

# **The Doctoral Program in Architecture, Urbanism, and Built Environments (AUBE) Program Handbook**

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## **1. Introduction:**

### *1.1. Introduction to the Handbook*

The Architecture, Urbanism, and Built Environments PhD Program Handbook at Morgan State University is designed to provide students, faculty, and staff with comprehensive information regarding the policies and procedures for PhD study within the School. This handbook outlines the administration of the PhD program, details the requirements for student progress, and includes useful resources for students.

The Handbook is a supplement to the information provided on the Morgan State University's School of Graduate Studies (SGS) Website. While the Architecture, Urbanism, and Built Environments PhD Program cannot adopt policies that are more lenient than those of the Graduate School, it can implement stricter policies. In instances of conflict between the AUBE PhD Program Handbook and the official SGS publications or more current policy, the latter takes precedence.

Please note that the information in this handbook, as well as in other university catalogs, publications, or announcements, is subject to change without notices. Both advisors and students are responsible for staying updated on policy and procedure changes.

### *1.2. Program Description*

The Doctor of Philosophy (Ph.D.) in Architecture, Urbanism, and Urban Environments (AUBE) is an advanced degree that focuses on preparing the next generation of academics and professionals to create innovative and transformative evidence-based solutions to address the challenges of contemporary and future urban built environments. The program provides a strong research foundation for mid-career professionals interested in obtaining or enhancing their positions as professors, researchers, and policy analysts.

1.2.1. Coursework: The program's coursework offers students with essential knowledge in the fields of architecture, urbanism, and the built environment. Through a diverse transdisciplinary curriculum, students engage with the latest theories, methodologies, and practices in these and related disciplines. It also imparts critical research skills required to excel in academic and professional pursuits.

1.2.2. Dissertation: The dissertation phase involves a guided research and writing project. This phase is a testament to the student's ability to synthesize existing scholarship pertaining to a specific issue within architecture, urbanism, and the built environment. It also demonstrates the student's capability to undertake independent research, thereby contributing to the advancement of knowledge in the chosen area of study.

### *1.3. Program Expectations*

Acceptance into the Doctoral Program in Architecture, Urbanism, and Built Environments signifies a personal commitment to learning, self-driven motivation, and a passion for self-directed exploration. Students should approach their coursework as a foundation for further intellectual growth, actively seeking diverse perspectives and theoretical approaches beyond what instructors provide.

The dissertation phase should be viewed as an opportunity to synthesize personal experiences, acquired knowledge, theoretical foundations, and acquired skills into a unique piece of original research. In line with our commitment to the tradition of Historically Black Colleges and Universities, research that aligns with social and environmental justice themes is encouraged and valued.

Pursuing a doctorate in these fields demands substantial personal dedication and sacrifice. Students might find it necessary to acquire or refine certain skills independently to excel in the program. For instance, some students may need to enhance their reading and writing skills to meet the high expectations for scholarly writing and research in these disciplines. Hence, students may seek additional support from resources such as writing centers, refresher courses, or outside tutors to further develop their writing abilities and scholarly work. Many of these skill development workshops and training are provided by the School of Graduate Studies. These and other opportunities and resources for the students are elaborated in the later sections of this handbook.

#### *1.4. Program Goals and Objectives*

The Doctoral Program in Architecture, Urbanism, and Built Environments at Morgan State University has established clear and comprehensive goals to guide students in their academic and professional development. These goals encompass the breadth of prior experiences, the diverse career trajectories that students may follow, and the range of post-graduate opportunities they may choose to pursue. The program's four primary Student Learning Outcomes are as follows:

Upon completion of the Ph.D. program, our graduates will be able to:

*SLO 1: Critically apply theories, methodologies, and knowledge to contribute to creating ecologically sustainable, healthy, livable, equitable, and just urban environments.*

*SLO 2: Develop proficiency in oral and written communication to effectively publish and present research findings in their field and to prepare competitive grant proposals.*

*SLO 3: Develop and communicate evidence-based solutions for everyday urban challenges, showcasing professional research capabilities in the built environment field.*

*SLO 4: Apply transdisciplinary knowledge by participating in rigorous research processes that integrate and synthesize insights from various fields to foster effective collaboration.*

#### *1.5. School of Graduate Studies*

The School of Graduate Studies provides a number of resources for graduate students at Morgan State University.

*Policies and Procedures:* All Architecture, Urbanism, and Built Environments students should familiarize themselves with the written policies of the School of Graduate Studies, including key personnel. These policies are available on the School's website and in publications such as the School of Graduate Studies Catalog, the Handbook and Style Guide for Dissertations and Theses, and the Electronic Thesis and Dissertation (ETD) Student Checklist. In the event of a conflict, the written policies of the School of Graduate Studies supersede the policies and procedures outlined in this handbook.

*Deadlines:* Students are strongly encouraged to track all deadlines related to their academic progress and milestones in the program. All deadlines established by the [School of Graduate Studies can be found on the Morgan State University website](#).

Key deadlines include:

- Qualifying Examinations
- Application for Graduation
- Dissertation Defense and Report Submission to the School of Graduate Studies

#### *1.6. Program Faculty and Administrators*

<b>School of Graduate Studies</b>	<b>School of Architecture and Planning (Architecture, Urbanism and Built Environments)</b>
Dr. Mark Garrison, Dean	Dr. Abimbola Asojo, Dean
Mr. Paul Voos, Associate Dean	Dr. Siddhartha Sen, Associate Dean
Dr. Kevin Bradley, Director of Graduate Professional Development	Dr. Kamalesh Panthi, Program Director
Ms. Shanika Hatcher, Director of Operations and Budget Officer	Dr. Maya Nitis, Assistant Program Director
Dr. Philip Inocencio, Director of Graduate Funding	Dr. Tonya Sanders, PhD Faculty
Dr. Jahmaine Smith, Director of Admissions	Dr. Dan Campo, PhD Faculty
Mr. Delvin Owens, Assistant Director of Admissions	Dr. Hyeon-Shic Shin, PhD Faculty
Ms. Kisha Phillips, Program Administrative Specialist	Dr. Samia Kirchner, PhD Faculty
Dr. Atia Sharmeen, Recruitment and Retention Specialist	Dr. Lewis Waller, PhD Faculty
Ms. Danielle Avent, Graduate Funding Coordinator	Dr. Carlos Reimers, PhD Faculty
Ms. Laura Benson, Graduate Admissions Coordinator	Dr. Gregory Newmark, PhD Faculty
Mr. Darren Smith, Administrative Assistant I	Dr. Archana Sharma, PhD Faculty
	Dr. Lisa Berglund, PhD Faculty

The AUBE Program Director and Assistant Director serve as the primary SA+P contact for PhD students. They are responsible for assisting doctoral students with questions, administrative paperwork, and information related to the completion of their degree requirements. All forms requiring signatures should be routed through the Program Director.

## 2. Program Structure and Requirements

### 2.1. Program structure, including coursework, research, and dissertation requirements

There are two pathways to obtaining a PhD in AUBE: one for students without an MS degree and another for those who already hold an MS degree. The curricular requirements for both these pathways are described in the following section.

#### 2.1.1. Suggested Curriculum Sequence (Plan of Study) for Students Holding a Master's Degree

The doctoral program requires a minimum of 36 credit hours beyond the requirements of the Master's Program (see Doctoral Coursework, below) and has both full-time and part-time options. Regardless of full-time or part-time status, the School of Graduate Studies requires all students pursuing a doctoral degree to satisfy all degree requirements within seven (7) years from the date of admission to the School of Graduate Studies. Students who exceed the seven-year statute of limitations may be dismissed from the program.

The courses outlined below are sequenced to provide the most efficient path to graduation. However, following this exact sequence is not mandatory. Students are advised to register for the listed required and elective courses, as any courses outside this list that are not approved by the Program Director may not be applied toward the 36-credit graduation requirement. According to the suggested timeline, Dissertation Guidance and Dissertation Defense typically begin in the third year, though it is normal for the Dissertation Defense to extend beyond that timeframe.

Students who have not been enrolled in the program and the School of Graduate Studies for three consecutive semesters and have not corresponded with the Program Director and the School of Graduate Studies during that period are no longer considered continuing students. Such students may be required by the Dean of the School of Graduate Studies to reapply for admission.

