati	2020	Anne Beamish	"Never Too Many Parks: The History of Kansas Pleasure Grounds (1850-1920)"	Assistant Professor of Landscape Architecture, Ball State University, Muncie IN.

Hamed	Goharipour	2020	Huston Gibson	"Urban Cinesemiotics: A Theory-based Critical Interpretation of Chicago in the Cinema of the 1980s and 2010s."	Assistant Professor in Urban Studies, College of Wooster, Wooster, OH
Jaeyoung	Ha	2022	Hyung Jin Kim	"Linking spatial characteristics of urban green space and mental well-being: green space biodiversity and landscape spatial patterns"	Assistant Professor, Landscape Architecture, Virginia Tech University
Mehraz	Kerahroodi	2016	John Keller	"Meaningful community engagement in public-private partnerships: a case study of Manhattan's downtown redevelopment project"	Senior Project Control Specialist, Port Authority Of New York & New Jersey
Michael "Ernie"	McNair	2023	Tim Keane	"Channel Evolution and Sediment Transport in the Black Vermillion River"	Assistant Professor, Dept. Landscape Architecture and Urban Planning, Texas A&M University
Jeremy	Merrill	2013	Stephanie Rolley	"Increasing creativity in design education: measuring the e/affect of cognitive exercises on student creativity"	Assistant Professor, Department of Landscape Architecture, Ball State University
Elizabeth	Musoke	2017	Tim Keane	"Understanding the adoption of soil and water conservation practices: the role of social capital"	Sustainability Specialist with Corbion, Lenexa, KS
Philip	Omunga	2015	Lee Skabelund	"Assessing plans that support urban adaptation to changing climate and extreme events across spatial scales"	Assistant Professor, Urban Studies & Planning, Savannah State University
Kevin	Rooney	2017	Bob Condia	"Focal and Ambient Processing of Built Environments: Intellectual and Atmospheric Experiences of Architecture"	Manager of Data Science - PRA Health Sciences, Kansas City, MO
Christopher	Sass	2011	Tim Keane	"Application of Rosgen's BANCS model for NE Kansas and the development of predictive streambank erosion curves"	Associate Professor, Department of Landscape Architecture, University of Kentucky

Tulu	Toros	2015	Lee Skabelund	"Restorative urban design: toward a design method for mitigating human impacts on the natural environment through urban re/development"	Construction Executive, U.S. Dept. of State, Foreign Service, Construction, Facilities & Security Management, European/Eurasian Affairs Section, Washington, DC.
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G. Graduate Handbook

Chapter 3 The Doctoral Degree

This document is subject to change. The most up-to-date version is at:
<https://www.k-state.edu/grad/graduate-handbook/chapter3.html>

A. Admission and General Requirements

To gain admission to a doctoral program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School.

A Ph.D. is a research-based degree and is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.

The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours of course work and research credits. The Ed.D. requires a minimum of 90 hours beyond the baccalaureate, including course work and research credits. Both degrees require a dissertation. Students who hold a master's degree may request transfer of up to 30 hours of that degree toward either doctoral degree (See section 3.D.6 below). Students who hold professional doctorate degrees (DVM, MD, JD, etc.) may transfer a maximum of 12 graduate credit hours from a professional doctorate degree toward either doctorate degree (See section 3.D.5c). The regulations governing supervisory and examining committees, preliminary and final examinations, and dissertations are the same for both degrees.

A Ph.D. is awarded to candidates who have demonstrated unique ability as scholars and researchers as well as proficiency in communication. The degree also certifies that the candidate has displayed familiarity and understanding of the subject matter in the discipline and possesses the ability to make original contributions to knowledge.

B. The Supervisory Committee

Upon admission to a doctoral program, the student confers with the head of the academic program and selects an advisor or major professor pro tem from among the graduate faculty who are certified to direct dissertations and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the graduate faculty**. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary and final examinations, ensuring that University regulations and program requirements are met, and ensuring that the student's doctoral program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

C. The Program of Study

Every doctoral student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the doctorate. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the

Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the program of study require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation. General guidelines for preparing a program of study posted on the Graduate School website should be followed when preparing a program of study.

D. Courses

Graduate work leading to the doctoral degree demands a high degree of intellectual achievement. It necessarily depends on extensive prior preparation and involves the development of understanding and knowledge at the most advanced levels. Programs of study are therefore expected to reflect in the course selection an intensive specialization extending to the limits of knowledge in one's field. Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be accepted except as noted in Chapter 3, section D.5.

D.1 Course Levels

Doctoral students should earn a significant majority of their course work credit hours that are required by their programs of study in courses numbered 800 or higher. Although supervisory committees have considerable latitude in providing an appropriate program of study for their students, they are encouraged to follow these guidelines:

- a. Of the 24 to 30 hours of course work credit hours beyond the master's degree normally required by the supervisory committee, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours (see Chapter 3.A).
- b. For course work beyond the master's degree, no more than 6 credit hours of 500-level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.
- c. For students who bypass the master's degree, the program of study must include at least 15 credit hours at the 800-level or above, in addition to doctoral research credit hours. No more than 12 credit hours of 500 level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., Department, may appear in the program of study.

D.2 Problems Courses

Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for the doctoral program.

D.3 Short Courses and Workshops

A student enrolled in a short course or workshop during the summer session may also take regularly scheduled courses but must be able to attend all sessions of both. Enrollment in a short course or workshop does not affect enrollment in research or problems. In no case may a student enroll for more than nine credit hours during the summer session.

D.4 S Courses

Departments may choose to offer certain courses or course sections that are primarily intended to teach or provide practice in skills and principles deemed important to a particular profession or discipline but that may not be applied to a doctoral degree program. Such courses or course sections are designated by the letter S.

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctoral degree at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

Exception:

- a. For students concurrently enrolled in the DVM program and a Doctoral program, a maximum of 30 graduate credit hours from the College of Veterinary Medicine DVM curriculum may be applied to their Doctoral program of study.
- b. For students who have not yet earned a bachelor's degree and are enrolled in the DVM program and a Doctoral program the Doctoral degree shall be awarded concurrently with the DVM.
- c. Subject to the recommendation of the supervisory committee, doctoral students with professional doctorate degrees (DVM, MD, etc.) may include a maximum of 30 graduate credit hours from a professional doctorate degree in their 90-hour PhD program. As an earned degree, the transfer credit is not subject to the six-year time limit.

D.6 Transfer of Credit

- a. General conditions: Kansas State University accepts toward a doctoral degree graduate credit from another institution only under the following general conditions:
 1. The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred;
 2. The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and
 3. The credit is applicable to the student's program of study for an advanced degree at Kansas State University.
- b. Master's degrees: Students who hold a master's degree may request transfer of up to 30 hours of that degree toward a doctoral degree. The number of hours accepted depends on the relevance of the course work to a doctoral degree. Students with a master's degree in an area different from that in which they intend to seek a doctoral degree may expect to transfer far fewer than the maximum 30 hours allowed.
- c. Other credit: Students may also request to apply graduate credit earned at other accredited institutions toward a doctorate at Kansas State University under the following limitations:
 1. Students who have not earned a master's degree may ask to transfer up to 10 hours of master's or doctoral-level work taken elsewhere. A graduate program may request additional credit be transferred for students in their doctoral program. Graduate programs granted such an exemption to the normal transfer limit, will present evidence of quality of the students' programs of study during periodic program reviews.
 2. Students who have transferred credit from a master's degree (up to the maximum of 30 hours allowed) may normally ask to apply up to 10 more hours of transfer credit for doctoral-level work. These hours must represent credit earned beyond a master's degree, even when the master's program included more than 30 hours. A graduate program may request additional credit be transferred for students in their doctoral program. Graduate programs granted such an exemption to the normal transfer limit will present evidence of quality of the students' programs of study during periodic program reviews.

