

Doctor of Professional Practice [DPP] Degree Student Handbook

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1. Graduate Studies in Architecture

Carnegie Mellon University is recognized for outstanding contributions to science, technology, management, policy and **professional practice**. The School of Architecture builds on a tradition of interdisciplinary study. Our faculty's diverse set of backgrounds and commitment to professional practice and scholarly research make for a rich learning experience. Our graduates hold positions in innovative design practices, research organizations, federal and municipal governments, the building and manufacturing industries, and at leading universities both in the US and abroad. Our programs reflect a commitment to excellence. Students with motivation and ability receive an outstanding education at Carnegie Mellon University's School of Architecture.

2. Graduate Program Administration

2.1 The Graduate Program Committee comprises all Track Chairs for the Doctor of Professional Practice, several Master Programs and Principal Advisors of PhD students. The Director of the Graduate Program, appointed by the Head of the School of Architecture, chairs the Committee. The Committee monitors all post-professional programs and makes recommendations to the Head of the School. The Graduate Program Committee reviews applications to the Graduate Program in the Spring semester of each year and decides on admission or rejection. It also considers and may approve any petition requesting an exception from the academic guidelines and requirements spelled out in this document.

2.2 Doctor of Professional Practice Program Committee

The DPP Program Committee, comprising all faculty members who are instructors in the DPP program and Principal Advisors of DPP students, administers all matters pertaining to the DPP program. The Chair of the Graduate Program Committee is a member of the DPP Program Committee. The committee reviews and decides on all recommendations made by a student's Advisory Committee with respect to a student's progress. In this way, the committee assures that standards of excellence are maintained, consistently and uniformly, across the program.

3. DPP Program

3.1 Overview

Work towards the DPP degree is divided into three phases, with indicative nominal duration: Course Work and Candidacy (two semesters), Thesis Proposal (two semesters), and Dissertation (two semesters).

In the first phase, students take courses on the tools, concepts, and methods that characterize their area of concentration. The candidacy qualifying requirement is part of the courses taken during the first two semesters. Candidates prepare a publishable paper in each semester supervised and approved by DPP faculty. Upon the approval of both papers by the DPP Program Committee, regardless of whether they are published in a journal or not, candidates are qualified for the DPP program. In the thesis proposal phase, the student completes the preliminary research needed to plan a course of action leading to a successful dissertation on a selected topic that pertains to substantial issues of professional practice in the field of the candidate. The thesis proposal must be publicly defended. This phase ends when the thesis proposal is accepted.

In the dissertation phase, the student writes a dissertation on the selected topic that represents a significant research accomplishment, makes a significant contribution to knowledge in the area of concentration, and includes material worthy of positive impact on a designated area of practice in the field of the candidate. The dissertation must be publicly defended. The students will be awarded the degree upon successful completion of the defense and submission of the final dissertation document.

3.2 Admission into the DPP Program

All applicants to the DPP programs must complete the online application in full, and

with all required supporting documentation. Information pertaining to application requirements, policies and procedures is available online at:

<http://www.cmu.edu/architecture/admission/graduate.html>

The Graduate Program Committee decides on the outcome of the application based on a review of the completed application materials. Each applicant is notified of the outcome by email from the Graduate Admission Coordinator.

3.3 Organization of the Program

3.3.1 Areas of Concentration

Each student enters the program and works toward the DPP in a particular area of concentration identified by candidates and their advisor(s). Curriculum requirements for the DPP program are provided online at:

<http://www.cmu.edu/architecture/programs/graduate/dpp/index.html>.

3.3.2 Advisory Committee.

Each DPP student will have a Principal Advisor, who is a full-time faculty of the School of Architecture. Upon admission, each DPP student is assigned an advisor based on the student's research interest. This advisor is normally the student's Principal Advisor. The Principal Advisor is responsible for all academic and administrative actions that become necessary during the course of study. Each student, in consultation with his/her Principal Advisor, is responsible for selecting an Advisory Committee. This is normally done during the first semesters of the program. The Advisory Committee must be composed of at least three faculty members. The Principal Advisor will chair the Advisory Committee. One of the members of the Advisory Committee must be external to the School of Architecture.

Students may request to change the composition of the Advisory Committee at any time during the course of study. Such requests must be made in writing to the DPP Program Committee, and is reviewed and considered for approval by the committee.

3.3.4 Program of Study

The minimum required full-time residency (minimum 36 academic units per semester) for the DPP program in the School of Architecture is **three years**. Students who are unable to complete any phase after twice the expected time may be asked to withdraw from the program.

3.3.4.1 Phase I: Course Work & Candidacy

The objective of this phase is to familiarize students with the tools, concepts and methods that characterize their area of concentration. Phase I ends when a student completes two publishable papers of a quality that is approved by the DPP Committee. Successful candidacy of the student is communicated to the Graduate Program committee.

