

2025

PhD in Architecture and Design Research Manual

COLLEGE OF ARCHITECTURE, DESIGN AND ENGINEERING
THOMAS JEFFERSON UNIVERSITY

the College of Architecture, Design & Engineering
Committee and
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Ph.D. in Architecture and Design Research

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INTRODUCTION

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This manual describes the program policies and procedures that must be satisfied to earn the Doctor of Philosophy degree in Architecture and Design Research. It supplements the Thomas Jefferson University Academic Catalog, <https://catalog.jefferson.edu/colleges-schools/college-architecture-built-environment-cabe/> and the CADE Graduate Student Policy Handbook, <https://www.jefferson.edu/content/dam/academic/cabe/documents/cabe-graduate-handbook-2024-2025.pdf> and the information in the Graduate Student Academic Policies and Procedures section of the Academic Catalog, <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies.html>

Doctoral students work closely with a primary advisor familiar with the program requirements, but the student is responsible for completing the academic requirements described in this manual. Please check with your primary advisor or the program director if you have any questions. To be considered for exemption from any program rule stated in this manual or Graduate Policy handbook, the student must [petition](#) the Doctoral Affairs Committee for permission.

[Embarking on the Ph.D. in Architecture and Design Research Journey](#)

The Doctor of Philosophy (Ph.D.) supports investigations in the fields of architecture and design research that expand knowledge bases and solve time-sensitive, contemporary issues across architecture and relevant disciplines such as engineering, business, and health sciences. Doctoral students seek insights into the past, present, and future of the fields. The doctoral study is an individualized, student-driven process that promotes research specialists and critical thinkers across the broadening fields of architecture and design research.

Since its launch the Ph.D. in Architecture and Design has emphasized transdisciplinary research that intersects academia and practice, with strength in the areas of faculty expertise, including sustainable architecture, high-performance buildings, urban design, smart cities, geospatial technologies, historic preservation, public interest design, design for health, real estate development, and innovative construction. Students are encouraged to explore resources across Thomas Jefferson University's East Falls and Center City campuses to develop their dissertation, including library services, writing services, and research facilities.

BASIC REQUIREMENTS

The doctoral study involves phases of coursework, preliminary examination, dissertation proposal, and dissertation. Students must have a master's degree to enter the program and earn 48 credits beyond the master's degree, of which 36 credits are required for core and elective coursework during the first two years. The selection of courses is subject to the advisor's approval. All students, either with design-based studio backgrounds or non-design-based backgrounds, often require retraining of research skills in reading, writing, and various research methods. The first three semesters of the program allow students to acquire essential research skills, evaluate advanced research methodologies, and investigate disciplines cognate to the preliminary research topic that support the preliminary development of a dissertation project.

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- First and second semesters, students take a Research Methods course each semester.
- Third semester, students take a Directed Research Seminar course and prepare for the preliminary examination which focuses on the core literature review relevant to the student's dissertation project. Students generally take this exam by the end of this semester and advance to candidacy.
- Fourth semester, students take a course on preparing the doctoral dissertation proposal under the guidance of their advisor and dissertation committee members. By the end of this semester, students defend their dissertation proposal with their dissertation committee.
- After passing the dissertation proposal phase, students are required to take a 3-credit dissertation research and writing course in each of the following semesters to prepare their doctoral dissertation under the guidance of the dissertation committee. Students may conduct their dissertation research and writing phase on-campus or off-campus, and the final dissertation must be defended and accepted unanimously by the dissertation committee. The time to complete the degree depends on individual student progress, but generally, students take at least four years to complete the degree.

Curricular Tracks

Three different tracks are offered in the curriculum that the student selects at the time of application for admission:

- (1) Traditional track
- (2) Practice-Based track
- (3) SMARTlab Practice-Based track.

The three tracks follow the same curriculum but the second and third tracks are designed as online programs for mid- or late- career professionals with practice-based projects whereas the first track offers a traditional on-campus doctoral study experience. All tracks require completion of 36 credits of coursework during the first four semesters.

Inclusion of work completed prior to the start of the doctoral study

The Ph.D. in Architecture and Design Research degree requires the student to conduct significant original research that creates new knowledge and demonstrates mastery of the field. Thus, students are not allowed to use published work completed prior to the start of their study. However, with the permission of the primary advisor and Doctoral Affairs Committee, students are allowed to incorporate published work that has been developed and documented after starting the program. To include such published work that is copyrighted, and the student is not the copyright holder, a letter of permission from the copyright holder must be included with the dissertation. Students are not allowed to reuse work submitted for a previous degree.

Practical work: The Practice-Based Ph.D. students are encouraged to incorporate practical work completed or ongoing prior to the start of the program (e.g., a built project, software product, performance, etc.). Previously published work may be referenced but cannot be directly reused.

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In this case, the dissertation should include a retrospective analysis of the process and outcomes, a reflection of the applied research methods and production methods, and a coherent narrative that integrates these components.

Dissertation Format and Content

Nature of a Dissertation:

- A dissertation is essentially a **manuscript** that represents original research.
- In some fields, a dissertation may consist of **articles** published by the student during their Ph.D. program. The specifics of this option should be consulted with the Doctoral Affairs Committee.
- These articles are accompanied by a **narrative** that explains the context and significance of the collected work.