If a new faculty member requests the transfer to Kansas State University of one of her/his graduate students from the institution they are both leaving, a minimum of 12 Kansas State University credits must be completed before the student can graduate with a doctoral degree from Kansas State University. The supervisory committee must validate the transfer student's qualifications in two ways: 1.) verifying compliance with the standards established by the University Research Compliance Office and 2.) reviewing and recommending for transfer to Kansas State University any credits from the student's previous university that will be applied to the student's new program of study at Kansas State University.

 3. Courses with the grade of C or lower are not acceptable for transfer unless they already form part of the candidate's master's degree received at another college or university.

4. Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be transferred except as noted above.

D.7 Research Outside the Program

Research conducted outside an academic program cannot be accepted for credit as part of a program of study.

D.8 Off-Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off-campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. that the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. that the student provide the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. that the major professor carry out local inspections of the student's activities.

Regardless of the location at which the research is conducted, the final oral examination must be given on the Manhattan campus. When unusual circumstances arise in the guidance of off-campus students, supervisory committees should consult with the Dean of the Graduate School.

E. Grade Requirements

E.1 Graded Work

Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

E.2 Non-Graded Work (pass/fail, credit/no-credit)

At the discretion of the graduate faculty of the department or interdepartmental committee, seminars or colloquia in which letter grading conflicts with objectives may be offered on a credit/no-credit or pass/fail basis. Seminars and colloquia that are to be so offered must be listed with the Dean of the Graduate School.

All courses in the program of study, except dissertation research and seminars or colloquia that have been approved for credit/no-credit or pass/fail, must be taken for letter grades. Research for doctoral dissertations is graded credit/no-credit exclusively. Incompletes for research credit hours awarded while research is in progress are not subject to the incomplete policy for course work.

No more than 6 hours of credit/no-credit or pass/fail course work may appear on the program of study for a doctoral degree.

Apart from the program of study, courses may be taken credit/no-credit or pass/fail with the approval of the major professor and of the professor offering the course. These courses do not apply toward a degree.

E.3 Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for dissertations and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for dissertations and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

E.4 Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

F. Inactive Status and Probation

F.1 Inactive Status

After consultation with the student's department, a student not yet admitted to candidacy will be placed in inactive status under the following circumstances:

- a. He or she is not enrolled for two consecutive years, and
- b. He or she is in good academic standing.

Once in inactive status a student must reapply to (and be accepted into) a graduate program before being considered for re-entry by the Graduate School. In order to be allowed to resume graduate studies, the student must meet all requirements for entry in force at the time of the new application. Inactive students who seek to regain active status will not, however, be required to recreate materials submitted with their original applications and held in their files by the Graduate School.

If allowed to regain active status, the formerly inactive student will be subject to all requirements in force in his or her graduate program and in the Graduate School at the time the student returns to active status.

F.2 Probation

Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record (Chapter 1.C).

In addition, students who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

- a. A grade point average lower than 3.0,
- b. The recommendation of the major professor or student's committee that the student's progress is unsatisfactory.

F.3 Removal from Probation

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

G. Dismissal and Reinstatement

G.1 Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

- a. Failure of a student admitted on probation to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework, or failure of a student to meet other conditions specified in the admission letter.
- b. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students (see F.3).
- c. Failure to meet published departmental or University requirements.
- d. Failure to maintain satisfactory progress toward a graduate degree.
- e. Failure in the preliminary examination (see Chapter 3.K) or the final examination (see Chapter 3.N).
- f. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.
- g. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission (Chapter 1.C) or when the second period is a condition of reinstatement (section G.2).
- h. A recommendation for suspension or expulsion by the Honor Council.

G.2 Reinstatement

A student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. The procedures for reinstatement are described in Appendix C Graduate Student Reinstatement Procedure.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the student who has been reinstated must satisfy conditions described in F.3 for removal from probation.

H. Foreign Language Requirement

Any foreign language requirement in a doctoral program is determined by the graduate faculty in that program and they shall establish their own standards. The specific foreign languages for a doctoral candidate are determined by the supervisory committee. In all cases where a language is required, it is understood that foreign language refers to languages other than English and that the languages required have a significant body of literature relevant to the field.

Doctoral students must meet any foreign language requirements at least seven months prior to the final examination.

I. Preliminary Examination

A student must be in good academic standing to take a preliminary examination. The required written preliminary examination may be supplemented by an oral examination as prescribed by the supervisory committee. These are designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The examination may be scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee. The preliminary examination must be completed at least 7 months before the final oral examination.

Once the supervisory committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date. A ballot is sent to the major professor by the Graduate School. Copies of the examination are filed with the academic unit and made available on request to any graduate faculty member for a period of two years from the date of examination. Students must enroll in at least one credit hour during any and all semesters in which they are actively engaged in the preliminary examination process.

The results of the preliminary examination are indicated on the ballot by the signatures of those members of the departmental or program examining committee responsible for administration and grading of the examination. The format of the examination and the structure of the examining committee may differ among doctoral programs, and in some programs, the examining committee will differ from the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy.

In case of failure of the first preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

J. Candidacy

A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program, and, upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree.

The period of candidacy may last up to five years from the end of the semester in which the preliminary examination was passed. If a student fails to complete both the dissertation and final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination.

Failure to maintain continuous enrollment in at least one credit hour from the completion of the preliminary examination until the dissertation is accepted by the Graduate School also will result in loss of candidacy.

J.1 Continuous Enrollment

A student working for a doctorate must be enrolled at Kansas State University during the semester in which the preliminary examination is taken and in each subsequent semester until the degree requirements are met and the dissertation is accepted by the Graduate School. Failure to enroll will result in loss of candidacy. To regain candidacy, the student must successfully petition the Readmission Committee of the Graduate School.

If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, the student or major professor may petition for a leave of absence of up to 1 year. The petition must be submitted at least 1 month before the effective

date of leave. Approval must be granted by the major professor, the department head or chairperson of an interdepartmental program, and the Dean of the Graduate School. The Dean will establish the conditions of the leave. An extension of a leave of absence beyond one year may be granted by the Dean of the Graduate School upon recommendation of the student's supervisory committee.

Although doctoral candidates may make arrangements to enroll by mail, they should request permission to do so by writing to the Graduate School prior to the enrollment period.

K. Dissertation

A dissertation is required of all candidates for the award of a doctoral degree. Its purpose is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee. A dissertation must be written in a form appropriate to the discipline. General guidelines about the format of a dissertation appear in Appendix B.

See Appendix R of the Kansas State University Handbook (<http://www.k-state.edu/academicpersonnel/fhbook/fhxs-1.html>) for a full description of University policies and associated institutional procedures for intellectual property.

The candidate must provide a copy of the dissertation to each member of the final examining committee (see below) at least ten working days before the final examination.

Following a successful final examination and approval of the final form of the dissertation by the examining committee, the candidate shall submit an electronic dissertation to the Dean of the Graduate School by the required deadlines associated with the commencement at which the degree is to be conferred.

L. Final Examination

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. For Ed.D. candidates the outside chair will be a graduate faculty within the College of Education. The additional member serves as chairperson for the final oral examination.

The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote. The outside chair is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination.

At least 3/4 of the supervisory committee, which does not include the outside chairperson, must sign the ETDR ballot before the ETDR ballot can be processed and the dissertation can be submitted to K-REX and ProQuest.

The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

The responsibilities of the examining committee are:

1. A copy of the dissertation that has been approved by the major professor or co-major professors is presented to each member of the supervisory committee and outside chair at least 10 working days prior to the oral examination. At least three-fourths of the committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.
2. If during the 10 working days prior to the scheduled defense, one or more committee members or the outside chair have significant concerns regarding the content or quality of the dissertation, the faculty should consult with the major professor or co-major professor. The major professor should confer with the other members of the supervisory committee and

determine whether the orals should be held as scheduled or delayed. The supervisory committee should meet during the scheduled time to provide specific feedback to the candidate regarding the necessary changes. The ballot must be returned to the Graduate School. Once the student has addressed the concerns and made the necessary changes in the dissertation, the orals can be rescheduled. The candidate will provide the supervisory committee and outside chair with a copy of the dissertation and obtain their signatures on an Approval to Schedule Final Examination form. This form must be submitted to the Graduate School 10 working days prior to the scheduled oral examination.