		First Semester	Credits		Second Semester	Credits
YEAR 1	AUBE 710	Foundations in Transdisciplinary Studies	3	CREP 523	Quantitative Methods for Planners***	3
	AUBE 820	Research Portfolio 1 Advanced Research in the Built Environment	3	AUBE 835	Graduate Seminar	3
	XXXX xxx	Area of Interest Elective	3	XXXX xxx	Area of Interest Elective	3
	TOTAL		9	TOTAL		9
YEAR 2	XXXX xxx	Research Methods and Design Elective	3	XXXX xxx	Research Methods and Design Elective	3

	AUBE 712	Advanced Research in the Built Environment	3	CREP 792	Thesis/Dissertation Research and Professional Report Preparation****	3
	XXXX xxx	Area of Interest Elective	3	AUBE 993	Doctoral Pre-Candidacy*	0
					<b>QUALIFYING EXAM/ PROPOSAL DEFENSE</b>	
	<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>6</b>
<b>YEAR 3</b>	AUBE 997/998	DISSERTATION GUIDANCE/DEFENSE	3**			
	<b>TOTAL</b>		<b>3</b>			
	<b>MS → PhD, AUBE</b>				<b>TOTAL CREDIT HOURS</b>	<b>36</b>

### **Year 1, Fall Semester (9 Credits)**

- AUBE 710 Foundations in Transdisciplinary Studies (3)
- AUBE 820 Research Portfolio 1 (3)
- Area of Interest Elective (3)

### **Year 1, Spring Semester (9 Credits)**

- CREP 523 Quantitative Methods for Planners \*\*\* (3)
- AUBE 835 Graduate Seminar (3)
- Area of Interest Elective (3)

### **Year 2, Fall Semester (9 Credits)**

- Research Methods and Design Elective (3)
- AUBE 712 Advanced Research in the Built Environment (3)
- Area of Interest Elective (3)

### **Year 2, Spring Semester (6 credits)**

- Research Methods and Design Elective (3)
- CREP 792 Thesis/Dissertation Research and Professional Report Preparation\*\*\*\* (3)
- AUBE 993 Doctoral Pre-Candidacy\*

(Qualifying Exam/Proposal Defense)

### **Year 3, Fall Semester and Beyond (3/9 credits\*\*)**

- AUBE 997/998 Dissertation Guidance/Dissertation Defense (3)

#### **Total program requirements**

**36 credits**

*\*This course conveys full-time status to a doctoral student as a full-time student engaged in study prior to the achievement of doctoral candidacy. Students studying for qualifying examinations or preparing for a proposal defense enroll in this course. This course is a non-curricular course and cannot be used as a program credit requirement. The student registers for 3 credit hours and the registration reports the full-time status of 9 graduate credit hours.*

*\*\*Student Advances to Candidacy -- Upon achieving Doctoral Candidacy, the student will continuously register in Fall and Spring terms for AUBE 997 (Dissertation Guidance) until the Dissertation is completed and submitted to the School of Graduate Studies for review. The course is used only when the curriculum has been completed, candidacy has been achieved, and the student is completing the research and writing the Dissertation. The AUBE 997 course registration maintains the student status as a matriculated, full-time student (student is registered for 3 credit hours and the system reports a full-time 9 credit hour load). After the Intent to Defend the Dissertation form has been received by the School of Graduate Studies, this course registration will be changed to AUBE 998 (Dissertation Defense) for the given semester and count for 3 credit hours of curricular coursework (AUBE 998 will also count as 9 credits of course load). AUBE 997 will not count toward curricular credits. Other courses cannot be substituted for AUBE 997 (Dissertation Guidance). The only eligible grade for AUBE 997 (Dissertation Guidance) is the grade of "S" and the only acceptable grade for AUBE 998 (Dissertation Defense) is "P/F" (Pass/Fail).*

*\*\*\* Or an approved Quantitative Methods course*

*\*\*\*\* Or an approved Dissertation Preparation course*

#### **Program Course Requirements**

*Below are the program course requirements for the Ph.D. program in Architecture, Urbanism, and Built Environments.*

#### **RESEARCH CORE REQUIREMENTS**

*In order to complete the Ph.D. requirements, all students must fulfill the **twenty-one (21)** credits of the Research Core Requirements.*

- |                           |   |
|---------------------------|---|
| 1. AUBE 710               | Foundations in Transdisciplinary Studies (3)                  |
| 2. AUBE 712               | Advanced Research in the Built Environment (3)                |
| 3. AUBE 820               | Building a Research Portfolio I (3)                           |
| 4. CREP 523 <sup>+</sup>  | Quantitative Analysis and Methods for Planners (3)            |
| 5. AUBE 835               | Graduate Seminar (3)  |
| 6. CREP 792 <sup>++</sup> | Thesis, Dissertation, Research & Professional Report Prep (3) |
| 7. AUBE 997/998           | Dissertation Guidance/Dissertation Defense (3)                |

*<sup>+</sup>Or an approved Quantitative Methods course*

*<sup>++</sup>Or an approved Dissertation Preparation course*

#### **ADVANCED DOCTORAL STUDY**

In addition to the Research Core Requirements (21 Credits), to complete the Ph.D. program, all students must fulfill **fifteen (15)** credits of Advanced Doctoral Study Electives which can include one three-credits of ENST 788/789 Supervised Research (3). Please be aware that some of these electives outside of SA+P may have prerequisites and require permission from the respective program before enrollment.

#### *Research Methods and Design Electives Options (Select 6 Credits)*

- AUBE 730            *Methods for Assessing Urban Environmental Sustainability, Social Equity and Environmental Justice (3)*
- BIOL 604           *Ecosystem Analysis (3)*
- BUAD 701           *Applied Statistics I (3)*
- BUAD 702           *Foundations of Scientific Research (3)*
- BUAD 703           *Measurement Theory and Method (3)*
- BUAD 704           *Qualitative Research Methods (3)*
- BUAD 705           *Applied Statistics II (3)*
- CREP 521           *Computer and Data Applications for Planners (3)*
- ENGL 501           *Materials and Methods of Research in Literature and Writing (3)*
- HIST 598           *Historiography and Historical Methods (3)*
- HIST 708           *Oral History Approach to the Study of 20th Century US History (3)*
- PUBH 708           *Design and Implementation of Public Health Research (3)*
- PUBH 810           *Contemporary Analytic Tools for Public Health (3)*
- PSYM 530           *Principles and Foundations of Measurement (3)*
- PSYM 550           *Principles and Methods of Research (3)*
- PSYM 560           *Principles and Foundations of Statistical Methods (3)*
- PSYM 570           *Applied Statistical Inference (3)*
- PSYM 660           *Categorical Data Analysis (3)*
- SOCI 510           *Social Statistics (3)*
- SOCI 520           *Techniques of Social Research (3)*

#### *Area of Interest Electives (Select 9 Credits)*

Students will choose their electives based on their area of interest, selecting a total of 9 credits from any combination of the disciplines listed below.