Supplementary Mixed Media:

- Essential supplementary **mixed media files** can be submitted alongside the written text. Some examples are:
 - **Photographs**
 - **Audio recordings**
 - **Musical compositions**
 - **Design documentation**
 - **Film**
 - **Software**

Joint Work and Unique Dissertations:

- Dissertations based on **joint work** with other researchers are allowed, but in such cases, each degree candidate must present a **unique and separate dissertation**.
- The candidate should provide a **concise account** of their contribution to the entire work.

Authorship and Collaboration:

- **Authorship of an entire dissertation** by more than one degree candidate is **not allowed**.

Typical Academic Plan of Study (AY 2024-2025)

Year		1		2		3		4	
Semester		Fall (1)	Spring (2)	Fall (3)	Spring (4)	Fall (5)	Spring (6)	Fall (7)	Spring (8)
Coursework		<p>ADR 701 Research Theories & Methods 1 (3 credits)</p> <p>ADR 895 PhD Colloquium (1 credit)</p> <p>2 Graduate Elective courses* (6 credits) *ADR 850 SMARTLab Research Seminar 1 (3 credits): SMARTLab Practice-based Track students must take this 5-day intensive in-person course to account for one of the graduate electives</p>	<p>ADR 702 Research Theories & Methods 2 (3 credits)</p> <p>ADR 895 PhD Colloquium (1 credit)</p> <p>2 Graduate Elective courses* (6 credits) *ADR 851 SMARTLab Research Seminar 1 (3 credits): SMARTLab Practice-based Track students must take this course to account for one of the graduate electives</p>	<p>ADR 898 Directed Research Seminar (3credits)</p> <p>ADR 895 PhD Colloquium (1 credit)</p> <p>2 Graduate Elective courses* (6 credits) *ADR 852 SMARTLab Research Seminar 1 (3 credits): SMARTLab Practice-based Track students must take this course to account for one of the graduate electives</p>	<p>ADR 900 Dissertation Proposal (6 credits)</p> <p>Voluntary participation in ADR 895 PhD Colloquium</p>	<p>ADR 901 Dissertation Research/ Writing (3 credits)</p> <p>Voluntary participation in ADR 895 PhD Colloquium</p>	<p>ADR 901 Dissertation Research/ Writing (3 credits)</p> <p>Voluntary participation in ADR 895 PhD Colloquium</p>	<p>ADR 901 Dissertation Research/ Writing (3 credits)</p> <p>Voluntary participation in ADR 895 PhD Colloquium</p>	<p>ADR 901 Dissertation Research/ Writing (3 credits)</p> <p>Voluntary participation in ADR 895 PhD Colloquium</p>
Credits		10	10	10	6	3	3	3	3
Exams	<p>Optional Assessment Interview by Doctoral Affairs Committee for advanced standing before Semester 1 Statement of research interests, post-professional master's thesis, graduate papers, transcripts</p>	<p>Research methods courses and Graduate elective courses for Practice-based track & SMARTLab Practice-based track are offered in hybrid or online format.</p>	<p>Preliminary Exam Committee formed</p>	<p>Preliminary Examination (Oral/Written) before end of 3rd semester. Core literature review relative to research question;</p> <p>Advancement to Candidacy (ABD) Dissertation Committee formed after passing Preliminary Exam *600 level above courses</p>	<p>Submission of Dissertation Prospectus;</p> <p>Proposal Defense By the end of the 4th semester</p>	<p>Dissertation Committee meeting at least once a semester and progress report</p> <p>*optional Teaching or Research Fellowship</p>	<p>Dissertation Committee meeting at least once a semester and progress report</p> <p>*optional Teaching or Research Fellowship</p>	<p>Dissertation Committee meeting at least once a semester and progress report</p> <p>*optional Teaching or Research Fellowship</p>	<p>Dissertation Defense (Oral)</p>

PROGRAM ADMINISTRATION

The Ph.D. program is administered by the program director, under guidance of the Doctoral Affairs Committee which maintains program oversight. Administration activities include the authorization of faculty assignments, admissions, policy formation, governance, and maintenance of standards such as approval of advancement to candidacy, semester progress reports, final dissertation, and graduation certification. The Program Director provides advice on course selection for all students until the student identifies a primary advisor. The program director is involved in scheduling and administering the preliminary exam, approving candidacy status, processing transfer credits, and approving various forms. For exceptions to the rules contained in this manual, the student needs to petition the Doctoral Affairs Committee.

ADVISING AND EXAMINATION COMMITTEES

Academic Advising—First-year students are typically advised by the Program Director for course selections and general advising. With the help of the program director, by the beginning of the second year, students should identify a primary advisor from the CADE doctoral faculty who has expertise in the student's area of research interests.

CADE doctoral faculty are listed on the [PhD program website](#) as Core Faculty. The program director and/or program coordinator maintain an updated list of CADE doctoral faculty and can be consulted if the student has questions. The primary advisor generally later serves as the student's dissertation committee chair, who is the best source of information on courses, faculty expertise, and research strategy, and will provide guidance through subsequent doctoral milestone examinations and dissertation development.

The relationship with the primary advisor is critical to the success of the student's study. Thus, it is crucial for the student to utilize the mentorship and direction provided by the advisor fully. Engaging in frequent dialogues with the advisor, whether casual or formal, is beneficial. Students are strongly encouraged to make it a habit to schedule meetings in advance, as faculty members typically have their agendas booked far ahead of time. In cases in which the primary advisor is no longer available to conduct their role, students may petition the Doctoral Affairs Committee to change their primary advisor.