3. After the dissertation is deemed in an acceptable form, an oral examination at which the candidate presents and defends the dissertation is scheduled. All members of the examining committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least three-fourths of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before he or she is deemed to have passed. A refusal to vote by the chairperson or any other member of the examining committee shall be recorded as a negative vote. With the permission of at least three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or confidential materials based on existing contract, must be received by the Graduate School before the exam is scheduled and must be approved by the Dean of the Graduate School.

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance with the exception of doctoral students completing their degrees via distance or hybrid delivery. Preference is for the doctoral students completing online doctoral program to complete their final examination on the Manhattan campus. However, arrangements can be made for the doctoral student and the supervisory committee to conduct the defense via video conference. The student must work with the major professor and graduate program director to arrange a physical location for the on-campus faculty members and the public to view the video dissertation presentation. Separate video conference meetings should be scheduled for the open defense and supervisory committee deliberations. The outside chair and on-campus faculty members should participate in the same location. The outside chair will be responsible for obtaining signatures on the ballot from all committee members. Committee members should sign the ballot and return the scanned copy to the outside chair or provide their vote via email. The original ballot with committee members' signatures and the scanned ballots or email message should be delivered to the Graduate School.

When the dissertation has been approved, the oral final examination has been passed, the final examination ballot submitted to the Graduate School, the ETDR ballot has been submitted to the Graduate School; the dissertation submitted to K-REX and ProQuest, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

** Special restrictions apply to visiting, part-time, adjunct, or emeritus faculty and to graduate faculty associates. See Chapter 5, Section D.

Appendices

1. Program of Study
2. Planning the Curriculum — Course Selection
3. Planning the Curriculum — Course Schedule
4. Research Proposal Format
5. Preliminary Exam Ballot
6. Final Exam/Dissertation Defense Ballot
7. ETDR Final Approval
8. GTA Assessment
9. KBOR Program Assessment Methods
10. Seaton/Regnier Hall Maps
11. Graduation and Commencement Checklists

You will list the K-State courses you have taken and will take (60 credit hours, including 15 above 800 or above), 30 transfer credit hours from your previous master's program, the program advisor (Dr. Beamish), the people on your supervisory committee, and IRB information, and planned date for completion of the preliminary examination.

Name: _____ K-State eID: _____ Student Number (WID): _____ Degree Program: _____ College: <input type="checkbox"/> AG <input type="checkbox"/> AI <input type="checkbox"/> AR <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> ED <input type="checkbox"/> EN <input type="checkbox"/> HE <input type="checkbox"/> TC <input type="checkbox"/> VM	Doctor of Education <input type="checkbox"/> Doctor of Philosophy <input type="checkbox"/>
---	---

Total KSU credits _____

TRANSFER WORK

[illegible]

64

Please send a copy of this plan to the PhD program director

Appendix 2: Course Selection
Blank PDF form on PhD Canvas site

Ph.D. Curriculum Plan

Course Selection

Environmental Design and Planning PhD Program
College of Architecture, Planning, and Design
Kansas State University

Student: _____

Major Professor: _____

Date: _____

Minimum: 30 credit hours of coursework

Additional coursework is encouraged to support the student's area of research.

Courses are selected in consultation with the major professor.

Note: Most classes are 3 credit hours each.

6 credit hours	Min. 6 credit hours	Min. 6 credit hours	Min. 12 credit hours		
Two ENVD Courses	Two Research Tools Courses	Two Cross-Disciplinary Elective Seminars	One APDesign Seminar	One Course Outside of APDesign	Six credits of Independent Study or other Coursework
Mandatory	At least, one must be taken outside of APDesign	Within the College (one may be taken outside of APDesign)	At the 800-level or above (<u>NOT</u> research tools)	Outside member of the supervisory committee At the 800-level or above	500 level or above
ENVD 900 Doctoral Seminar					
ENVD 901 Research Methods					

Minimal

Additional

(Source: Adapted from Hamed Goharipour)

Note: Students must have **15 credit hours of 800 level** or above for their Program of Study.

Blank forms are available on the PhD Canvas site
Please send a copy of this plan to the PhD program director

Ph.D. Curriculum Plan

Course Schedule

Student: _____

Major Professor: _____

Courses are selected in consultation with the major professor.

Date: _____

30 credit hours of coursework (minimum required)

30 credit hours of doctoral research (required)

Year 1		Year 2		Year 3		Year 4	
Fall 2020	Spring 2021	Fall 2 2021	Spring 2 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
ENVD 901 Research Methods (3 cr) Required				ENVD 900 Doctoral Seminar (3 cr) Required			
				ENVD 999 Doctoral Research (5 cr)	ENVD 999 Doctoral Research (5 cr)	ENVD 999 Doctoral Research (10 cr)	ENVD 999 Doctoral Research (10 cr)
	<ul style="list-style-type: none"> • Assemble doctoral committee • Submit Program of Study to Graduate School 	<div>←→</div> <ul style="list-style-type: none"> • Write draft of dissertation proposal 	<div>←→</div> <ul style="list-style-type: none"> • Defend dissertation proposal • Preliminary exam 			<ul style="list-style-type: none"> • Apply for academic positions 	<ul style="list-style-type: none"> • Complete and defend dissertation
6-9 cr hr	6-9 cr hr	6-9 cr hr	6-9 cr hr	8 cr.	8 cr hr	10 cr hr	10 cr hr

- Students must enroll for a **minimum of 6 credit hours per semester** to be considered full-time students.
- Student can enroll for a **maximum of 10 credit hours per semester** (limited by the GTA/GRA tuition waiver).

• To be eligible to take the preliminary exam, students must have filed their Program of Study with the Graduate School and completed at least 21 of the required 30 credit hours of coursework.

• International students may prefer to have a slightly lighter course load (i.e. 6 credit hours) in the first semester (fall) in order to get accustomed to the new environment.

4. Research Proposal Format

This is a classic format of a research proposal. You may make some adjustments in consultation with your major professor, but all this information must be included somewhere in a proposal.

An MS Word and a Scrivener document with this format is available on the PhD Program Canvas site.

TITLE PAGE

Title. should be clear, succinct, and descriptive. And interesting.

Image. Will you include a graphic?

Author. Add your name and whatever else is required.

ABSTRACT

Your proposal abstract needs to be clear and concise. It must include:

- Context (purpose, motivation, importance, background)
- Problem
- Methods (approach, techniques, tools)

Your final dissertation abstract will include all of the above, plus:

- Results (findings, product, etc.)
- Conclusions (including recommendations and implications)

Abstracts are often in the 350-word range, but check with your major professor to see if there are specific requirements.

Note:

Front matter is numbered with Roman numerals. (i, ii, iii, iv, v, etc.)

The body of the proposal with numbered with Arabic numerals (1, 2, 3, 4, 5, etc.)

End matter is numbered with Arabic numerals and follows sequentially from the body of the proposal.

Tables (if included)

- 1.1 Title of tablepage no.
- 1.2 Title of table.....page no.
- 1.3 Title of table.....page no.
- 2.1 Title of table.....page no.
- 5.1 Title of table.....page no.
- etc.

Figures (if included)

- 1. Title of figure.....page no.
- 2. Title of figure.....page no.
- 3. Title of figure.....page no.
- 4. Title of figure.....page no.
- etc.

INTRODUCTION

Problem. A problem is a situation where there is a gap between what is real and what is ideal or desired.

What problem are you addressing? Problems can be physical, social, cultural, personal, economic, political, environmental, etc. etc.

Importance. Why is it important? Why should we care?

Objectives/Goals. What are your aims? What do you hope to accomplish with your project?

Research Question. The research question should be: well-articulated (define terms), doable (do you have the resources to complete the tasks — time, skills, funds, etc.?), and relevant/significant.

One main research question can be broken down into a series of smaller sub-questions.

And a research question must end in a question mark.