3.3.4.1 Phase II: Thesis Proposal

The objective of this phase is to identify a suitable thesis topic and to complete the preliminary research needed to plan a course of action leading to a successful dissertation on that topic. In this phase, students will have to demonstrate their ability to:

- Isolate, define and structure a previously unstructured or unresolved problem in their area of concentration
- Make an original contribution to professional practice in their selected field of study
- Apply knowledge and skills acquired through their professional practice experience and the course of study in the DPP
- Communicate ideas in a clear and coherent manner

3.3.4.2.1 Form of Proposal

A thesis proposal must be submitted in written form to the DPP Committee and prepared for an oral presentation at a public seminar. It should be concise and lucid, but sufficiently complete to allow for an evaluation of the above criteria.

The following parts are required:

1. A cover page listing the following:
 - Proposed title
 - Student's name
 - School's name and degree sought
 - Names and affiliations of the Advisory Committee members
 - Date of submission
2. An abstract which summarizes the proposal and succinctly states its salient points

3. A description of the research problem to be addressed in the thesis. This description must:

- State the problem in a concise manner
- Explain its significance and the context in which it arises

4. A description of the approach to be pursued. At minimum, it must contain the following:

- A review of the research and theory relevant for solving the problem
- A specification of the conceptual framework adapted for solving the problem
- An identification of specific theories, methods or sources of data expected to be employed in the thesis
- A preliminary timetable

5. A brief bibliography

Once it has been accepted by the Advisory Committee of the student the proposal presentation can be scheduled.

3.3.4.2.2 Submission of Proposal

One week prior to the scheduled proposal presentation, two copies of the thesis proposal must be posted publicly. All faculty of the School of Architecture will be invited and notified of the time and place of the meeting by the School.

3.3.4.2.3 Presentation of Proposal

The proposal must be presented at a public seminar. The Advisory Committee must be present. The Advisory Committee will make a decision on the acceptance of the proposal, based on the written proposal, the seminar and the opinions of the attending faculty. This decision is communicated in writing to the DPP Program Committee and the Graduate Program Committee within one week of the examination. It is up to the discretion of the DPP Program Committee to ask any candidate who fails the proposal to withdraw from the program. No student can remain in the program after two failed proposal attempts.

3.3.4.3 Phase III: Dissertation

The objective of this phase is to write a dissertation based on the selected topic that:

- Represents a significant research accomplishment
- Makes a significant contribution to the field of professional practice identified in the dissertation
- Includes material worthy of publication

3.3.4.3.1 Submission of Dissertation

Candidates must submit to their Advisory Committee a substantially complete version of their dissertation not later than one and one-half (1½) months before the deadline stipulated by the University in the semester in which they hope to complete their DPP program of study. The committee then has a maximum of one (1) month to review the dissertation; during this time, the student may be required to do further writing and amendments. Two (2) weeks prior to the scheduled dissertation defense, three (3) copies of the final draft will be posted publicly. All faculty of School of Architecture will be invited and notified of the time and place of the meeting by the School.

3.3.4.3.2 Dissertation

A dissertation must be publicly defended. This defense serves to:

- Give faculty the opportunity to assess whether the research program specified in the student's thesis proposal has been carried out satisfactorily
- Provide a forum for the communication of the research results

No dissertation will be scheduled for public defense until the document representing the work of the candidate is reviewed and accepted for presentation by the student's Advisory Committee. At minimum, it must include:

1. Title page
2. Abstract
3. Table of contents
4. A finished text that completely describes the work and includes all references and citations.

The style and format of this document shall conform to those accepted in the field closest to the dissertation's field of study. This document will be called the "final draft" of the dissertation, from here on.

The Chair of the student's Advisory Committee will organize the event and inform the Graduate Program administration. The administration will disseminate the event announcement throughout the campus.

The Advisory Committee will make a decision on the acceptance of the dissertation, based on the written work and the oral defense and consideration of views of other faculty. This decision must be communicated in writing to the DPP Program Committee and the Graduate Program Committee for approval. It is up to the discretion of the DPP Program Committee to ask in writing any candidate who fails the dissertation phase to withdraw from the program. No student may remain in the program after failing two dissertation attempts.

Students can only be certified for the award of the DPP degree after their Advisory Committee, Head of the School of Architecture and the Dean of the College of Fine Arts have signed off on their dissertation (certifying passing both the oral and written parts) and an approved final copy of their dissertation (hard copy and a soft copy on CD) has been made available for public dissemination through the Carnegie Mellon University Library and the University Microfilms Incorporated.