Preliminary Examination Committee—During the third semester, students must take the preliminary examination (candidacy exam), which evaluates the student's knowledge of the core literature. A primary advisor from the CADE doctoral faculty agreed on by the student, and two other members usually from the CADE Faculty are responsible for mentoring the student for the Preliminary Exam preparation, administering and evaluating the Preliminary Examination, and notifying the Doctoral Affairs Committee of the results and recommending the student for Advancement to Candidacy. In consultation with the primary advisor, the Program Director selects the two other members, and the Program Director approves this committee before the start of the exam period (Form #1).

Dissertation Committee—After passing the preliminary exam, the candidate and primary advisor decide together the faculty members to be invited to serve on the dissertation

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committee. The committee is composed of a minimum of three members, including the chair. The student or primary advisor can suggest potential committee members who would be helpful for the research topic. All members of the dissertation committee must be part of the dissertation proposal defense that is to be completed by the end of the fourth semester. Students should consult with a potential committee member before inviting him/her to participate and share a draft of the preliminary dissertation proposal before discussing the possibility.

Dissertation Committee Co-chairs—In certain cases, two faculty members can co-chair the dissertation committee, as determined by the Program Director. Both must be declared by the beginning of the semester the student is registered for the Dissertation Proposal course (ADR 900). The primary advisor is drawn from the CADE doctoral faculty and acts as the Dissertation Committee Chair; the remaining committee members may be either CADE faculty or external faculty. The Dissertation Committee evaluates the dissertation proposal, guides the student through the dissertation research/writing process, assesses and reports student progress once a semester, evaluates the dissertation defense, and recommends graduation to the Doctoral Affairs Committee.

Typically, the committee chair is responsible for guiding and overseeing the research and oversees all administrative aspects pertaining to the candidacy examination, the dissertation proposal, the dissertation, and the final defense. The committee chair takes greater responsibility in guiding the student through the dissertation research and writing process than other members of the committee. If the student wants to request a change of committee member, she/he should consult this with the committee chair, or to request a change of the committee chair with the program director to get approval in writing by the dissertation committee chair and the program director or doctoral affairs committee.

COURSEWORK

First Year

First semester: 10 credits must be completed

Second semester: 10 credits must be completed

Our doctoral students often bring a wealth of professional experience and academic qualifications that contribute significantly to their dissertations. However, they may not necessarily have the research skills or advanced academic training required for dissertation writing. The first year allows the student to acquire these skills.

It is crucial to carefully deliberate on graduate elective course choices and seek guidance from the primary advisor and/or the program director. Mandatory core courses during the first year are research theory and methodology courses (ADR 701 and ADR 702) and the PhD Colloquium course (ADR 895). The program offers considerable flexibility, allowing the student to customize courses to align with research objectives.

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Second Year

Third semester: 10 credits must be completed

Fourth semester: 6 credits must be completed

Third Semester Registration: The ADR 898 Directed Seminar course and ADR 895 PhD Colloquium course are mandatory course courses to be taken during the third semester. Students who fail to satisfy this requirement can request a one-semester extension before dismissal procedures are initiated. By the end of the third semester of study, doctoral students must satisfactorily complete 30 credits of coursework and pass the preliminary examination.

Pre- and Co-requisite. By the beginning of the third semester, the student must have completed the required courses for the 1st year (20 credits) and be enrolled in the 3rd semester required courses (10 credits).

Third Semester: The Preliminary Examination

Students are required to complete the preliminary examination by the end of this semester. The purpose of the preliminary examination is to strengthen and assess students' mastery of their research areas and is based on the dissertation theme and literature review that students start to outline in their first year. The exam tests the student's knowledge of his/her declared primary and secondary areas of interest and his/her ability to critically integrate various aspects of that knowledge.

In general, the questions will ask the student to compose a cohesive argument that requires the incorporation and critical evaluation of relevant and credible theories, discourses, industry reports, and case studies (i.e., research, practice, etc.).

The questions are developed based on reading lists and a preliminary literature review developed by the student which are the basis for the primary and secondary areas of questioning. The response should be organized to include an introduction, argument, and conclusion. The sooner students begin their literature review, the more they can benefit from faculty counsel.

Preparation. The Preliminary Examination Committee is composed of the student's primary advisor (who is typically expected to be the chair of their Dissertation Committee after this stage) and two additional faculty members either internal or external to CADE and TJU. The candidate and the primary advisor decide together the committee members to invite to the examining committee.

Students are encouraged to consult with a faculty member before inviting him/her to participate and should share a preliminary literature review or dissertation proposal draft. At the start of the examination semester, the primary advisor will meet with the student to outline the areas of inquiry and assist with the initial reading lists. The student is expected to study until the examination date. At least one meeting with the Preliminary Examination Committee should be scheduled before the middle of the third semester, and additional meetings may take place until the examination date, as requested by the student.

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Components. The preliminary exam involves creating reading lists based on questions developed with the preliminary examination committee. The exam has two parts: a written test and an oral defense. The written test has two sections: a primary area question and a cognate area question. Both are developed based on consultations with the student. After the written exam, there's an oral exam with the full committee. This meeting allows for discussion on topics not fully covered in the written exam and helps the committee gauge the student's field knowledge. It also sets the stage for discussing the dissertation proposal.