LITERATURE REVIEW

The literature review essentially summarizes what is known about your topic.

Literature review can be organized:

- Chronologically (publication dates or eras);
- Methodologically; or
- Thematically ← The most common

Literature/Concept Map: If you are doing a literature or concept map, take advantage of a web-based program (free) — www.draw.io. And don't forget that the arrows or lines between concepts represent relationships that need to be labeled.

METHODOLOGY AND METHODS

Methodology

This is the big picture and overall framework. Quantitative? Qualitative? Mixed methods?

Are you doing case studies, modeling, experiments, historical, ethnography, discourse analysis, evaluation, projective design, etc.?

Methods

How are you going to go about collecting data, and then analyzing it?

Collection of data might be done through observation, interviewing, surveys, etc.

Analysis might be quantitative (statistics), and/or qualitative (e.g. thematic exploration)

Tools

Describe the devices you will be using **to collect your data**

These could be questionnaires, observation checklists, interview schedules, visual responses (e.g free-hand maps, drawings, games), etc.

These should be included, usually in the appendices.

Describe the software you will be using to **analyze your data**. For example, if you are using analytical software (statistical or quantitative), which program are you using (e.g. Excel, SPSS, NVivo, etc.)?

IRB

Are you studying humans for your research? If so, who are they? How will you select them? How will you protect them?

You will need introductory/explanatory letters, consent forms, etc. and evidence of IRB approval, but these can probably go in the appendices.

Procedure

Explain your procedures step-by-step in as much detail as possible.

Limitations

You can't do it all. Be explicit if it is only a certain group, or place, or time that you'll be investigating.

PRELIMINARY RESULTS

If you have done some testing of your research design (e.g. a pilot test), explain what the results were. If not, leave out.

DISCUSSION

End the proposal with a thoughtful summary or discussion.

REFERENCES

- Only include the references explicitly referred to in the document.
- MUST be listed alphabetically
- Format: Hanging indents are preferred because they are easier to read.
- Style (Chicago/Turabian, MLA, APA, etc.) must be consistent.

APPENDICES

Terms: If you have specialized terminology or acronyms, list and explain.

Schedule:

Figure out what your deadlines are.

Make a list of tasks, as detailed as you possibly can, and then figure out when they will be done. Be realistic. s

Use a Gannt chart or whatever format your major professor prefers.

The more precise in the description of the tasks you can be, the more successful you will be.

IRB

If you are working with humans, you will need to include the IRB proposal here, and the approval when you get it.

Anything else that you and your major professor think should be in the document.

5. Preliminary Exam Ballot

The preliminary exam ballot is sent to the major professor from the Graduate School, signed at the end of the oral exam, and submitted to the Graduate School by the major professor.



PRELIMINARY EXAMINATION BALLOT

Student Name: Firstname Lastname
Student Number: 80000000000

Ballot #: 0000
Doctor of Education: ☐
Doctor of Philosophy: X

The results of the preliminary examination are indicated on this ballot by the signatures of those members of the departmental or program examining committee responsible for administration and grading of the examination. The format of the examination and the structure of the examining committee may differ among doctoral programs, and in some programs, the examining committee will differ from the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and is considered to have passed the examination and be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy. The title of the candidate's dissertation should be recorded in designated area below.

Results of the Preliminary Examination:

	<i>Specified Areas/Fields</i>	<i>Exam Date</i>	<i>Pass/Fail</i>	<i>Signature of Examiner</i>
1.	Environmental Design and Planning			
2.				
3.				
4.				
5.				

Recommendation of Supervisory Committee for Admission to Candidacy

Date Admitted to Candidacy: _____ (This area must be completed before submitting to the Graduate School.)

Signatures of Approval

Signatures of Denial

Major Professor

Major Professor

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Proposed Title of Dissertation: _____

Anticipated Date of Graduation: _____

6. Final Examination Ballot


The final examination ballot is sent to the outside chairperson. After the final dissertation defense, the supervisory committee members sign the ballot to indicate their decision and the ballot is delivered to the Graduate School by the outside chairperson.

	KSU GRADUATE SCHOOL FINAL EXAMINATION BALLOT: DOCTORAL STUDENT																		
STUDENT NAME: _____ OUTSIDE CHAIRPERSON: _____ EXAMINATION LOCATION: _____	STUDENT NUMBER: _____ EXAMINATION DATE: _____ EXAMINATION TIME: _____																		
<p>It is a requirement that all members of this Examining Committee be present for the entire duration of the Final Examination. All members are expected to examine the student and to vote, including the outside chairperson of the committee who serves as the representative of the Graduate School. A negative vote is automatically recorded for any member of the committee who fails to record a vote, declines to vote, or is not present for the entire examination. When exceptional circumstances warrant, substitutions for regular committee members may be considered by the Dean of the Graduate School; approvals must be requested and granted in writing. The examination is to be held only at the time and location stated on this form unless a change has been approved in writing by the Dean of the Graduate School.</p> <p>The student is considered to have passed this examination if three-fourths (3/4) of the Committee members appointed vote in the affirmative. Permission to retake a failed oral examination may be granted by three-fourths of the Examination Committee, at a time interval of three months after the date of the failed oral examination. In such instances, written notification signed by the committee members must be submitted to the Graduate School.</p> <p>To the Dean of the Graduate School:</p> <p>We, the undersigned members of the Committee appointed by the Graduate School, have examined the above listed student, a candidate for the doctoral degree, in accordance with the procedures set by the Graduate Council and record our vote by signature in the appropriate location below.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 35%;">Examining Committee</th> <th style="text-align: center; width: 30%;">Passed</th> <th style="text-align: center; width: 35%;">Failed</th> </tr> </thead> <tbody> <tr> <td>Major Professor</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Supervisory Committee Member</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Supervisory Committee Member</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Supervisory Committee Member</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Outside Chairperson</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table> <p style="text-align: center; border-top: 1px solid black; margin-top: 5px;"><i>This ballot should be returned to the Graduate School, 119 Eisenhower, prior to submission of the dissertation.</i></p>		Examining Committee	Passed	Failed	Major Professor			Supervisory Committee Member			Supervisory Committee Member			Supervisory Committee Member			Outside Chairperson		
Examining Committee	Passed	Failed																	
Major Professor																			
Supervisory Committee Member																			
Supervisory Committee Member																			
Supervisory Committee Member																			
Outside Chairperson																			
<p><input checked="" type="checkbox"/> As major professor, I verify the required copyright release has been obtained for published works within this dissertation.</p> <p><input checked="" type="checkbox"/> As major professor, I authorize the Graduate School to change the grades for from incomplete (I) and/or non-report (NR) to credit (CR) for all previous semesters for ENVD999 PhD Research. Current semester grades must be submitted via ISIS by the Office of the Registrar deadlines.</p>																			
<p>Major Professor's Signature: _____ Date Signed: _____</p>																			

7. ETDR Final Approval

The ETDR Final Approval form is sent to the major professor from the Graduate School. After deliberating after the final defense/exam presentation, the supervisor committee will describe any changes they wish the student to make. If they are substantial and committee members wish to see the revised version of the dissertation, they will not sign the form. If the required changes are relatively minor, they may decide to sign the form, but the major professor will not sign the form until all revisions are satisfactorily made. When completed, the major professor sends the ETDR Approval to the Graduate School, after which the student may upload the final version of the dissertation.

The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

	
ETDR – FINAL APPROVAL FOR ELECTRONIC SUBMISSION: DOCTORAL STUDENT KANSAS STATE UNIVERSITY GRADUATE SCHOOL	
STUDENT NAME: OUTSIDE CHAIRPERSON:	CAMPUS ID NUMBER: EXAMINATION DATE:
<p>To the Dean of the Graduate School:</p> <p>As major professor for the above listed student, I have read and approved the final PDF copy of the dissertation and validate that it conforms to the requirements of the Graduate School. As major professor, by signing this ballot, I understand that this will replace my signature on the title page of the dissertation.</p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Major Professor</div> <div style="width: 50%; border-bottom: 1px solid black;"></div> </div>	
<p>As the examining committee for the student listed above, we have read and approved the dissertation.</p>	
Examining Committee	Signatures
Supervisory Committee Member	<div style="border-bottom: 1px solid black; width: 100%;"></div>
Supervisory Committee Member	<div style="border-bottom: 1px solid black; width: 100%;"></div>
Supervisory Committee Member	<div style="border-bottom: 1px solid black; width: 100%;"></div>
<p><i>This ballot should be returned to the Graduate School, 119 Eisenhower Hall, prior to submission of the dissertation.</i></p>	

8. GTA Assessment

All GTAs and GRAs will be assessed using the following rubric.