#### **Urban Sustainability and Resilience**

- AUBE 735           *Environmental Sustainability, Social Equity & Environmental Justice (3)*
- BIOL 624           *Environmental Biotechnology (3)*
- BIOL 639           *Fundamentals of Bioenvironmental Sciences (3)*
- CEGR 514           *Environmental Impact and Risk Assessment (3)*
- CREP 542           *Environmental Planning (3)*
- CREP 601           *Planning and Designing the New Urban Waterfront (3)*
- CSUC 501           *Sustainable Urban Communities (3)*
- CSUC 503           *The Urban Village/Sustainable Neighborhoods (1)*
- CSUC 504           *Sustainable Urban Site Design (1)*
- CSUC 505           *The Natural and Built Environment (1)*
- ENST 788/789      *Supervised Research (3)*

### **Urban Design and Placemaking**

- URBD 511 Urban Design (3)
- CREP 510 City and Regional Planning Studio (3)
- CREP 538 Neighborhood and Community Development (3)
- PSYM 504 Social Psychology (3)
- SOCI 570 Seminar in Applied Sociology (3)
- ENST 788/789 Supervised Research (3)

### **The Built Environment (STEM-oriented)**

- ARCH 533 Architectural Technology V (Building Materials) (3)
- TRSP 617 Intelligent Transportation Systems (3)
- TRSP 889 Contemporary Global Issues in Trans & Urban Infrastructure (3)
- CMGT 630 Construction Risk Management (3)
- CMGT 631 Construction Cost Estimating and Analysis (3)
- CMGT 633 Construction Planning and Scheduling (3)
- CMGT 642 Sp. Topics in Construction (3)
- ENST 788/789 Supervised Research (3)

### **Health and Urban Environments**

- PUBH 502 Social and Behavioral Health Sciences (3)
- PUBH 504 Public Health and Health Disparities (3)
- PUBH 720 Qualitative Research in Public Health (3)
- PUBH 780 Principles and Practices of Community Engagement for Public Health (3)
- PUBH 807 Policy Implications Environmental Justice (3)
- PUBH 812 Critical Issues for Ethical Public Health Practice (3)
- ENST 788/789 Supervised Research (3)

### **History, Theory, and Criticism**

- ARCH 501 Transitions in Architecture: Theory and Research (3)
- ARCH 511 Built Environment History I (3)
- CREP 513 History of City and Regional Planning (3)
- CREP 534 Public Policy Analysis (3)
- HIST 599 Historical Writing (3)
- SOCI 521 Contemporary Sociological Theory (3)
- SOCI 530 Black Americans in Sociological Thought (3)
- RDHE 745 Student Development Theory (3)
- RDHE 725 Contemporary College Student (3)
- PSYM 502 Learning and Cognition (3)
- PSYM 620 Principles and Methods of Program Evaluation (3)
- TRSP 625 Transportation Policy (3)
- TRSP 725 Advanced Policy Analysis (3)
- ENST 788/789 Supervised Research (3)

### **En Passant (Pass Through) M.S. in Architecture, Urbanism, and Built Environments**

Students can earn their M.S. in Architecture, Urbanism, and Built Environments after completing a minimum of thirty (30) credits.

There are two (2) options to earning the M.S. degree:

- Complete 24-credits comprising 15 credits from the Foundational Doctoral Study Electives, and 9 credits from Free Electives plus AUBE 710 (3-credits) and AUBE 820 (3-credits), or
- Complete 30-credits at the Advanced Doctoral Study level excluding the requirements of CREP 792 and AUBE 997/998.

If students decide not to continue to complete their Ph.D., they can still earn their M.S. degree per the aforementioned options if they do not have a Masters degree already.

For part time students, the following is the suggested curriculum sequence.

### Suggested Curriculum Sequence (Plan of Study) for Part-time Students

		First Semester	Credits		Second Semester	Credits
YEAR 1	AUBE 710	Foundations in Transdisciplinary Studies	3	CREP 523	Quantitative Methods for Planners	3
	AUBE 820	Research Portfolio 1	3	AUBE 835	Graduate Seminar	3
	TOTAL		6	TOTAL		6
YEAR 2	XXXX xxx	Research Methods and Design Elective	3	XXXX xxx	Research Methods and Design Elective	3
	AUBE 712	Advanced Research in the Built Environment	3	XXXX xxx	Area of Interest Elective	3
	TOTAL		6	TOTAL		6
YEAR 3	XXXX xxx	Area of Interest Elective	3	CREP 792	Thesis/Dissertation Research and Professional Report Preparation	3
	XXXX xxx	Area of Interest Elective	3	AUBE 993	Doctoral Pre-Candidacy	0
					QUALIFYING EXAM/ PROPOSAL DEFENSE	
	TOTAL		6	TOTAL		3
YEAR 4	AUBE 997/998	DISSERTATION GUIDANCE/DEFENSE	3 / 9			
		DISSERTATION DEFENSE				
	TOTAL		3			
	MS → PhD, AUBE				TOTAL CREDIT HOURS	36

2.1.2. Suggested Curriculum Sequence (Plan of Study) for Students Holding only a Bachelor's Degree

		First Semester	Credits		Second Semester	Credits
YEAR 1	XXX xxx	FOUNDATION ELECTIVE COURSE	3	XXX xxx	FOUNDATION ELECTIVE COURSE	3
	XXX xxx	FOUNDATION ELECTIVE COURSE	3	XXX xxx	FOUNDATION ELECTIVE COURSE	3
	XXX xxx	FOUNDATION ELECTIVE COURSE	3	XXX xxx	FREE ELECTIVE COURSE	3
	<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>9</b>
YEAR 2	XXX xxx	FREE ELECTIVE COURSE	3	CREP 523	QUANTITATIVE METHODS FOR PLANNERS***	3
	AUBE 710	FOUNDATIONS IN TRANSDISCIPLINARY STUDIES	3	XXXxxx	FREE ELECTIVE COURSE	3
	AUBE 820	BUILDING A RESEARCH PORTFOLIO	3	AUBE 835	GRADUATE SEMINAR	3
	<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>9</b>
<i>(After Successful completion of all 30 credits the student is awarded the en passant Master's degree)</i>						
YEAR 3	AUBE 712	ADVANCED RESEARCH IN THE BUILT ENVIRONMENT	3	CREP 792	THESIS/DISSERTATION RESEARCH AND PROFESSIONAL REPORT PREPARATION****	3
	XXX xxx	AREA OF INTEREST ELECTIVE	3	XXX xxx	RESEARCH METHODS AND DESIGN ELECTIVE	3
	XXX xxx	RESEARCH METHODS AND DESIGN ELECTIVE	3	XXX xxx	AREA OF INTEREST ELECTIVE	3
	<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>9</b>
YEAR 4	XXX xxx	AREA OF INTEREST ELECTIVE	3	AUBE 997/998	DISSERTATION GUIDANCE/DEFENSE	3**
	AUBE 993	Doctoral Pre-Candidacy*	0		<b>DISSERTATION DEFENSE</b>	
		<b>QUALIFYING EXAM/ PROPOSAL DEFENSE</b>			COMPLETE & SUBMIT DISSERTATION	
	<b>TOTAL</b>		<b>3</b>	<b>TOTAL</b>		<b>3</b>
<b>BS -&gt; PhD, AUBE</b>				<b>TOTAL CREDIT HOURS</b>		<b>60</b>

**Year 1, Fall Semester (9 Credits)**

- Foundation Elective (3)
- Foundation Elective (3)
- Foundation Elective (3)

**Year 1, Spring Semester (9 Credits)**

- Foundation Elective (3)
- Foundation Elective (3)
- Free Elective Course (3)

**Year 2, Fall Semester (9 Credits)**

- Free Elective (3)
- AUBE 710 Foundations in Transdisciplinary Studies (3)
- AUBE 820 Building a Research Portfolio (3)

**Year 2, Spring Semester (9 credits)**

- CREP 523 Quantitative Methods for Planners\*\*\* (3)
- Free Elective (3)
- AUBE 835 Graduate Seminar

**Year 3, Fall Semester (9 credits)**

- AUBE 712 Advanced Research in the Built Environment (3)
- Area of Interest Elective (3)
- Research Methods and Design Elective (3)

**Year 3, Spring Semester (9 credits)**

- CREP 792 Thesis/Dissertation Research and Professional Report Preparation\*\*\*\* (3)
- Research Method and Design Elective (3)
- Area of Interest Elective (3)

**Year 4, Fall Semester (3 credits)**

- Area of Interest Elective (3)
- AUBE 993 Doctoral Pre-Candidacy\*

*Qualifying Exam/Proposal Defense*

**Year 4, Spring Semester & Beyond (3/9 credits)**

- AUBE 997/998 Dissertation Guidance/Dissertation Defense\*\* (3)

**Total program requirements****60 credits**

*\*This course conveys full-time status to a doctoral student as a full-time student engaged in study prior to the achievement of doctoral candidacy. Students studying for comprehensive examinations or preparing for a proposal defense enroll in this course. This course is a non-curricular course and cannot be used as a program credit requirement. The student registers for 3 credit hours and the registration reports the full-time status of 9 graduate credit hours.*

*\*\*Student Advances to Candidacy -- Upon achieving Doctoral Candidacy, the student will continuously register in Fall and Spring terms for AUBE 997 (Dissertation Guidance) until the Dissertation is completed and submitted to the School of Graduate Studies for review. The course is used only when the curriculum has been completed, candidacy has been achieved, and the student is completing the research and writing the Dissertation. The AUBE 997 course*

*registration maintains the student status as a matriculated, full-time student (student is registered for 3 credit hours and the system reports a full-time 9 credit hour load).*

*After the Intent to Defend the Dissertation form has been received by the School of Graduate Studies, this course registration will be changed to AUBE 998 (Dissertation Defense) for the given semester and count for 3 credit hours of curricular coursework (AUBE 998 will also count as 9 credits of course load). AUBE 997 will not count toward curricular credits. Other courses cannot be substituted for AUBE 997 (Dissertation Guidance). The only eligible grade for AUBE 997 (Dissertation Guidance) is the grade of "S" and the only acceptable grade for AUBE 998 (Dissertation Defense) is "P/F" (Pass/Fail).*

## Program Course Requirements

Below are the program course requirements for the *en passant* MS program in Architecture, Urbanism, and Built Environments.