Format. The written exam portion should be double-spaced, using one-inch margins and a typeface of Arial 11. The primary area exam submission should be about 8 to 9 pages (2500 to 2700 words). The secondary area exam submission should be about 3 to 4 pages (1000 to 1200 words). References should be in-text citations, and all sources should be provided on a separate page at the end of your paper, with the title "References" at the top of the page. They should be listed and ordered per the reference style determined by the preliminary examination committee.

Results. A student must pass all parts of the preliminary examination to continue in the doctoral program. The possible outcomes of the preliminary exam include:

(1) Pass

(2) Re-examination: The student may be required to retake the examination. In that case, the student must register for ADR 899 Examination Preparation course (3 credits, Pass/Fail grade) and retake the exam during the following semester. Should the candidate fail the second examination, the student is dismissed from the program and receives an M.S. in Architecture and Design Research degree, pending completion of 30 academic credits.

Scheduling. The student should first provide a general time frame concerning the schedule for the examinations, which must be approved by all committee members. The examination can be held any day during the third semester prior to the last day of classes; the exams themselves should be confined to the periods stipulated below. The date and time of exam should be submitted on Form #2. A copy of this schedule should then be forwarded to the Director of the PhD Program.

Written components of the exam: The written components of the preliminary examination consist of two long essay questions (i.e., primary area question and cognate area question) formulated by examination committee members based on the student's preliminary draft and consultations. The steps of the exam are as follows:

1. The primary exam question is distributed on the scheduled date by the PhD Program Director. This part of the exam tests the student's knowledge of his/her declared primary area of interest and his/her ability to critically integrate various aspects of that knowledge. The student completes and returns the exam to the PhD Program Director within 96 hours (4 days) of distribution.

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2. The cognate area question is distributed on the scheduled date by the PhD Program Director. The cognate area examination is intended to cover the student's cognate area of interest. The student completes and returns the exam to the PhD Program Director within 48 hours (2 days) of distribution.

3. The committee reviews the two written examination papers. If the exam is deemed satisfactory, committee members formulate questions for the oral exam derived from these responses. If the written components were generally acceptable but one or two specific changes are required, the examination committee may permit the student to resubmit part of the preliminary examinations.

4. The oral defense of the preliminary exam is based upon the two papers, the primary area exam and the cognate area exam. The committee, prior to the oral defense, discusses the two papers and formulates questions for the oral defense. The oral component of the Preliminary Exam assesses the student's ability to synthesize research in his/her primary and cognate areas of specialization within the discipline of architecture and design research.

The oral defense takes place in a closed session with the student's committee members and is intended as a forum for the examination committee to meet with the student and discuss issues arising from the written components of the exam. After completion of the oral examinations, the examination committee informs the student of the committee's evaluation and conveys its recommendation to the program director. If the committee determines that all parts of the preliminary examination have been successfully completed, the PhD Program Director will forward a Recommendation for Candidacy to the Doctoral Affairs Committee for final approval. The primary advisor sends formal notification of advancement to candidacy to the student.

Fourth Semester Registration: Following the outcome of the preliminary examination, submission of the comprehensive **Dissertation Proposal and the Proposal Defense** need to be completed by the end of the 4th semester. Students must register in the mandatory course ADR 900 Dissertation Proposal (6 credits) and satisfy these requirements to avoid initiation of dismissal procedures.

Pre- and Co-requisite. By the beginning of the fourth semester, the student must have completed the required courses for the previous three semesters (30 credits) and be enrolled in the 4th semester required course (6 credits).

Dissertation Proposal

The candidate is expected to form a committee of a minimum of three members which may overlap with the preliminary examination committee. The dissertation proposal defense examines (1) the student's understanding of the existing literature and research relevant to his or her topic; and (2) the thesis proposal in detail, including the contribution of the topic, the feasibility of the research methodology, and the nature of the expected product.

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The dissertation proposal typically includes a problem statement that describes the objectives, questions, and hypothesis to be addressed, a literature review of relevant theories and research describing how the dissertation fits into the context of the body of knowledge, a research plan of the research methodology, a description of expected outcomes and outputs, a time schedule, and a bibliography of relevant sources. The dissertation proposal defense is scheduled before the end of the semester when the dissertation committee is satisfied with the dissertation proposal. The defense is between one-and-a-half to two hours long, beginning with the committee reviewing the ground rules for 5 to 10 minutes. Then the candidate makes a maximum 20-minute proposal presentation. The dissertation proposal should be delivered to the dissertation committee at least two weeks prior to the defense date. The presentation is followed by about an hour of questioning by the committee, after which the committee asks the candidate to leave the room to discuss the results for up to twenty minutes. Finally, the candidate is invited back into the room to hear the decision.

Results. Outcomes may be Pass or Fail.

Should the candidate fail, the student is dismissed from the program and receives an M.S. in Architecture and Design Research degree, pending completion of 30 academic credits.

If the dissertation committee determines that the student is not sufficiently prepared to defend their dissertation proposal during the examination semester, the student may be advised to take the ADR 900E Dissertation Proposal Extension course (3 credits, Pass/Fail grade) the following semester. This course can only be taken once to allow the student to extend the timeline for their proposal defense. If failed, termination procedures will be initiated.

A copy of the approved proposal with all requested changes should be filed with the program director's office within two weeks after the proposal defense.

The dissertation proposal should include the following:

Title

Abstract—A succinct summary of the topic of inquiry, research methodology, and projected outcomes of the project.