	Exemplary	Good	Marginal	Poor
Class Preparation Assistance	Began work more than a week before class began Continued working past the grades due date	Began work a week before class began Continued working until the grades due date	Began work 3-5 days before class began Continued working part way through exam week.	Began work 2 or fewer days before class began Continued working until the last day of class.
Time	Usually worked 15-20 hours a week.	Usually worked 10-14 hours a week	Usually worked 6-9 hours a week.	Usually worked 5 or fewer hours a week.
Classes Attended	Attended all classes for the entire time.	Attended most classes for the entire time.	Attended some classes and/or for the entire time.	Attended few classes and/or for the entire time.
Engagement & Involvement	Always actively engaged and involved with the class.	Often actively engaged and involved with the class.	Occasionally actively engaged and involved with the class.	Rarely actively engaged and involved with the class.
Assistance Frequency	Frequently and regularly available to assist students.	Often available to assist students.	Occasionally available to assist students.	Rarely available to assist students
Student Assistance	Highly effective assisting students	Effective assisting students	Moderately effective assisting students.	Low effectiveness assisting students.
Tutorial Sessions (if applicable)	Highly effective leading tutorial sessions	Effective leading tutorial sessions	Moderately effective leading tutorial sessions	Low effectiveness leading tutorial sessions
Communication w. Faculty	Highly pro-active in their contact with faculty. Always quickly responded to faculty communication.	Usually pro-active in their contact with faculty. Usually quickly responded to faculty communication.	Sometime pro-active in their contact with faculty. Sometimes quickly responded to faculty communication.	Rarely pro-active in their contact with faculty. Rarely quickly responded to faculty communication.
Self-Motivation	GTA consistently demonstrated high-levels of self-motivation throughout the semester.	GTA usually demonstrated high-levels of self-motivation throughout the semester.	GTA demonstrated moderate-levels of self-motivation throughout the semester.	GTA demonstrated low-levels of self-motivation throughout the semester.
Tasks Assigned by Faculty	Highly pro-active and responsive to faculty requests.	Usually pro-active and responsive to faculty requests.	Sometimes pro-active and responsive to faculty requests.	Rarely pro-active and responsive to faculty requests.
Work Quality & Timeliness	All work was of a very high quality. All work was completed on time.	Most work was of a very high quality. Most work was completed on time.	Some work was of a very high quality. Some work was completed on time.	Little of the work was of a very high quality. Little work was completed on time.
Overall Satisfaction	I was highly satisfied with the effort and work of the GTA.	I was usually satisfied with the effort and work of the GTA.	I was only sometimes satisfied with the effort and work of the GTA.	I was rarely or never satisfied with the effort and work of the GTA.
Total Assessment	Exemplary	Good	Marginal	Poor

9. KBOR Program Assessment Methods

	Direct Assessment			Indirect Assessment	
	Preliminary Exam	Dissertation Defense	Annual Review	Exit Survey	2-Year Alumni Survey
1. KNOWLEDGE: An advanced level of knowledge relevant to one's individual field of study					
SLO1: Knowledge. Students will demonstrate a breadth and depth of knowledge (historical, philosophical, sociocultural, technical) in their primary area of study or specialization.					
2. COMMUNICATION: An advanced ability to express oneself clearly, accurately, and professionally.					
SLO2a: Written Communication. Students will demonstrate effective and professional writing skills.					
SLO2b: Oral Communication. Students will demonstrate effective and professional oral communication skills.					
SLO2c: Graphic Communication. Students will demonstrate effective and professional graphic communication skills.					
3. CRITICAL THINKING: The advanced ability to critically evaluate and synthesize information pertinent to Environmental Design & Planning.					
SLO3: Critical Thinking. Students will demonstrate the ability to think critically, characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.					
4. RESEARCH: The advanced ability to conduct research.					
SLO4a: Research Knowledge. Students will demonstrate knowledge of various research methodologies and methods and analyze their appropriateness for specific research problems.					
SLO4b: Research Application. Students will demonstrate proficiency in developing a research proposal and applying correct method(s) of inquiry to a specific issue.					
SLO4c: Original Contribution. Students will demonstrate the ability make original and significant contribution to their area of research.					
SLO4d: Support and Dissemination. Students will demonstrate the ability to support their research through grant writing and disseminate their research through conference presentations and publications.					

5. ACADEMIC AND PROFESSIONAL INTEGRITY: An advanced ability to engage in professional conduct, with integrity and ethical behavior					
SLO5a: Ethical & Professional Position. Students will demonstrate/articulate an ethical position that is relevant to Environmental Design and Planning.					
SLO5b: Ethical & Professional Behavior. Students will practice and demonstrate professional conduct, integrity, and ethical behavior.					
OTHER					
Retention rate					
Years to completion					
Continuing academic progress					
Employment					
Program Satisfaction					

Kansas State University — College of Architecture, Planning, and Design

Ph.D. Final Exam/Dissertation Defense Assessment FormStudent: _____
Last name, First name

Date: _____

Committee Chair: _____

Committee Member: _____

Please select the box in the rubric description that best reflects the quality of the dissertation and oral defense.

	1. Deficient/Unsatisfactory FAIL	2. Marginal/Acceptable PASS	3. Proficient PASS	4. Exemplary PASS
1. KNOWLEDGE: An advanced level of knowledge relevant to one's individual field of study				
SLO1: Knowledge. <i>Students will demonstrate a breadth and depth of knowledge (historical, philosophical, sociocultural, technical) in their primary area of study or specialization.</i> Level of knowledge reflected in written dissertation	Reflects unacceptably low level of knowledge.	Reflects a basic but acceptable level of knowledge. • The information is generally accurate but somewhat limited.	Reflects above average level of knowledge. • The information is accurate and addresses all pertinent issues.	Reflects outstanding level of knowledge. • The information is accurate and very thorough.
Level of knowledge reflected in oral defense	Reflects unacceptably low level of knowledge	Reflects acceptable level of knowledge.	Reflects above average level of knowledge.	Reflects outstanding level of knowledge.
Comments:				

	1. Deficient/Unsatisfactory FAIL	2. Marginal/Acceptable PASS	3. Proficient PASS	4. Exemplary PASS
2. COMMUNICATION: An advanced ability to express oneself clearly, accurately, and professionally.				
SLO2a: Written Communication. <i>Students will demonstrate effective and professional writing skills.</i> Level of WRITTEN communication skills reflected in the dissertation	Reflects unacceptable ability to express oneself clearly, accurately and professionally in writing. • Requires professional editing • Sentence structure, language, and style deficient • Major revisions required	Reflects acceptable ability to express oneself clearly, accurately and professionally in writing. • Limited number of typos, grammatical errors, and spelling • Some normal changes necessary	Reflects above average ability to express oneself clearly, accurately and professionally in writing. • Very well written • Easy to read and understand • Very few changes or additions required	Reflects outstanding ability to express oneself clearly, accurately and professionally in writing. • Reads like an outstanding publication • No typos, grammatical errors or spelling • No revisions or changes; acceptable as is.
SLO2b: Oral Communication. <i>Students will demonstrate effective and professional oral communication skills.</i> Level of ORAL communication skills reflected in the oral defense	Reflects unacceptable ability to express oneself clearly, accurately and professionally orally. • Very poorly organized and/or disjointed and/or rambling • Unable to answer a number of questions	Reflects acceptable ability to express oneself clearly, accurately and professionally orally. • Good presentation skills • Able to answer most questions	Reflects above average ability to express oneself clearly, accurately and professionally orally. • Very good presentation skills and well-organized • Able to answer almost all questions	Reflects outstanding ability to express oneself clearly, accurately and professionally orally. • Extremely high presentation skills; • Able to answer all questions knowledgeably and professionally