### FOUNDATION ELECTIVE REQUIREMENTS

In order to complete the *en passant* MS in AUBE requirements, all students must fulfill the fifteen (15) credits of the required Foundational Electives.

- ARCH 501 - Transitions in Architecture: Theory and Research (3)
- ARCH 511 - Built Environment History I (3)
- ARCH 521 - Built Environment History II (3)
- CREP 501 - Principles and Practices of City & Regional Planning (3)
- CREP 513 - History of City and Regional Planning (3)
- CREP 510 - City & Regional Planning Studio I (3)
- CREP 514 - Seminar in Urban Design I
- CREP 515 - Seminar in Urban Design II
- CSUC 501 - Sustainable Urban Communities (3)
- ENST 510 - Environmental Design I (6)
- LAAR 511 - History I: of Landscape Architecture (3)
- URBD 511- Urban Design (3)

### FREE ELECTIVE REQUIREMENTS

In order to complete the *en passant* MS in AUBE requirements, all students must fulfill the nine (9) credits of the required Free Electives.

- ARCH 502 - Visualization I: Graphics Workshop (3)
- ARCH 531 - Built Environment History III (3)
- CREP 506 - Urban Land Use for Planners (3)
- CREP 512 - Urban Economics for Planning (3)
- CREP 520 - City & Regional Planning Studio II (3)
- CREP 526 - Urban Transportation Planning (3)
- CREP 538 - Neighborhood and Community Development (3)
- CREP 542 - Environmental Planning (3)
- CSUC 503 - The Urban Village/Sustainable Neighborhoods (1)
- CSUC 504 - Sustainable Urban Site Design (1)
- CSUC 505 - The Natural and Built Environment (1)

(Note: After completing 24 credits of the required foundational electives and free electives, the student will advance to the 36-credit Ph.D. program.)

Below are the program course requirements for the Ph.D. program in Architecture, Urbanism, and Built Environments.

### RESEARCH CORE REQUIREMENTS

In order to complete the Ph.D. requirements, all students must fulfill the twenty-one (21) credits of the Research Core Requirements.

- AUBE 710 Foundations in Transdisciplinary Studies (3)
- AUBE 820 Building a Research Portfolio I (3)
- AUBE 830 Graduate Research Seminar (3)
- AUBE 712 Advanced Research in the Built Environment (3)
- CREP 523\*\*\* Quantitative Analysis and Methods for Planners (3)
- CREP 792\*\*\*\* Thesis, Dissertation, Research & Professional Report Prep (3)
- AUBE 997/998 Dissertation Guidance/Dissertation Defense (3)

\*\*\*Or an approved Quantitative Methods course

\*\*\*\*Or an approved dissertation preparation course

### ADVANCED DOCTORAL STUDY

In addition to the Research Core Requirements (21 Credits), to complete the Ph.D. program, all students must fulfill fifteen (15) credits of Advanced Doctoral Study Electives which can include one three-credits of ENST 788/789 Supervised Research.

#### *Research Methods and Design Electives Options (Select 6 Credits)*

- AUBE 730 Methods for Assessing Urban Environmental Sustainability, Social Equity and Environmental Justice (3)
- BIOL 604 Ecosystem Analysis (3)
- BUAD 701 Applied Statistics I (3)
- BUAD 702 Foundations of Scientific Research (3)
- BUAD 703 Measurement Theory and Method (3)
- BUAD 704 Qualitative Research Methods (3)
- BUAD 705 Applied Statistics II (3)
- CREP 521 Computer and Data Applications for Planners (3)
- ENGL 501 Materials and Methods of Research in Literature and Writing (3)
- HIST 598 Historiography and Historical Methods (3)
- HIST 708 Oral History Approach to the Study of 20th Century US History (3)
- PUBH 708 Design and Implementation of Public Health Research (3)
- PUBH 810 Contemporary Analytic Tools for Public Health (3)
- PSYM 530 Principles and Foundations of Measurement (3)
- PSYM 550 Principles and Methods of Research (3)
- PSYM 560 Principles and Foundations of Statistical Methods (3)
- PSYM 570 Applied Statistical Inference (3)
- PSYM 660 Categorical Data Analysis (3)
- SOCI 510 Social Statistics (3)
- SOCI 520 Techniques of Social Research (3)

#### *Area of Interest Electives (Select 9 Credits)*

*Students will develop their selection of electives based on their area of interest.*

### Urban Sustainability and Resilience

- AUBE 735 Environmental Sustainability, Social Equity & Environ Justice (3)
- BIOL 624 Environmental Biotechnology (3)
- BIOL 639 Fundamentals of Bioenvironmental Sciences (3)

- CEGR 514 Environmental Impact and Risk Assessment (3)
- CREP 542 Environmental Planning (3)
- CREP 601 Planning and Designing the New Urban Waterfront (3)
- CSUC 501 Sustainable Urban Communities (3)
- CSUC 503 The Urban Village/Sustainable Neighborhoods (1)
- CSUC 504 Sustainable Urban Site Design (1)
- CSUC 505 The Natural and Built Environment (1)
- ENST 788/789 Supervised Research (3)

### **Urban Design and Placemaking**

- URBD 511 Urban Design (3)
- CREP 510 City and Regional Planning Studio (3)
- CREP 538 Neighborhood and Community Development (3)
- PSYM 504 Social Psychology (3)
- SOCI 570 Seminar in Applied Sociology (3)
- ENST 788/789 Supervised Research (3)

### **The Built Environment (STEM-oriented)**

- ARCH 533 Architectural Technology V (Building Materials) (3)
- TRSP 617 Intelligent Transportation Systems (3)
- TRSP 889 Contemporary Global Issues in Trans & Urban Infrastructure (3)
- CMGT 630 Construction Risk Management (3)
- CMGT 631 Construction Cost Estimating and Analysis (3)
- CMGT 633 Construction Planning and Scheduling (3)
- CMGT 642 Sp. Topics in Construction (3)
- ENST 788/789 Supervised Research (3)

### **Health and Urban Environments**

- PUBH 502 Social and Behavioral Health Sciences (3)
- PUBH 504 Public Health and Health Disparities (3)
- PUBH 720 Qualitative Research in Public Health (3)
- PUBH 780 Principles and Practices of Community Engagement for Public Health (3)
- PUBH 807 Policy Implications Environmental Justice (3)
- PUBH 812 Critical Issues for Ethical Public Health Practice (3)
- ENST 788/789 Supervised Research (3)

### **History, Theory, and Criticism**

- ARCH 501 Transitions in Architecture: Theory and Research (3)
- ARCH 511 Built Environment History I (3)
- CREP 513 History of City and Regional Planning (3)
- CREP 534 Public Policy Analysis (3)
- HIST 599 Historical Writing (3)
- SOCI 521 Contemporary Sociological Theory (3)
- SOCI 530 Black Americans in Sociological Thought (3)
- RDHE 745 Student Development Theory (3)
- RDHE 725 Contemporary College Student (3)
- PSYM 502 Learning and Cognition (3)

- PSYM 620 Principles and Methods of Program Evaluation (3)
- TRSP 625 Transportation Policy (3)
- TRSP 725 Advanced Policy Analysis (3)
- ENST 788/789 Supervised Research (3)

## 2.2. Academic milestones

Step 1: Complete required coursework.