Chapter One: Introduction—places the research question in broad historical/theoretical contexts:

- Includes a problem statement, a description of the problem in practice or theory
- The research question(s) generated by problem and that will be addressed;
- In what specific context does the question arise;

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- **Thesis or Project statement**—What the student is intending to demonstrate; concise explanation of argument made in paper; brief summary of research findings to date.

Chapter Two: Literature Review—provides an overview of significant prior scholarship relevant to the topic of inquiry and the argument proposed by the dissertation. The dissertation argument must be supported by other well-known literature. The Literature Review provides credibility to the thesis, supports the significance of the study and outlines the contributions of the dissertation to knowledge in the field.

The Literature Review Includes:

- Comprehensive, systematic, and up-to-date overview of scholarship
- Contextualizes the problem within the core literature and related literature
- **Includes narrative that is critical, evaluative, and reflective of relevance to your investigation; addresses gaps in literature or a new approach to the conceptualization of an issue.**
- A description of how the thesis fits into the context of relevant theory and research.

Chapter Three: Research Methodology— Describes the research methodology including the types of data and analyses that will be used and includes an outline of the research hypotheses.

Include a summary of current findings, questions that need to be addressed and a detailed explanation of specific methodologies and strategies to be employed.:

- Case Study
- Interpretive/Historical (data collection; data analysis; primary/secondary sources, etc)
- Qualitative/Correlational
- Experimental/Quasi-Experimental
- Simulation/Modeling

Separate Chapters (as many as needed)—each chapter focuses on a different aspect of the research argument and builds the argument in a logical and coherent organization.

Expected Outcomes and Outputs—describes the expected dissertation product.

Time Schedule

Bibliography

Scheduling. Similar to the preliminary examination scheduling, the student should first provide a general time frame concerning the schedule for the dissertation proposal

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defense, which must be approved by all committee members. The defense can be held any day during the fourth semester prior to the last day of classes.

Third and Fourth Year

Typically, PhD students must satisfactorily complete 36 credits of coursework and pass the dissertation proposal defense before the beginning of the fifth semester of study. Students requiring an extension need to petition the Doctoral Affairs Committee to avoid termination procedures.

Third and fourth year: 3 credits of ADR 901 Dissertation Research and Writing must be completed each semester.

After passing the dissertation proposal defense, doctoral candidates will continuously register for each fall and spring semester to research, write, and defend the dissertation until the final oral examination is passed in a public Dissertation Defense in coordination with their Dissertation Committee. Students may spend substantial time off campus as needed.

Required Dissertation Committee Meeting: Ph.D. candidates must meet with the Dissertation Committee at least once a semester to discuss the progress of the student's research and the status of the dissertation. However, students should initiate and hold frequent regular meetings with the student's dissertation committee chair. Meetings with the committee members are also encouraged. It is required that Form #3 is submitted after the formal progress meeting.

Teaching/Research Assistantships

Third year qualified doctoral candidates may have the option of pursuing a paid Teaching or Research Assistantship. Teaching and research assistantships are available to provide students with valuable experience in these areas. Faculty members work with students to provide them with the necessary teaching and research skills. Students must be on campus to be eligible for teaching and research assistantship positions. Both assistantships require the student to work for 10 hours a week per semester for two semesters in exchange for an annual stipend. The program director must approve the assigning faculty member's job description of the Teaching or Research Assistantship. The teaching or research fellowship must be in support of and supervised by a full-time CADE faculty member. The primary advisor and the program director should be able to guide the student towards possible positions, Once the appointment has been approved, the student works with CADE's administrator to fill out the appropriate appointment forms, tax forms, an I-9, and international visa status documents if applicable, and any other necessary documents.

Upon petition, fourth-year doctoral students may be considered for a paid teaching or research assistantship for 10 hours a week per semester. The rules are the same as for the third-year assistantship.

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Financial Considerations

- Employment Opportunities—Students may seek employment on-campus and in the many design and construction firms in the Philadelphia area.
- International students may be eligible for employment under certain conditions. Most international students are in the U.S. on student visas (F-1 and J-1) and should consult the appropriate University representative before accepting paid employment.
 - Optional Practice Training (OPT) is a legal means by which F-1 students can obtain employment in areas related to their academic field of study once they have completed one academic year (approximately nine months) in F-1 status and maintain their F-1 status for continued eligibility. OPT must be authorized by the U.S. Citizenship and Immigration Services, and is based on a recommendation from the school, which issued the student's Form I-20, the form that verifies the student's admission to that institution. International students may be eligible for 12 months of OPT for each degree level.
 - STEM OPT Extension—Six of our graduate programs are STEM programs—including Geodesign, Sustainable Design, Construction Management, the Master of Architecture and the PhD and MS in Architecture and Design Research. A student enrolled in a STEM program may be authorized an OPT Extension for an additional 24 months.
- Financial aid questions should be directed to financialaid@jefferson.edu. Alternatively, funds from research projects or other external sources may fund doctoral students.

Funding for Presenting Papers at Refereed Conferences

A small fund for limited support to students presenting papers at refereed conferences for third- and fourth-year doctoral students may be available. The Doctoral Affairs Committee will consider applications for support three times a year. Inquiries should be directed to the Program Coordinator or Program Director.

Research Expenses

- The program does not provide assistance for research expenses, such as travel to gather data or special equipment. Students are strongly encouraged to investigate outside sources of funding for research expenses in the second year, at the time they are drafting their dissertation proposal. Sometimes your advisor may be able to suggest foundations or other potential sources; students may also consult the program coordinator, the Library ([Getting Started - Grants Information - LibGuides at Thomas Jefferson University](#)), the Office of Student Services, and Career Services. To request assistance with searching the Pivot funding databases, contact the Gutman library CADE liaison for an orientation.