SLO2c: Graphic Communication. <i>Students will demonstrate effective and professional graphic communication skills.</i> Level of GRAPHIC communication skills reflected in the dissertation and oral defense	Reflects unacceptable ability to express oneself clearly, accurately and professionally graphically. • Slides and/or handouts of very poor quality • Poor quality graphics in dissertation	Reflects acceptable ability to express oneself clearly, accurately and professionally graphically. • Acceptable slides and clear handouts • Acceptable graphics in dissertation	Reflects above average ability to express oneself clearly, accurately and professionally graphically. • Well-thought out slides and/or handout • Effective graphics in dissertation	Reflects outstanding ability to express oneself clearly, accurately and professionally graphically. • Outstanding slides and/or handouts • Highly effective graphics in dissertation
Comments:				

1. Deficient/Unsatisfactory FAIL	2. Marginal/Acceptable PASS	3. Proficient PASS	4. Exemplary PASS	
3. CRITICAL THINKING: The advanced ability to critically evaluate and synthesize information pertinent to Environmental Design & Planning.				
SLO3: Critical Thinking. <i>Students will demonstrate the ability to think critically, characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.</i>	Reflects minimal critical thinking, analysis, problem solving, decision-making, and reflective evaluation. For example: does not seek accuracy; does not seek clarity; is not open-minded; does not restrains impulsivity; takes a position when the situation unwarranted; is not sensitive to the feeling and level of knowledge of others.	Reflects acceptable critical thinking, analysis, problem solving, decision-making, and reflective evaluation. For example: is accurate and seeks accuracy; is clear and seeks clarity; is open-minded; restrains impulsivity; takes a position when the situation warrants it; is sensitive to the feeling and level of knowledge of others.	Reflects above average critical thinking, analysis, problem solving, decision-making, and reflective evaluation. For example: is very accurate and seeks accuracy; is very clear and seeks clarity; is very open-minded; restrains impulsivity; takes a position when the situation warrants it; is very sensitive to the feeling and level of knowledge of others.	Reflects outstanding critical thinking, analysis, problem solving, decision-making, and reflective evaluation. For example: is highly accurate and seeks accuracy; is highly clear and seeks clarity; is highly open-minded; restrains impulsivity; takes a position when the situation warrants it; is highly sensitive to the feeling and level of knowledge of others.
Comments:				

1. Deficient/Unsatisfactory FAIL	2. Marginal/Acceptable PASS	3. Proficient PASS	4. Exemplary PASS	
4. RESEARCH: The advanced ability to conduct research				
SLO4a: Research Knowledge <i>Students will demonstrate knowledge of various research methodologies and methods and analyze their appropriateness for specific research problems.</i>	Reflects unacceptably low level of knowledge of research methods in the context of dissertation research	Reflects a basic but acceptable level of knowledge of research methods in the context of dissertation research. • Methodology/methods were adequate.	Reflects above average knowledge of research methods in the context of dissertation research. • Employed appropriate data collection and analysis • Methodology/methods were very appropriate, reliable, valid and replicable	Reflects an outstanding level of knowledge of research methods in the context of dissertation research. • Employed advanced data collection and analysis • Methodology/methods were highly appropriate, reliable, valid and replicable

SLO4b: Research Application <i>Students will demonstrate proficiency in developing a research proposal and applying correct method(s) of inquiry to a specific issue.</i>	Reflects unacceptably low level of ability to conduct research. <ul style="list-style-type: none"> • Little or no discussion of project findings/outcomes • Displayed poor understanding of the topic • Conclusions/summary not supported by findings/outcomes 	Reflects acceptable level of ability to conduct research. <ul style="list-style-type: none"> • Methodology/methods were adequate • All results reported • Findings partly answered the research questions 	Reflects above average level of ability to conduct research. <ul style="list-style-type: none"> • Methodology/methods were rigorous • All pertinent results reported in a clear and concise manner • Findings answered the research questions 	Reflects outstanding level of ability to conduct research. <ul style="list-style-type: none"> • Methodology/methods were highly rigorous • All pertinent results reported in a highly clear and concise manner • Findings thoroughly and completely answered the research questions
SLO4c: Original Contribution <i>Students will demonstrate the ability make original and significant contribution to their area of research.</i>	Reflects unacceptably low ability to make an original and significant contribution to their area of research.	Reflects acceptable of ability to make an original and significant contribution to their area of research.	Reflects above average ability to make an original and significant contribution to their area of research.	Reflects outstanding ability to make an original and significant contribution to their area of research.
Comments:				