Step 2: Identify dissertation advisor and form a dissertation committee.

Step 3: Take and pass the QE.

Step 4: Upon passing the QE, the student will prepare Chapter 1 (Introduction), Chapter 2 (Literature Review), and Chapter 3 (Methodology) of their dissertation.

Step 5: Present Chapters 1-3 to the advisor and committee for approval in a Dissertation Proposal Defense-oral presentation.

Step 6: After the committee's approval of the Dissertation Proposal Defense-oral presentation, complete the IRB application, conduct the research, and write Chapters 4 (Results), 5 (Data Analysis), and 6 (Conclusion).

Step 7: Defend the completed dissertation in a final public defense.

The successful completion of steps (1) through (5) admits the student into candidacy for the PhD program.

## 2.3. Qualifying Exam (QE)

*The Qualifying Exam (QE) is an essential milestone in the PhD journey and ensures that students have developed the necessary foundation in theory, research methodology, and their chosen area of specialization. This written examination follows the completion of coursework and serves to assess a student's readiness to conduct independent research. Below is an outline of the QE requirements and structure:*

### 2.3.1. Eligibility:

- Students must complete all required coursework before taking the Qualifying Exam. However, students may be permitted to take the exam while enrolled in their final coursework, provided that all remaining courses are in progress and will be completed within the same semester as the exam. Approval for such cases will be subject to Dissertation Committee review and program requirements.
- Selection of a Dissertation Advisor and a minimum of two committee members approved by the program.

### 2.3.2. Qualifying Examination Timeline and Results

Students will receive their Qualifying Exam (QE) questions from their Advisor (Chair of the Committee), with a copy sent to the committee members. They must submit their responses to the Advisor and committee within 7 days of receiving the exam. The exam week will be scheduled in coordination with the student, the Chair, and the dissertation committee members. Following the exam's completion, the Chair and the committee members will have two weeks to evaluate the responses. The Chair will compile and report the exam results.

### *PhD Qualifying Exam Requirements*

The Qualifying Examination must be completed within one year of the student's completion of the requirements listed above. Students must be enrolled in the University for the duration of the examination process.

#### *2.3.3. Structure of the Qualifying Exam*

The QE is a written examination designed to assess students' understanding of key concepts in theory, research methods, and specialization within the discipline. Each student will answer three questions, with each question focusing on a different core area:

- *Area 1: Theory* (e.g., Architecture, Urbanism, Planning, Design, Construction)
- *Area 2: Research Methods* (e.g., Qualitative, Quantitative, Mixed-Methods)
- *Area 3: Specialization* (depending on the student's focus: Architecture, Interior Design, Planning, Construction Management, or Landscape Architecture)

#### *2.3.4. Development of Exam Questions*

At least two months before the scheduled Qualifying Examination, the student must meet with their Advisor to discuss potential research interests. Within one month of this meeting, the student is required to submit a short paper, no longer than five pages, outlining a clear dissertation research interest. This paper should be structured as a mini-proposal, including a brief literature review, proposed research methods, analytical procedures, and a justification for the significance of the research. Upon the Advisor's approval, the paper along with the sample questions will be distributed to the dissertation committee, who will use it to formulate specific questions for the student's Qualifying Examination. Each discipline will contribute to the development of sample questions in the following areas:

- I. Theory
- II. Methods
- III. Specialization

#### *2.3.5. Grading and Outcomes:*

- *Pass/Fail:* The QE is graded on a pass/fail basis.
- *Retake Policy:* Students who fail the exam will be allowed to retake it once, typically within six months. A second failure will result in dismissal from the PhD program with an option of getting an en-passant MS degree in AUBE.
- The Dissertation Chair and committee members will grade the exam.
- The dissertation Chair will report the results of the exam to the student and Program Director and Assistant Director of the PhD program for the record.

#### *2.4. Timeline for completion of the program*

According to the School of Graduate Studies, doctoral students are expected to remain enrolled continuously from their admission date until the submission of the dissertation to the Graduate School. The School of Graduate Studies establishes a maximum limit of **seven** years from the admission date to graduation. Extensions to this time limit may be considered at the discretion of the Program Director, the Department Chair, and the Dean of the Graduate School. For information on extensions, please contact the Graduate School. It is important to note that students are not obliged to utilize the full seven years for program completion. Completion times vary widely, influenced by factors such as individual circumstances, part-time status during coursework, and the time required to complete the dissertation. Additionally, the availability of summer courses can impact overall completion time, as summer courses may or may not be offered, depending on student enrollment, financial aid, and faculty availability.

A general timeline outlining the key stages of the PhD program in AUBE is provided below as a reference.

- First and Second Years: Take required AUBE program courses(18 Cr) supplemented by electives (6 CR Research Methods+9 Free Electives)
- End of Second Year: Take QE
- Third Year: Write and defend Dissertation Proposal (Advance to Candidacy)
- Third Year & Beyond: Write and Defend Dissertation (Graduate with PhD)

#### *2.5. Residency*

*All students must satisfy 18 credit hours of residency requirements in one of the following ways:*

- *Full-time candidates must enroll in 9 credit hours per semester for two consecutive semesters.*
- *Part-time candidates must enroll in 6 credit hours per semester for three consecutive semesters.*

*A low-residency PhD program typically involves a combination of distance learning or online coursework and periodic on-campus residencies or intensives. This format allows students to pursue their doctoral studies while maintaining other commitments such as full-time employment or family responsibilities.*

Generally, students in low-residency PhD programs are expected to engage in independent study and research, participate in online discussions and coursework, and attend on-campus residencies for a few weeks or weekends each year. During these residencies, students may participate in seminars, workshops, meetings with faculty advisors, and other academic activities.

### **3. Academic Policies and Procedures**

#### *3.1. Transfer of Course Credits*

As outlined by the School of Graduate Studies, there are specific guidelines pertaining to the transfer of course credits for students in the Doctoral Program in Architecture, Urbanism, and Built Environments:

1. **Minimum Credits at Morgan State University:** A minimum of 30 credit hours of coursework toward the Ph.D. must be completed at Morgan State University. This total excludes dissertation credits.
2. **Transfer Credits (TR) Limit:** No more than 6 credit hours can be transferred in (TR) from institutions outside of Morgan State University. To be eligible for transfer, these outside courses must not have already been applied toward a degree.
3. **Advance Approval for Outside Courses:** If a student wishes to take a course outside of Morgan State University after their acceptance into the program, the application for transferring in such courses must be submitted and approved before the start of the outside class.

**Application for Transfers:** Students are responsible for initiating applications for transfer credits. This should be done through the School of Graduate Studies, following the guidelines stipulated in the "Application for Graduate Credit" form.

#### *3.2. Grade Policies*

To successfully complete the program, students are required to maintain a GPA of 3.0 or higher. This threshold is also crucial for the continuation of financial aid, such as graduate assistantship. If a student's GPA falls below 3.0 at the end of any semester, they will be placed on academic probation by the School of Graduate Studies. For information on retaking courses with grades of "C" or below, please refer to the policy below. Students who remain on academic probation for two or more semesters may be recommended for dismissal from the program and the university.

##### **Grades "C" and "F" Policy**

The School of Graduate Studies policy regards "C" and "F" grades as indicative of unsatisfactory academic progress in graduate courses. Academic dismissal is instituted when a student accumulates more than two "F" grades or fails to maintain a 3.0 GPA for two consecutive semesters. All courses that receive a grade of "F" must be retaken to earn a higher letter grade in accordance with Graduate School policy.

For comprehensive information on this policy, please refer to the School of Graduate Studies Handbook or contact their office directly.

##### **Incomplete ("I") Grade Policy:**

In the event of unforeseen circumstances, such as a death in the family or a serious illness, which hinders a student from completing coursework, the student can request the grade of "I" or "Incomplete." To request this grade, the student must follow these steps:

1. Submit a written request for an "I" grade, employing the appropriate departmental form.
2. Include relevant supporting documentation, such as a doctor's note or a death certificate, with the written request.
3. Ensure that the written request is submitted to the instructor several weeks before the end of the semester. Last-minute requests cannot be processed.