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Beyond the Fourth Year

Should additional time beyond the four years of full-time attendance be required to complete the dissertation, students must petition an extension every semester, supported by the dissertation chair on behalf of the dissertation committee, and get approval from the Doctoral Affairs Committee. Students must register for the three-credit ADR 901 Dissertation Research & Writing course to maintain active status up to a maximum of an additional 12 semesters. For any extension of time beyond the fourth year, the same conditions for registration, dissertation committee meetings, and tuition apply.

COMPLETION

Dissertation Defense

Prior to completing the final dissertation document, the Ph.D. candidate must defend his/her dissertation. The dissertation committee must approve the candidate's readiness to defend. The deadline to pass the dissertation defense for spring graduation is April 1, and the fall deadline is November 1. The candidate should submit the final draft of the dissertation to committee members and the program director's office at least 3 weeks before the defense.

The defense is conducted in two parts. The first part, not to exceed 1 hour, will be a public session, including the student's oral/visual presentation and time for general questions and answers. The second part of the meeting will be a private session with the dissertation committee for additional questions, suggestions, and requests to be incorporated into the final dissertation document. The student should schedule the defense meeting to allow sufficient time to incorporate such requested changes. The defense meeting is considered the required semester meeting of the student with the dissertation committee.

Results. A student must pass all parts of the final dissertation defense (pass/fail grade). The possible outcomes of the final defense include:

- (1) Pass
- (2) Pass with minor revisions
- (3) Fail

Final Dissertation Approval and Submission

Deadlines for submission:

Electronic copy, signed certificate, and associated forms are due to the program director's office by the dates below:

December Degree: Second or third Tuesday in November, by noon.

May Degree: Last Tuesday in April, by noon.

For confirmation of a specific date, consult with the program director's office.

The student should prepare a complete first draft several months ahead of the electronic copy submission deadline in order to allow sufficient time for revisions. It is the student's

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responsibility to plan ahead and accommodate committee members' schedules. Faculty do their very best to be available to make time to read drafts quickly, but they have teaching and other obligations, and are likely to be away from campus during the breaks. Optimally, the finished final draft should be completed two weeks before the committee's final reading.

Dissertation Certificate

About a month before the student plans to submit the final version of the dissertation to the committee, a copy of the dissertation title page should be submitted to the program office. The title page must list the names of the committee members listing the chair first to prepare a dissertation certificate. This document, signed by each of the members of the dissertation committee, signifies the student's satisfactory completion of the dissertation. The certificate will be added into the front of the dissertation before the final document is added to the collection of doctoral dissertations at Thomas Jefferson University.

Digital Commons

At the time the dissertation cover page is submitted to the program director's office, two additional forms need to be submitted: In order to deposit to the Jefferson Digital Commons, students are required to sign the required [JDC Release Form](#). The student needs to make an appointment with the program administrator when these two forms will be submitted. At the back of this document (Attachment #2) is a checklist of items that must be submitted before the degree can be voted on by the doctoral affairs committee.

Doctoral Dissertation Document

A separate booklet, the 'Format of the Doctoral Dissertation' specifies the exact form of the final dissertation, including requirements about the use of images, paper quality, format, footnoting, etc.

Time for completion

The maximum time for completion of the doctoral degree program is ten years from the date of first enrollment. Students who have not earned a graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate and/or remain enrolled. Graduate students who have been dropped after ten years may petition the Doctoral Affairs Committee to be readmitted for a maximum of one year in order to complete the dissertation. Faculty members have no obligation to continue working with a student who has been dropped, nor is there any presumption that the Doctoral Affairs Committee will respond favorably to a petition for re-admission.

If the Doctoral Affairs Committee wishes to recommend re-admission, it must present to the PhD Program Director and College Associate Dean a list of faculty members willing to serve as a dissertation committee and a detailed, realistic plan of how the student will, within one year of reenrollment, submit the final copy of the dissertation.

If re-admission is approved, the student must pay tuition per credit per semester. Students may petition for readmission at the time they are dropped from the program, or at a later date within one year. The student should be fully ready and committed to completing within the one-year

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timeframe; enrollment will not be extended beyond that final year, and no further petition for readmission will be considered by the University.

For students who enter the program with advanced standing, the ten-year time limit begins at the start of the doctoral study.

Assessment of individual students

Students are assessed utilizing the preliminary exam, dissertation proposal, defense and final dissertation. The policy for Academic Standing as stated in the graduate catalog—Students' academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The program director or coordinator will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the registrar. Poor academic performance leading to probation or dismissal is listed below.

Probation

Students who fall below the minimum GPA of 3.0 are placed on Academic Probation. Academic probation is a means of informing students that their record is unsatisfactory while there is still time to remedy the situation. Probation is not intended to be a penalty but should be interpreted as a serious warning to improve the quality of academic work. In order to be placed on academic probation by their respective programs, students in the College of Architecture, Design & Engineering must have earned a cumulative grade point average below 3.0 for one semester.

Dismissal

Doctoral students who fail to meet the policies and procedures explained in this manual are subject to dismissal from the program.