1. Deficient/Unsatisfactory
FAIL

2. Marginal/Acceptable
PASS

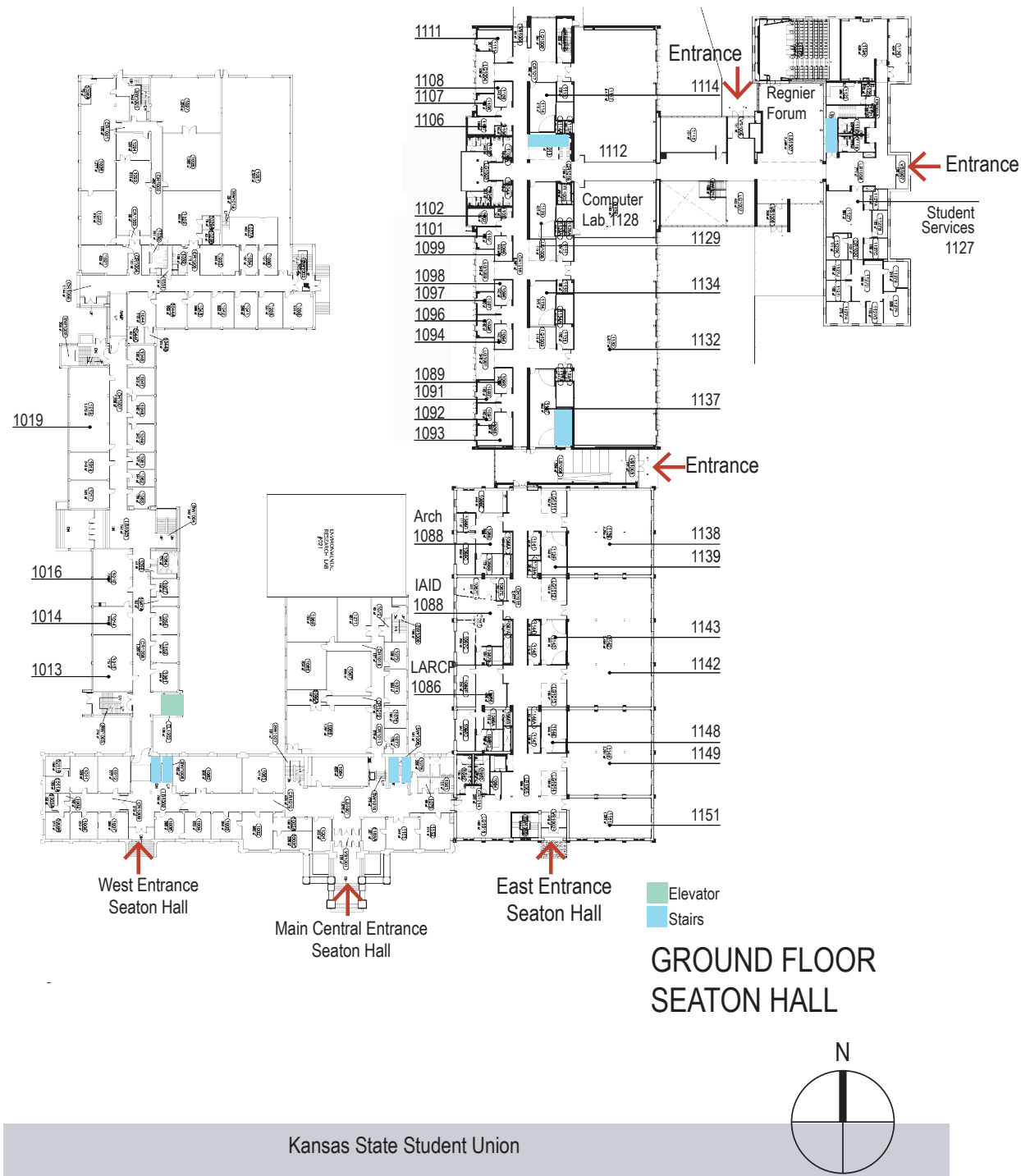
3. Proficient
PASS

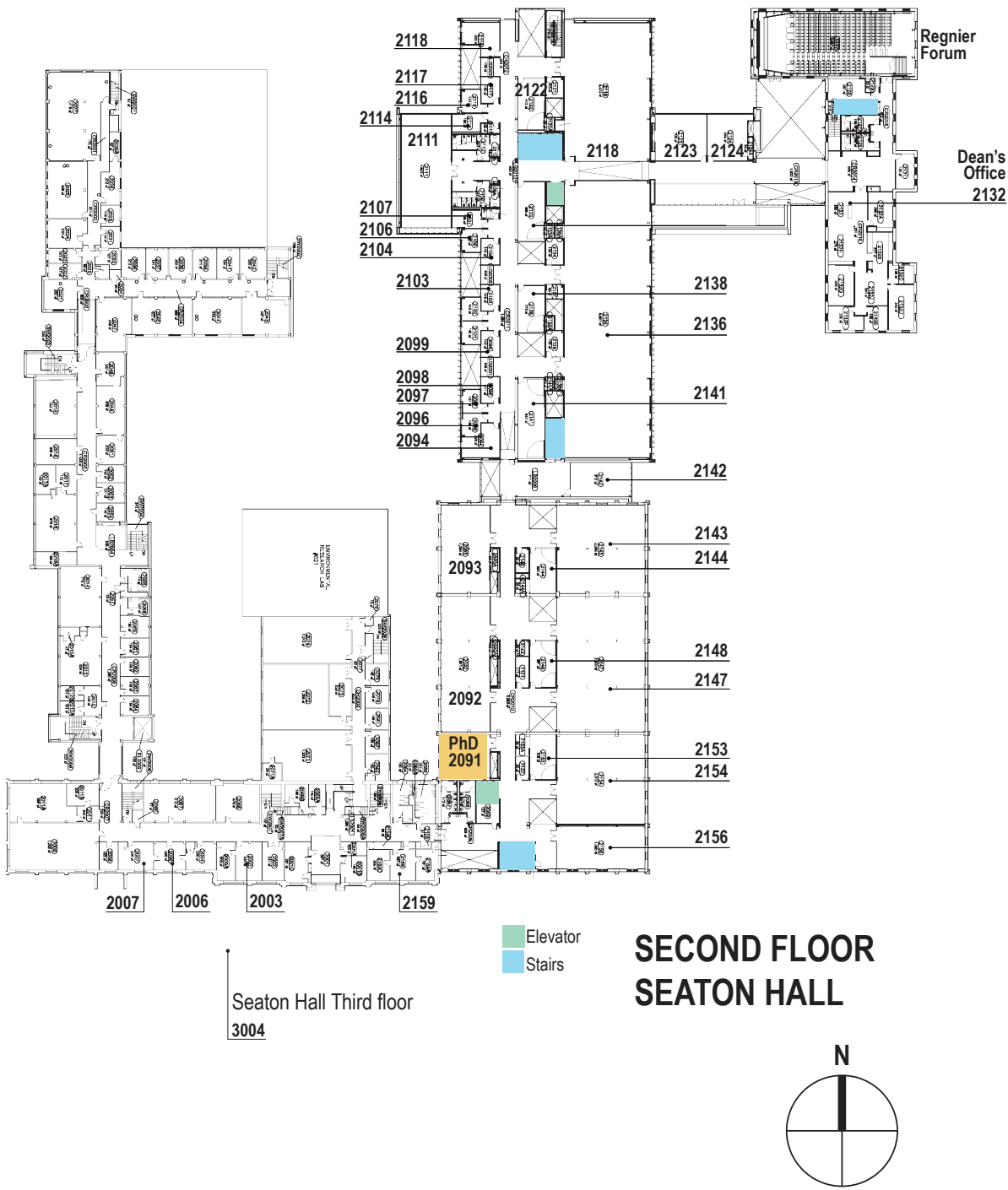
4. Exemplary
PASS

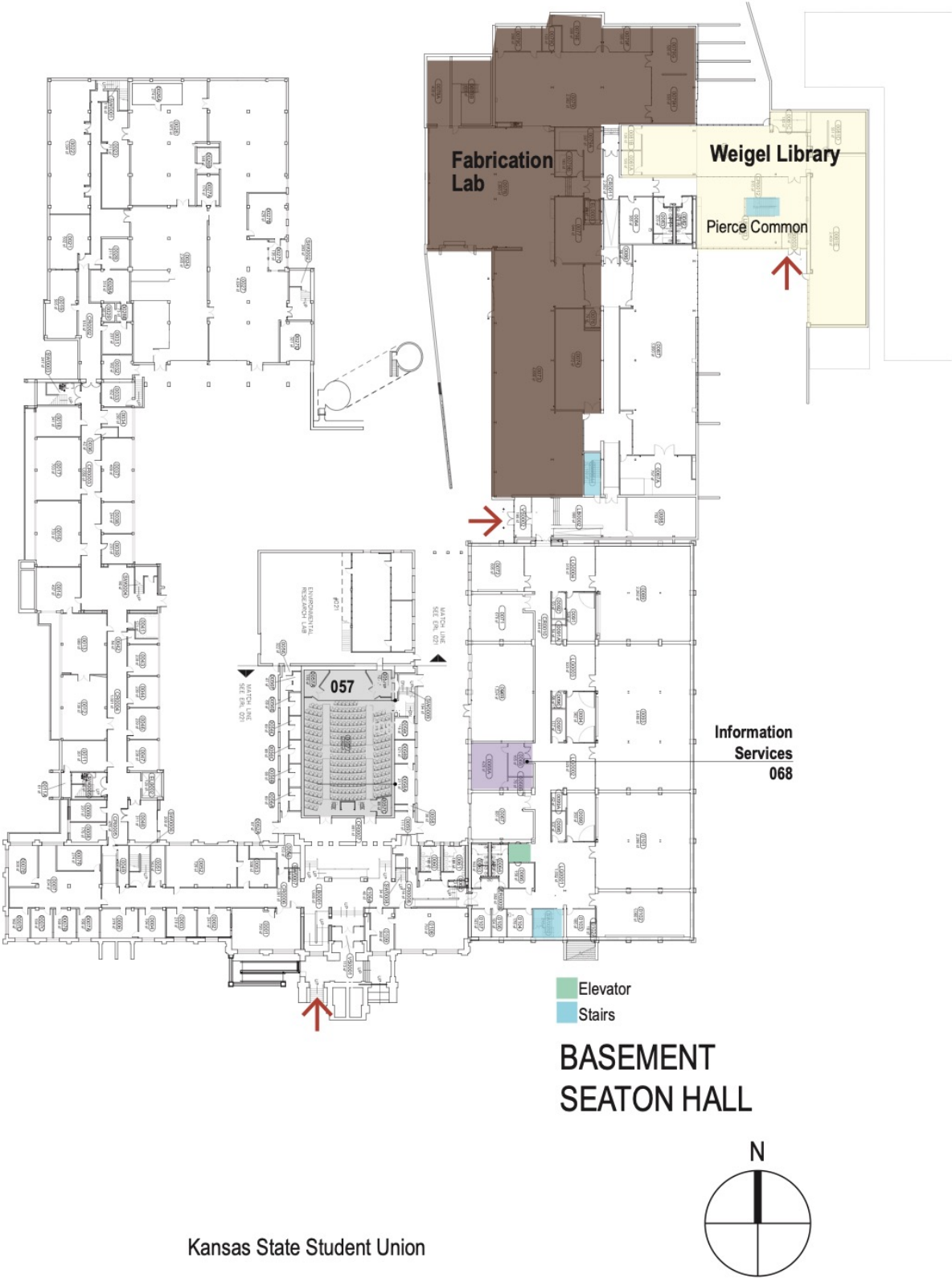
5. ACADEMIC AND PROFESSIONAL INTEGRITY: An advanced ability to engage in professional conduct, with integrity and ethical behavior				
SLO5a: Ethical & Professional Position. <i>Students will demonstrate/articulate an ethical position that is relevant to Environmental Design and Planning.</i>	Has not demonstrated or articulated an ethical position.	Demonstrates/articulates an acceptable ethical position.	Demonstrates/articulates an above average ethical position.	Demonstrates/articulates an outstanding ethical position.
SLO5b: Ethical & Professional Behavior. <i>Students will practice and demonstrate professional conduct, integrity, and ethical behavior.</i> Level of attitude and professionalism reflected throughout the entire PhD and dissertation process	Does not honor the needs and best interests of the profession or society, or demonstrates a pattern of negative professional behavior e.g. promptness, task completion, maintaining confidentiality, and academic honesty.	Reflects acceptable ability to honor the best interests of the profession and society or demonstrates a pattern of professional behavior e.g. promptness, task completion, maintaining confidentiality, and academic honesty.	Consistently and appropriately honors the needs and best interests of the profession and society demonstrating a pattern of professional behavior e.g. promptness, task completion, maintaining confidentiality, and academic honesty.	Consistently and appropriately honors the needs and best interests of the profession and society demonstrating a pattern of professional behavior while actively seeks or leads opportunities to select or create appropriate new forums to become involved in the profession.
Comments:				