Students who receive an "I" grade have until grades are due during the following regular semester to complete the required work and submit it to the instructor for final grading. Failure to complete and submit the work in a timely manner will result in the automatic conversion of the "I" grade to an "F." All "F" grades must be retaken, in accordance with Graduate School policy.

Please refer to the [University Grade Change Policy](#).

AUBE follows the university policy regarding grade change and appeals as outlined in the link provided above.

### *3.3. Continuous Enrollment and Program Completion*

Students must be continuously enrolled in Dissertation Guidance (997) or Dissertation Defense (AUBE 998 only once) at the University every semester (excluding summer sessions) once they have begun writing dissertations. Students who fail to be continuously enrolled after having begun writing their dissertation may be required to pay the registration of semesters they missed (excluding summer sessions) prior to the submission of their dissertation to the School of Graduate Studies.

Students must be enrolled in Dissertation Guidance (AUBE 997) throughout their candidacy. Students must be enrolled at the University at the time their thesis or dissertation is received by the School of Graduate Studies. Students must have made all corrections identified during the defense prior to submission of their thesis or dissertation to the School of Graduate Studies.

### *3.4. Policies Regarding Leave of Absence, Extensions, and Graduation*

Please follow the directions from the SGS regarding the following requests:

- i. Withdrawal from School and Program: A written request to the Dean of the School of Graduate Studies is required. The student must separately withdraw from classes.
- ii. [Leave of Absence](#): A written request to the Dean of the School of Graduate Studies is required.
- iii. Deferment: Any student who has not yet matriculated (enrolled in any courses) may request a deferment of admission. This must occur prior to registering for courses and prior to attending class.
- iv. Reinstatement after a Leave of Absence. A written request to the Dean of the School of Graduate Studies is required.
- v. Reactivation after a Period of Non-enrollment: A written request for reactivation submitted to the School of Graduate Studies is required. If three terms have passed since the last term in which the student received a grade, a new application for admission must be submitted.

- vi. Extension of the Statute of Limitations: A written request to the Dean of the School of Graduate Studies is required. Following the request, additional information and documentation will be collected and reviewed. The length of an extension is one year.
- vii. Reinstatement of Registration (class schedule): A written request for reinstatement of registration submitted to the School of Graduate Studies is required. All reasons for the cancellation of the schedule must be resolved (failure to make satisfactory arrangements for payment, etc.). These resolutions may require action by the Bursar or the Office of Financial Aid.
- viii. Submission of a Thesis or Dissertation: An appointment is required to review the process and to authorize the submission via the ETD system.

### 3.5. *Academic Advisor, Dissertation Advisor, and Committee*

#### 3.5.1. Academic Advisor

Each doctoral student pursuing their degree is assigned an Academic Advisor from AUBE with whom the student's plan of study should be discussed. Doctoral students should meet with their Academic Advisor when they begin their PhD study and at least once per semester thereafter to review the student's proposed course work and research. At these meetings, the Academic Advisor should assist the student in selecting classes for the ensuing semester. Although students are initially assigned an Advisor at the program's onset, they have the flexibility to change Advisors with the permission of the prospective Advisor and Program Director. Such changes often occur when a student's background and experience align closely with a specific faculty member, facilitating more productive academic and career discussions.

#### 3.5.2. Dissertation Chair and Committee

It is essential to distinguish the role of the Academic Advisor from that of the Dissertation Chair (or a Dissertation Advisor). The Dissertation Chair is selected by the doctoral student to lead their dissertation committee. The committee must be made up of at least three and not more than five committee members, including the chair who also serves as the student's Dissertation Advisor. The majority of the committee members must be internal committee members. That is, they must be full-time, tenured, or tenure-track professors with a PhD in the School of Architecture and Planning at Morgan State University. The remaining member(s) can be external to the School of Architecture and Planning. The other member may be either a graduate faculty member from a closely related discipline, a specialist in the field of the student's minor concentration, or a specialist in a closely related field outside the university. An external member outside of MSU must be an adjunct Graduate Faculty in the program. If not already an adjunct Graduate Faculty, the Program Director, upon the recommendation of the student's Dissertation Chair, will nominate the external member to serve as the Adjunct Graduate Faculty and then serve on the student's dissertation committee. Students who seek a different committee composition must contact the Program Director for more information; exceptions to the committee membership policy are rare and require a strong and substantial rationale.

The selection of the Dissertation Advisor can be tentatively made during the final semester of coursework. Once the student and Advisor agree on committee membership, the Advisor shall complete the Declaration of Committee form available in the [SGS AERS](#). The Dissertation Advisor also submits the Report of Qualifying Exam for the student using the AERS form. At any point during the program prior to the dissertation proposal defense, the student may select another member of the PhD faculty to serve as a Dissertation Advisor. The student should discuss this need with the current Advisor and the faculty member who may be willing to accept this responsibility. There is no penalty or repercussion incurred by the student for opting to work with another Dissertation Advisor. Once an agreement is formed, the student should seek final approval of this change by completing the Change in Advisor Form and gathering signatures from the new Advisor, the outgoing Advisor, and the Program Director. The same procedure should be followed when a committee member is to be replaced.

The Dissertation Committee must then be kept at its full composition throughout the doctoral study of the student. In the event of a vacancy on the Committee (e.g., resignation, faculty leave, dismissal from the committee, inability to serve), an appropriate replacement must be made prior to the making of any Committee decision (i.e., qualifying examination, proposal, and the final dissertation defense).

### 3.6. *Dissertation Proposal and Proposal Defense*

*The Dissertation Research and Professional Report Preparation* course (CREP 792), a required component of the PhD program, provides students with a foundation for developing their full dissertation proposal. In consultation with the Advisor, the student will refine their work from this class, and draft a dissertation study proposal describing the work to be accomplished. The proposal is a written explanation of the rationale for the study. It explains the basis for the research and the specific procedures the student will follow. The proposal consists of the first three chapters of a traditional five-chapter dissertation. Doctoral students should plan to spend several months writing the proposal. Once the first draft is written and submitted to the Advisor, students may need to complete multiple revisions before the proposal is ready to be submitted to the full committee. The expectation is the proposal will have addressed the following criteria:

- i) *Innovation and Novelty*: The research topic should be relatively unexplored, with few or no existing studies directly addressing it. It should present an opportunity to make a unique contribution to the field. The research questions must offer novel insights, methodologies, or approaches. It should not simply reiterate existing studies or concepts.
- ii) *Relevance to Literature*: The research question should address a current gap in the literature, offering new perspectives or solving an existing problem. It should build on existing work while adding substantial value, rather than merely confirming what is already known.
- iii) *Beyond Master's Level Research*: The question should go beyond the scope of a master's thesis, offering a deeper level of complexity, scale, and impact. It should require advanced research methods and critical thinking that are characteristic of doctoral-level work.

iv) *Significant Advancement in the Field*: The question should advance the field by addressing gaps in current knowledge or offering solutions to unresolved issues. The research should have the potential to contribute to the development of new theories, models, or applications.

The proposal should include as many of the following components as the Advisor and committee members believe are applicable:

- Statement of the Problem
- Purpose and Rationale of the Study
- Theoretical Framework, Perspective, or Line of Inquiry
- Comprehensive Review of the Literature
- Theoretically Grounded Research Questions
- Theoretically Grounded Hypotheses
- Methodology, Procedures, or Modes of Inquiry
- Data Sources or Evidence
- Significance of the Study
- List of References
- Appendices with Instruments, Interview Protocols, or other data gathering means
- Information regarding the Informed Consent Process to be followed

Once the dissertation proposal is complete and has been approved by the Advisor, the student will arrange a meeting with the Dissertation Committee to discuss and approve the proposal. The student should give each committee member sufficient time to read the proposal, keeping in mind that the time required by a faculty member to read a student's work and provide feedback will depend on the faculty member's previous commitments and schedule. A copy of the final draft of the proposal should be given to each committee member a minimum of two weeks before the meeting. Upon receipt of the dissertation proposal, each committee member shall notify the dissertation chair at least two working days in advance of the oral defense if they believe the student is not prepared to move forward.