- During the first two years of the doctoral study, a minimum cumulative grade point average of 3.0 must be achieved in one semester, beginning with the semester when the student is placed on probation or nine (9) attempted credit hours, whichever is longer.
- Doctoral students who fail the first-time preliminary examination or first-time dissertation proposal defense phases are placed on Academic Probation and have one semester to return to good academic standing.
- Doctoral students who fail to complete the required coursework credit hours by the time of their first-time preliminary examination or first-time dissertation proposal defense are placed on Academic Probation and have one semester to return to good academic standing.
- During first two years of the doctoral study, if a student is placed on a second probation, a minimum cumulative grade point average of 3.0 must be achieved in one additional semester or nine (9) attempted credit hours, whichever is longer. A third probation is not permissible.

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- Students who are not in good academic standing after attempting the academic hours or the allowed number of semesters will be dismissed from the program, college and university.
- Unprofessional behavior and/or conduct that violates the University's Community Standards (jefferson.edu/academicpolicies) or other behavioral guidelines as communicated directly to the student by the program director or coordinator. Conduct guidelines that are specific to a program or profession are published on the program's website.

Appeal Process

Students will receive written notification of academic dismissal from the Office of the Registrar. Students may appeal for reinstatement by submitting a written request for reinstatement to the East Falls Academic Appeals Committee by the date listed in the letter. See the College of Architecture Graduate Handbook for details.

GRADUATION REQUIREMENTS

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- A minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses),
- Students must also complete all requirements for the doctoral dissertation or the master's thesis in programs that require them.
- M.S. as Alternate Conclusion for Ph.D. Students

Students who have successfully completed 30 course credits, but who either do not pass their preliminary examination, dissertation proposal defense, or dissertation defense or do not demonstrate major progress in their doctoral dissertation within ten years from the start in the program, will be recommended for the M.S. degree and the termination of their doctoral studies.

Petition

To be considered for exemption from any program requirement stated in this manual or Graduate Student Handbook, the student must petition the Doctoral Affairs Committee for permission. The Doctoral Affairs Committee meets generally once a semester during the academic year and not in the summer. The petition must be received by the program director at least one week before the scheduled meeting. The schedule can be obtained from the program director.

Please use the provided petition form (Form #6) or an equivalent memo as a substitute. The petition must bear the signature of the primary advisor, stating their approval. It should explicitly state the exception sought by the student to the program's requirements and the reasons for it. If the petition pertains to a modification in course selection, an attachment detailing the current and proposed courses should be included. Prior to submitting the petition, the student is encouraged to consult with the program director regarding the impending request.

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[Advanced Standing \(CADE Graduate Applicants\) or Transfer Credit \(External Applicants\)](#)

Ph.D. students who have a post-professional master's degree in architecture or a related field are eligible to apply to transfer a maximum of nine course credits towards the program's required 48-course credits. Master's students graduating from the graduate programs in the COLLEGE OF ARCHITECTURE, DESIGN AND ENGINEERING at Thomas Jefferson University are eligible to transfer up to a maximum of 18 credits for advanced standing for courses that satisfy the requirements of the PhD program. Exceptions for additional transfer credits can be made at the discretion of the Doctoral Affairs Committee.

Students who wish to transfer credits should schedule an assessment interview with the Doctoral Affairs Committee after being admitted into the program at latest two weeks before the beginning of their first semester, to evaluate the student's post-professional master's thesis, selected graduate papers, completed graduate courses, transcripts, course syllabi, and a preliminary research proposal that defines the broad area of doctoral inquiry and summarizes the initial research topic or question, and includes a selected bibliography. The outcome of the assessment interview determines the student's eligibility for advanced standing. **Transfer of credit or advanced standing** is approved before the beginning of the student's first semester in the Ph.D. program. Transfer credit is initiated by the Program Director and approved by the Doctoral Affairs Committee.

In the case of a Ph.D. student who was previously enrolled at another institution and who has completed doctoral level coursework requirements, the student may schedule an assessment interview with the Doctoral Affairs Committee prior to the start of their study to determine their advanced standing status. The Doctoral Affairs Committee determines the number of eligible transfer credits and the required doctoral examination stages (i.e., preliminary examination, dissertation proposal defense) for the student. With approval of the Doctoral Affairs Committee, a maximum 25 credits may be transferred.

[Leave of Absence Policy](#)

A leave of absence is a leave from the University with the intention of returning within a calendar year to complete coursework. Please note that the student must be registered for the semester in which the dissertation is submitted for approval. See Graduate Student Handbook for a detailed description of the policy.

[Writing Support](#)

Academic Success Center

Luke Swinson (luke.swinson@jefferson.edu) offers writing support whether planning, getting started on the dissertations, or cleaning up and editing drafts. He keeps hours over break for anyone who needs immediate help. He can spend up to 2 hours weekly per student of asynchronous and Zoom/in-person sessions. The Academic Success Center recommends, consistent (weekly, etc.) support works best, for dissertation type of projects.

Office for Professional Writing, Publishing & Communication

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The Office provides support when students are ready to prepare their work for publication (e.g., scholarly paper or series of papers; book; other format) or present at a conference. Please contact pamela.walter@jefferson.edu.

REGALIA and AFTERWARDS

At commencement, students are required to wear caps and doctoral gowns as well as a rented or purchased Thomas Jefferson University doctoral hood. These items are available at the University bookstore. You will be "hooded" at the Thomas Jefferson University ceremony with the doctoral hood with your primary advisor in attendance. We also want very much to continue keep in touch following graduation. Please consider signing up to receive post-graduation communications via the CADE website. (TBD)

NOTE

Minor updates and changes to this document may be made by the Doctoral Affairs Committee.