3.3.4 All But Dissertation (ABD) Status

After the completion of Phase II of the DPP Program in the School of Architecture, doctoral candidates shall be regarded as All But Dissertation (ABD). Achieving ABD status is verified by the School of Architecture and certified by the School in writing to Enrollment Services at universityregistrars-office@andrew.cmu.edu.

3.3.5.1 DPP Candidacy Policies for ABD

The School of Architecture adopts the general University's policies

pertaining to ABD status (“Doctoral Student Status Policy” adopted April 5, 2011), with specific declarations relevant to the School. All references to department will apply to the School. The university has policies that cover: time limits on doctoral student status, a definition of ABD status, a definition of In Residence and In Absentia status and the tuition charged for students In Residence and students In Absentia. These rules apply to all DPP students.

3.3.5.2 Time to Degree

Students will complete all requirements for the DPP degree within a maximum of five years from original matriculation as a doctoral student. Once this time-to-degree limit has lapsed, the person may resume work towards a DPP Degree only if newly admitted to the DPP Degree Program under criteria of admission applicable to that program. Under extraordinary circumstances the DPP Committee may make an exception.

3.3.5.6 Final Semester Tuition ABD Students In Residence

Students who are supported by the university must be registered for thirty-six (36) units for the entire final semester and will be assessed their college’s full-time tuition. If a student completes all DPP degree requirements and is certified by:

- September 30th (in the fall), or February 28th (in the spring), tuition will be adjusted to \$0; however, they will remain enrolled for thirty-six (36) units for the semester.
- October 31st (in the fall), or March 31st (in the spring), tuition will be adjusted to 50% of the full-time tuition; however, they will remain enrolled for thirty-six (36) units for the semester.
- After October 31st (in the fall), or after March 31st (in the spring), but BEFORE the first day of the next semester, tuition will not be adjusted and they will remain enrolled for thirty-six (36) units for the semester.
- Students registered for less than thirty-six (36) units are not eligible for a tuition adjustment, regardless of certification date.

4. Other Documents Pertaining to the DPP Program: Carnegie Mellon University Graduate Student Handbook (“The WORD”) contains information pertaining to academic advising, academic resources, curricular and enrolment issues, and academic rights and responsibilities. The WORD can be found online at:

<http://www.cmu.edu/student-affairs/theword//index.html>

It includes information on:

4.1 Program Administration

4.2 Academic Advising

4.3 Academic Resources

4.4 Curricula & Enrollment Information

4.4.1 Specific Declarations in the School of Architecture

4.4.1.1 Privacy Rights of Students – Student Reports & Records

4.4.1.2 Academic Actions & Standards

4.4.1.2.1 Academic Integrity & Disciplinary Action

4.4.1.2.2 Grading Policy

<http://www.cmu.edu/policies/documents/Grades.html>.

4.4.1.2.3 Progress Review

4.5 Academic Rights & Responsibilities

4.5.1 Specific Declarations in the School of Architecture

4.5.1.1 Degree Attainment & Support Services

4.5.1.2 Student Rights – Concerns & Grievances

<http://education.andrew.cmu.edu/graduateprograms/>

4.5.1.3 Intellectual Property, Research, & Policy for handling Alleged Misconduct in •
Intellectual Property:

<http://www.cmu.edu/policies/documents/IntellProp.html>

• Restricted Research:

<http://www.cmu.edu/policies/documents/RestrictResearch.html>

• Handling of Alleged Misconduct in Research:

<http://www.cmu.edu/policies/documents/ResrchMisc.html>

4.5.1.4 Financial Obligations and Support

<http://www.cmu.edu/hub/tuition/graduate/cfa.html>

4.5.1.5 Student Leave & Return Policies

www.cmu.edu/policies/documents/StLeave.html

and

www.cmu.edu/policies/documents/StReturns.html.

4.5.1.6 Student Suspension & Required Withdraw

www.cmu.edu/policies/documents/Suspension.html

4.5.1.10 University Information on Finances & Financial Aid

<http://www.cmu.edu/finaid/docs/grad-guide.pdf>

and

<http://www.cmu.edu/finaid/graduate/index.html>.

Appendix 1: Graduate Student Grading Standards

GRADE	QUALITY POINTS	NOTES
A+	4.33	
A	4.0	
A-	3.67	
B+	3.33	
B	3.0	Minimum for good standing
B-	2.67	
C+	2.33	
C	2.0	Minimum to be counted towards degree requirements
C-	1.67	
D+	1.33	
D	1.0	
R	0.0	Failure
X	0.0	Conditional Failure
S	Non-factorable	Satisfactory
P	Non-factorable	Passing
N	Non-factorable	Not Passing
O	Non-factorable	Audit
W	Non-factorable	Withdrawl
I	Non-factorable	Incomplete
AD	Non-factorable	Credit granted for work completed at another institution or by examination credit