Other faculty and students may be invited to the proposal oral defense at the discretion of the student and the chair. Although the Advisor sets the agenda for the meeting, a typical dissertation proposal defense lasts 1-2 hours and includes a brief oral presentation of proposal highlights; an opportunity for questions, feedback, and suggestions by members of the committee; and closed-door deliberation among, and vote by, the Advisor and Dissertation Committee members.

At the end of the closed-door deliberation and vote, the Advisor will notify the student of the outcome. The Advisor and committee members will also complete the Dissertation Proposal Defense Form to verify the committee's decision; this form shall be submitted to the Program Director by the Advisor. The committee's decision regarding the proposal can generate the following outcomes:

- Passed (There are no suggested revisions, or there are minor revisions in substance and/or format which must be approved by the dissertation chairperson);

- Deferred (Major adjustments are needed in substance and/or format, and a second and final proposal hearing shall be held after the revisions are complete); or
- Failed (The proposal needs extensive revision in order for the candidate to execute the proposed research).

If a student fails the dissertation proposal, the Advisor shall meet with the student within two weeks to discuss the next steps in the dissertation process.

### 3.7. Dissertation Defense

The dissertation defense is the formal defense of the student's dissertation. The final oral dissertation examination has three (3) objectives:

1. Assessment of the candidate's ability to orally defend the dissertation and engage in scholarly discussions at the highest level;
2. Assessment of the dissertation itself in terms of its scientific merit; and
3. Assessment of the dissertation's contribution to the existing knowledge base.

Before the dissertation examination can be scheduled, the student must complete the dissertation and secure approval of the completed work from their Advisor and all members of the Dissertation Committee.

The official examining committee of the oral defense is the student's Dissertation Committee. Although other faculty and students may be invited to the final oral defense, only the official examining committee can render the final decision concerning the quality of the student's performance in the oral defense. Once the oral defense is finished, the examinee and all guests will be asked to leave the hearing room. Discussion of the student's presentation will take place and a vote will be taken immediately by the Dissertation Committee to determine if the student successfully defended the dissertation. Three outcomes of this vote are possible:

- Passed (There are no suggested revisions, or there are minor revisions in substance and/or format which must be approved by the dissertation chairperson);
- Deferred (Major adjustments are needed in substance and/or format, and a second and final dissertation defense shall be held after the revisions are complete); or
- Failed (The dissertation needs extensive revision in order for the candidate to successfully defend the dissertation, or the student failed to satisfactorily defend the dissertation).

The student will be verbally informed of the committee's decision immediately after the vote is taken by the chairperson of the committee, and confirmation of this vote will be documented by the Advisor's completion of the Dissertation Oral Defense Form.

The final oral dissertation examination must be scheduled by the student at a time mutually agreeable to the Advisor and members of the committee. The final oral dissertation examination is a public meeting and is open to all faculty members and students in the AUBE program, other graduate and professional programs at Morgan State University, as well as the student's friends, family members, and the public at large.

Copies of the dissertation must be presented to the student's Advisor and members of the committee at least two weeks prior to the date of the final oral examination. The student shall

consult with each member of the Dissertation Committee to determine if members prefer to receive a printed copy or electronic copy of the dissertation. Upon receipt of the dissertation, each committee member shall notify the dissertation chair at least two working days in advance of the oral defense if they believe the student is not prepared to move forward.

The student is required to provide each person who attends the oral examination with a dissertation abstract.

If the student wishes to graduate at the end of the semester during which the oral examination takes place, the examination must be scheduled early enough so that the student can meet the School of Graduate Studies deadline for submission of the completed dissertation. Consideration must also be given to the time it will take the Dean of the School of Graduate Studies (or her/his designee) to review the dissertation and provide feedback to the student. The Graduate School Dean also reviews all dissertations to ensure that they meet the standards and requirements identified in the School of Graduate Studies Handbook for Dissertations and Theses. The School of Graduate Studies makes the final determination of acceptance.

Students are well-advised to consult the Handbook for Dissertations and Theses throughout the dissertation preparation process to ensure all requirements are met so that they meet all necessary deadlines.

## 4. Research and Professional Development

### 4.1. Institutional Review Board (IRB) Approval

Doctoral candidates in the Architecture, Urbanism, and Built Environment program are required to seek approval from Morgan State University's Institutional Review Board (IRB) before conducting research that involves human subjects. Typically, the IRB proposal process should commence approximately a month before the proposal defense. Even if doctoral candidates are not using human subjects but are working with secondary or historical data, they must still file an IRB application, indicating that their research is exempt. For more details on this process, please consult the Office of Sponsored Programs website or get in touch with Dr. Edet Isuk, Director of Sponsored Programs, at 443-885-4340 or [edet.isuk@morgan.edu](mailto:edet.isuk@morgan.edu).

### 4.2. CITI Training Requirement

All students are required to provide evidence of having successfully completed the CITI online training as part of their IRB application. Access to this training can be found via a [link](#) on the Office of Sponsored Programs website.

### 4.3. Professional Development Opportunities

#### 4.3.1. Opportunities for presenting research at conferences and publishing in academic journals

Students will have opportunities to present their research at conferences and publish in academic journals, with financial support available, including.

- Currently, up to \$500 is available in awards from SA+P for conference travel (subject to change).  
In order to receive reimbursement or payment, students need to complete a TL Travel Request and Expense report. In order for the Dean's Office to start the TL Travel Request, students need to complete [SA+P's Travel and Purchase Request Form](#), (Sign in with your Morgan Email) so that the key information can be collected to process this request.
- Up to \$500 in reimbursement from GSA for conference travel.  
The Morgan State University School of Graduate Studies provides funding through the Graduate Student Association (GSA) to support graduate students traveling to academic conferences. Eligible students can apply for reimbursement of up to \$500 to cover conference-related travel expenses. This funding is designed to encourage student participation in professional and academic events, fostering networking and knowledge exchange. For more details, application deadlines, and requirements, students should contact the GSA or the School of Graduate Studies directly. Detailed information of this funding and the Grant Request Form can be found [here](#).

#### 4.3.2. Guidance on networking, workshops, seminars, and events related to professional development

The School of Graduate Studies organizes a series of events related to professional growth. For more information on professional development workshops and series organized by the

School of Graduate Studies, please see the [link](#) or contact the Director of Graduate Professional Development, [Dr. Kevin Bradley](#).

For professional development series and career opportunities organized by the School of Architecture and Planning (SA+P) please visit our [website](#).

There are several scholarship opportunities for undergraduate and graduate students in the School of Architecture and Planning. Some of these can be found in this [link](#).

National Organization of Minority Architects (NOMA) and the NOMA Charitable Education Foundation have partnered with the seven (7) HBCUs including Morgan State University's architecture programs to foster opportunities for architecture firms to engage in mentorship, recruiting, and general networking with these talented and underrepresented students studying architecture. [Details can be found on their website](#).

## 5. Resources and Support Services

### 5.1. Library and Research Facilities

You can browse the resources available through the [MSU's Earl S. Richardson Library](#).