Overall Comments:

10. Seaton and Regnier Hall







Spring 2023 Graduation and Commencement Checklists

Graduation

Complete requirements by deadlines listed below to be a Spring 2023 graduate and receive your graduate degree. It is the student's responsibility to complete these requirements unless otherwise stated. For more detailed instructions and direct links to forms, documents, surveys, etc., use the web-based checklist at:
<https://www.k-state.edu/grad/student-success/graduation/checklists.html>.

Requirement	Deadline
Must be enrolled in at least 1 credit hour in the semester you plan to graduate	
Enrollment exception:	
<input type="checkbox"/> If all requirements listed below are completed by December 2, 2022 , you will be a Spring 2023 graduate and will not be required to enroll in the Spring semester. If on a F-1/J-1 visa, check with International Student and Scholars Services (https://www.k-state.edu/iss/) for possible enrollment requirements to maintain non-immigrant status.	
<input type="checkbox"/> Submit program of study to the Graduate School	After completing 9 hours of graduate credit
<input type="checkbox"/> Complete KSIS graduation application and update degree/diploma mailing address (also see diploma information on next page)	Before submitting Approval to Schedule Final Exam Form
<input type="checkbox"/> Doctoral students only: Complete the Survey of Support for a Successful Dissertation Defense https://kstate.qualtrics.com/jfe/form/SV_2tVSoEk6P9a116m	Immediately after completing KSIS graduation application
<input type="checkbox"/> Approval to Schedule Final Examination form - This form, with ALL signatures from the supervisory committee, must be received by the Graduate School at least 10 business days before the scheduled exam . The student submits the form, and then it routes to the committee members for their signature. Therefore, the student needs to submit the form <u>more</u> than 10 business days before the final exam to allow time for the form to route to committee members.	
<input type="checkbox"/> Final exam ballot returned to Graduate School by supervisory committee	April 14
<input type="checkbox"/> Complete Graduate School exit survey	April 14
<input type="checkbox"/> Update Alumni Association contact information	April 14
<input type="checkbox"/> Complete Survey of Earned Doctorates (PhD and EdD students only)	April 14
Only if completing a thesis, dissertation, or report:	
<input type="checkbox"/> Review requirements for formatting your ETDR	When you begin writing
<input type="checkbox"/> Determine with major professor if ETDR should have a delayed publication. If so, follow procedures to embargo ETDR.	Beginning of Spring semester
<input type="checkbox"/> ETDR ballot returned to Graduate School by supervisory committee	April 14
<input type="checkbox"/> Submit ETDR in KREx	April 14
<input type="checkbox"/> Submit ETDR to ProQuest (PhD and EdD students only)	April 14
<input type="checkbox"/> Complete ETDR Survey	April 14

Graduate in Summer without having to enroll in the Summer semester

If you miss the deadlines to graduate in the Spring but you complete all degree requirements by **May 5, 2023**, you will graduate in Summer 2023 without having to enroll in Summer 2023.

NOTE: If you are on a F-1/J-1 visa, please check with International Student and Scholars Services (<https://www.k-state.edu/iss/>) for possible enrollment requirements to maintain your non-immigrant status.

Commencement

Complete requirements by deadlines listed below to participate in the Spring 2023 commencement ceremony. If you do not meet these deadlines or are unable to participate in the ceremony, you may participate in a future ceremony.

For more detailed instructions and direct links to forms, etc., use the web-based checklist at:

<https://www.k-state.edu/grad/student-success/graduation/checklists.html>.

Requirement	Deadline
<input type="checkbox"/> Complete KSIS graduation application for your name to appear in the commencement program booklet <ul style="list-style-type: none"> If you miss this deadline but fulfill other requirements, you can still participate in commencement 	March 1
<input type="checkbox"/> PhD, EdD, and Master of Fine Art graduates ONLY <p>All graduation requirements must be complete to participate in commencement</p>	April 14
<input type="checkbox"/> Prepare for commencement <p>Graduate School commencement will be held May 12, 2023 at Bramlage Coliseum.</p> <p>Visit K-State's Commencement Ceremonies website for information to help you prepare for the ceremony: https://www.k-state.edu/graduation/</p> <p>Order regalia through K-State Campus Store</p> <p>https://www.k-state.edu/graduation/cap-gown/obtaining/</p> <p>Any student located near Manhattan is encouraged to come to the K-State Union Bookstore to pay for and pick up their regalia. Any distance students can order their regalia online.</p>	See dates to the left
<input type="checkbox"/> <ul style="list-style-type: none"> Sales begin March 1 Orders for any fine regalia orders are due by Tuesday, April 18. Please call or email the campus store for details. For all other orders, students are advised to purchase their regalia as soon as it is financially possible for them to do so, as the K-State Union Bookstore may run out of product the week of graduation. 	

Receiving Your Diploma and Final Transcript

Below are important dates for receiving your diploma at the correct address and your transcript with Spring semester final grades. For detailed instructions on receiving a diploma at an international address and ordering transcripts, visit:

<https://www.k-state.edu/grad/student-success/graduation/transcript-diploma.html>

Receiving your diploma		Deadline
<input type="checkbox"/>	Update KSIS degree/diploma mailing address to the address where you would like your diploma to be mailed. If the diploma is mailed to the incorrect address, the graduate will be responsible for having the diploma replaced and will be charged \$20 to have a new diploma mailed.	When completing KSIS graduation application
<input type="checkbox"/>	Diploma is received by mail	Approximately eight weeks after Spring 2023 degrees are posted
Ordering final transcript with Spring grades		
<input type="checkbox"/>	Check KSIS Student Center for holds; most holds must be cleared to order a transcript	Prior to May 17
<input type="checkbox"/>	Final grade posting finishes for Spring 2023	May 17
<input type="checkbox"/>	Check KSIS Student Center to verify that Spring grades have posted	May 18
<input type="checkbox"/>	Deadline to order transcripts at no charge for students graduating in Spring 2023 or who will not be enrolled in Fall 2023.	June 30
Order transcripts through "Other Academics" tile in KSIS		