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FORM #1 PRELIMINARY EXAMINATION

Preliminary Exam Information

Student Name: _____

Student ID: _____

Date, time and location of exam: _____

Name of academic advisor: _____

Name of committee member: _____

Name of committee member: _____

Written Exam

Evaluation:

	Passed	Failed
Part 1:		
Part 2:		

Oral Exam

Evaluation:

	Passed	Failed

Primary Advisor: _____

Date: _____

Program Director: _____

Date: _____

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FORM #2 DISSERTATION PROPOSAL DEFENSE

(Return to the Ph.D. Program office, A+D or SEED, before exam)

Student Name: _____

Date, time and location of exam: _____

Name of your academic advisor: _____

Has the person indicated above agreed to be chair of your dissertation committee?

Yes _____ No _____

What other CADE faculty have you discussed your research with? Is each interested in serving on your dissertation committee?

1. _____ Interested? Yes _____ No _____

2. _____ Interested? Yes _____ No _____

3. _____ Interested? Yes _____ No _____

Have you discussed your research with potential advisors outside CADE? If so, please list below:

1. _____ Interested? Yes _____ No _____

2. _____ Interested? Yes _____ No _____

3. _____ Interested? Yes _____ No _____

When was each invitee given a copy of the dissertation proposal?

Recipient: _____	Date: _____
Recipient: _____	Date: _____
Recipient: _____	Date: _____
Recipient: _____	Date: _____
Recipient: _____	Date: _____
Recipient: _____	Date: _____

Student passed the examination. Yes _____ No _____

Comments (attach additional pages):

Dissertation Committee chair: _____ Date: _____

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FORM #3

PhD Dissertation Committee Progress Meeting

(Instructions: To be submitted by the dissertation committee chair)

(Return to the program office in A+D/SEED office?, after the meeting)

Student Name: _____
 Date, time and location: _____
 Present Committee Members: _____

Is the progress satisfactory? YES NO

If Dissertation defense (last committee meeting), did the student pass the defense?

YES NO

Tentative plan to complete the dissertation:

Not discussed

Estimated for: (student's estimated year and semester)

Dissertation Title:

Chapter Number/Working Title	Draft Completed	Draft Not Completed

Specific recommendations made to the student (attach additional pages as needed):

Dissertation Committee chair: _____ Date: _____

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FORM #4 DOCTORAL DISSERTATION ACCEPTANCE FORM

<https://www.philau.edu/registrar/documents/graduate---instructions-for-dissertation-and-thesis-approval-forms-fillable-form.pdf>

Instructions for Program Administrator: One copy of this form, signed by the Program Director, and all members of the Dissertation Committee, must be submitted to the PhD Program Office in A+D/SEED?

Dissertation Title:

Candidate:

Month & Year of Degree Conferral

This dissertation is accepted by the Faculty of Jefferson University in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

_____ Signature, Chair of Committee	_____ Print Name
_____ Signature, Dissertation Supervisor (if different from Chair)	_____ Print Name
_____ Signature, Committee Member	_____ Print Name
_____ Signature, Committee Member	_____ Print Name
_____ Signature, Committee Member	_____ Print Name
_____ Signature, Committee Member	_____ Print Name
_____ Signature, Program Director	_____ Print Name
_____ Date Approved:	

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Form #5 CERTIFICATION OF DISSERTATION

Instructions for Administrator: One copy of this form, signed by the Dissertation Committee Chairman needs to be included with the copies of the Ph.D. dissertation deposited in the Program Office, A+D or SEED?

The accompanying copies of the doctoral dissertation of

Print Name: _____

Author Signature: _____

are completed and in satisfactory form as approved by the Dissertation Committee.

Dissertation Committee Chair _____ Date _____

Doctoral Affairs Committee Chair _____ Date _____

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FORM #6 PETITION

Date: _____

Student Name: _____

Student ID: _____

Change in rules requested:

Reason for change:

(Attach any additional explanatory material)

Comments of advisor:

Signature of advisor: _____ Date: _____

Doctoral Affairs Committee Decision: _____ Date: _____

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ATTACHMENT #1 DISSERTATION COPYRIGHT PAGE

**3D Model-based Collaboration for Complex-Shaped Buildings: Effective Practices
for Geometry Control**

A Dissertation Presented
by
John Doe
to

The Ph.D. in Architecture and Design Research Program

in Partial Fulfillment of the Requirements

for the Degree of

Doctor of Philosophy

Thomas Jefferson University

Philadelphia, Pennsylvania

May, 2005

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Signature _____ of _____ the
Author.....

Certified
By.....

Suzanne Singletary
Professor of Historic Preservation & History/Theory, Art, Architecture, Photography
Dissertation Committee, Chairman

Accepted by.....

Kihong Ku
Professor of Architecture
Director, Ph.D. in Architecture and Design Research Program

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ATTACHMENT #2 DISSERTATION CHECKLIST

Check-off list of the requirements for final submission to the program.

- Arrange formal appointment with the program administrator to turn in the items.
- Signed Dissertation Certificate
This is bound into the dissertation volume by the Gutman Library.
- Signed permission page
This must be bound in by the bookbinder directly after the title page.
- Bound Thesis
- Unbound, boxed copy of Thesis
- ProQuest permission material
- Survey of Earned Doctorates forms
- Submission of electronic abstract