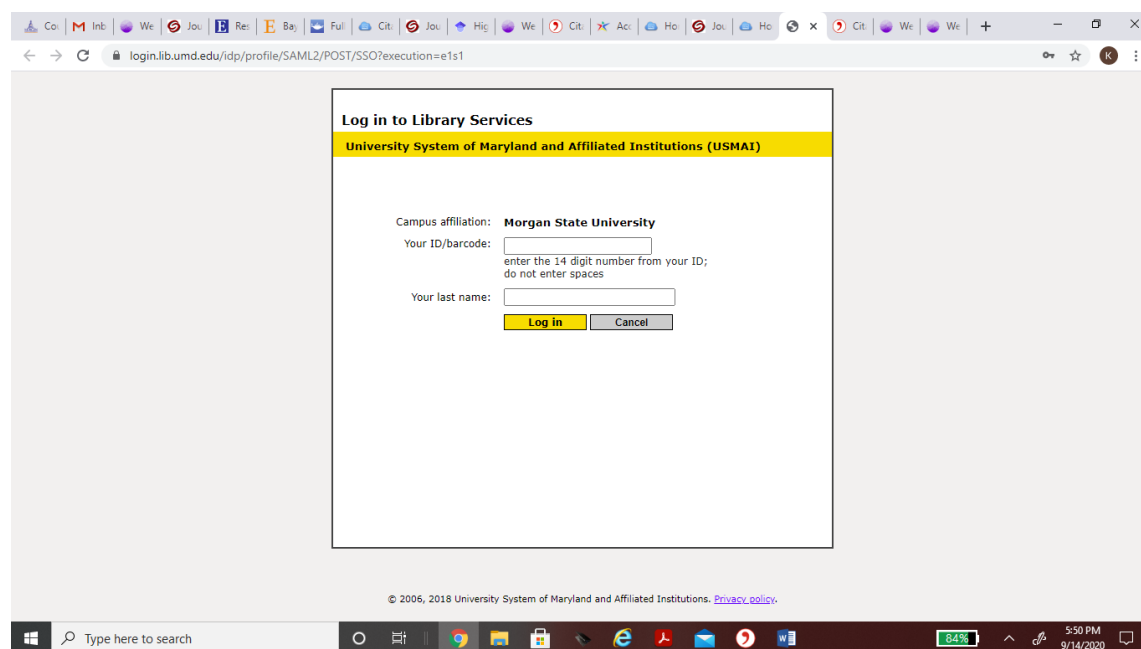
If you would like to find important journals in the area of your field, you could use the link below.

<https://mjl.clarivate.com/search-results>

For example, if you are searching for journals in your area of research type “key words” in the search bar. This populates the list of main journals in your topic.

Now, with the name of these journals you could search and access these journals (at least most of them) through the Morgan State University’s Library.

Now you should be able to access most of the journals through MSU’s library. However, you should log in using your MSU credentials as shown below:

A screenshot of a web browser displaying the login page for the University System of Maryland and Affiliated Institutions (USMAI). The page title is "Log in to Library Services". Below the title, there is a yellow banner with the text "University System of Maryland and Affiliated Institutions (USMAI)". The main content area contains a form with the following fields: "Campus affiliation:" with the value "Morgan State University" selected; "Your ID/barcode:" with a text input field and a note "enter the 14 digit number from your ID; do not enter spaces"; and "Your last name:" with a text input field. At the bottom of the form are two buttons: "Log in" (yellow) and "Cancel" (grey). The browser's address bar shows the URL "login.lib.umd.edu/idp/profile/SAML2/POST/SSO?execution=e1s1". The Windows taskbar is visible at the bottom of the screen, showing the time as 5:50 PM on 9/14/2020.

In addition, Morgan State University has an institutional subscription to Nature Masterclasses, meaning that as a member of Morgan State, you have free access to all the online courses available on the Nature Masterclasses platform through the [link](#).

### 5.2. Student Support Services

Information on funding opportunities:

Students who have been unconditionally admitted may be considered for funding based on availability. Depending upon available resources and criteria for eligibility, graduate students may receive financial assistance in the form of tuition awards, graduate assistantships

including teaching assistantships (TAs), research assistantships (RAs), fellowships, scholarships, work study and loans.

### *Graduate Assistantships*

Graduate Assistantships require admission to the School of Graduate Studies and a minimum 3.0 GPA. The department or program in which the student will serve as a teaching assistant or research assistant may establish additional criteria for the receipt of an assistantship. Doctoral students pursuing a degree full time are eligible to receive Graduate Assistantships. Thus, graduate students must be enrolled in courses totaling 9 credits each semester. Recipients provide a minimum of twenty hours per week of appropriate professional service for the department or office to which they are assigned and they may receive:

- A Tuition Award for 9 credits; and
- A stipend or salary for either 9 ½ or 12 months depending on the department, program or office in which the assistantship is located; and,
- Maximum 3-year award for students with a Master's degree who are pursuing the Doctorate; or
- Maximum 3-year award for students without a Master's degree who are pursuing the Doctorate.
- Graduate assistantships for doctoral and master's degree students pay a stipend (\$21,000-doctoral \$12,000-master's). Tuition awards do not pay for university and miscellaneous fees.

The amount of stipends are subjected to change. More information on Graduate Student Funding can be found in this [link](#).

## **6. Plagiarism and Academic Integrity**

### **6.1. Code of conduct and academic integrity policies**

All dissertations must be evaluated by the School of Graduate Studies for plagiarism and Artificial Intelligence (AI) use, and dissertation advisors will also pay close attention to potential issues. Students are expected to follow university guidelines on both plagiarism and AI usage or face potential penalties ranging from rejection of dissertations to expulsion from the program. Please refer to your course syllabi for specific instructions/policies related to AI use.

### **6.2. Grievance procedures and conflict resolution mechanisms**

AUBE program follows the university policy regarding grade change and appeals. For specific procedure for grade review procedure for School of Architecture and Planning please refer to the following [Academic Grade Review document](#).

### **6.3. Policies related to intellectual property, copyright, and authorship**

The Office of Technology Transfer at Morgan State University assists faculty and staff members, administrators, and students with intellectual property issues resulting from their research discoveries, and other scholarly and creative activities. Please refer to their website for detailed information [here](#).

## 7. Appendices

- 7.1. Forms and templates for academic progress tracking, such as annual review forms, dissertation proposal templates, and committee meeting reports

The Academic Event Reporting System, or AERS form, is designed for Graduate Program Directors and Graduate Advisors to report information about students within their academic area and/or those that they advise. Either the Graduate Program Director or the student's advisor (academic or dissertation) initiates these forms, which are then routed to the student for completion. These forms are used to document key milestones such as candidacy, dissertation proposal defense, dissertation defense, etc. in the student's progression through the PhD curriculum.

For more information on these AERS forms, click on this [link](#).

Students may access the other forms such as Appeal/Grievance; Deferral of Initial Admission; Extension of the 5- or 7-Year Statute of Limitations to Study within the School of Graduate Studies; Leave of Absence; Program Withdrawal; Transfer of Credit / Pre-Approval of a Course to be Taken at Another Institution, by clicking [here](#).

- 7.2. Sample timelines and checklists for milestones in the program

Timeline for QE and Next Steps:

### Pre-candidacy stage

Step 1: Complete required coursework.

Step 2: Identify dissertation advisor and form a dissertation committee

Step 3: Take and pass the QE.

Step 4: Upon passing the QE, the student will prepare Chapter 1 (Introduction), Chapter 2 (Literature Review), and Chapter 3 (Methodology) of their dissertation.

A sample template to draft your Dissertation Proposal can be found [here](#).

Step 5: Present Chapters 1-3 to the advisor and committee for approval in a Dissertation Proposal Defense-oral presentation.

### Candidacy stage (ABD)

Step 6: After obtaining approval from committee after Dissertation Proposal Defense-oral presentation, complete IRB application, conduct the research, and write Chapters 4 (Results), 5 (Data Analysis), and 6 (Conclusion).

Step 7: Defend the completed dissertation in a final public defense.

To be considered for that semester's graduation, your dissertation defense date should be scheduled at least **two weeks** before the submission deadline to the School of Graduate Studies. Please refer to the Dissertation submission deadline to the School of Graduate Studies [here](#).

- 7.3. Additional resources, such as style guides and research ethics guidelines (IRB)

The most updated version of the School of Graduate Studies Handbook & Style Guide for Theses and Dissertations can be found [here](#).

All research projects involving human subjects that are conducted under the auspices of the University, regardless of the funding source, must be reviewed and approved by the Institutional Review Board (IRB). The Office of Research Administration (ORA) is the administrative unit responsible for coordinating the functions of the IRB. Proposals involving human subjects should be submitted to the ORA for assignment to the appropriate IRB, including the proposed research protocols and informed consent forms.

Students should allow at least 30 days for completion of IRB review. Following IRB review, the students will be advised of the outcome in writing, whether approval, disapproval, or deferred approval with suggestions for modifying the proposed protocol. Under no circumstances will a research project involving human subjects be allowed to proceed without prior IRB review and approval. Please refer to the IRB Policies and Procedures at MSU [here](#).

#### 7.4. Reduced Course Load Form and other

If international students do not have full time credits (9 credits) in any semester, they should submit a reduced course load form. Reduced Course Load Form and other relevant forms for international students can be found [here](#).