## TABLE OF CONTENTS

### INTRODUCTION TO THE DOCTORAL PROGRAM .............................................. 3
### ADMISSION ..................................................................................... 5
- Prerequisites ............................................................................. 5
- Initiating the Admission Process ........................................... 5
- Application Checklist ............................................................... 6
### RE-ADMISSION ........................................................................... 7
### DESCRIPTION OF THE PROGRAM .................................................... 8
Program Requirements: ................................................................. 8
- Urban Studies Core .................................................................. 9
- Research Design and Methods ................................................. 9
  - Research Design .................................................................. 9
  - Research Methods ............................................................ 10
  - Research Competence ...................................................... 10
  - Research Proficiency ....................................................... 11
- Major and Optional Minor Fields of Study/Area of Specialization . 12
- Suggested Sequence of Courses .............................................. 13
- DURB 6090: Independent Study and DURB 7050: Dissertation Research .. 14
- Teaching Experience ............................................................ 15
- Residency Requirement ....................................................... 15
- Continuous Enrollment ......................................................... 15
- Advising: Advisor and Major Professor .................................. 15
- Major Milestones .................................................................. 16
  - During First 18 Hours in the Doctoral Program at UNO ........ 16
  - During the Next 24 Hours in the Doctoral Program at UNO .. 16
  - After 42 Hours in the Doctoral Program at UNO ............... 16
- Program of Study ................................................................... 17
- Annual Evaluation ................................................................. 18
- General Examination ............................................................ 19
  - Written Examination ....................................................... 19
  - Oral Examination of the Dissertation Proposal ................. 22
  - Admission to Candidacy ................................................... 23
- The Dissertation ................................................................... 24
  - Preliminary Proposal ......................................................... 24
  - Selection of a Dissertation Advisor as Major Professor/Chair .. 24
  - Formal Dissertation Proposal .......................................... 25
  - Selection of the Dissertation Committee ......................... 25
  - Dissertation Hours ........................................................... 26
  - Dissertation Preparation and Feedback from Committee Members .. 26
Collaborative Dissertation Research and Co-Authorship ........................................... 26
Final Oral Examination .................................................................................................. 28
Application for Degree .................................................................................................. 29
FINANCIAL AID & SCHOLARSHIPS .................................................................................. 29
BORSF Doctoral Fellowships ......................................................................................... 29
Doctoral Graduate Assistantships ................................................................................ 30
Grants and Loans ............................................................................................................ 30
ADDITIONAL INFORMATION ............................................................................................ 30
APPENDIX I – Important Websites ................................................................................ 31
APPENDIX II – PH.D. IN URBAN STUDIES PROGRAM FACULTY ............................. 34
APPENDIX III – DOCTORAL PROGRAM FORMS ......................................................... 36
APPENDIX IV: URBAN STUDIES GENERAL EXAM READING LIST ................. 37
DEPARTMENT OF PLANNING AND URBAN STUDIES
UNIVERSITY OF NEW ORLEANS

The University of New Orleans, a publicly-supported institution of higher education, is the Research II urban university of the Louisiana State University System. It is situated on a 300-acre campus on the southern shore of Lake Pontchartrain, a short distance from the Vieux Carré and downtown New Orleans. UNO opened in 1958 with 1,500 students. The Graduate School was founded in 1963. Currently 11,724 students are enrolled, including 2,978 in graduate programs.

The Department of Planning and Urban Studies (PLUS), housed in the School of Urban Planning and Regional Studies (SUPRS) and the College of Liberal Arts (COLA), offers a bachelor's degree program in urban studies and planning, master's degree programs in urban and regional planning and urban studies, and a Ph.D. degree program in urban studies with majors in urban affairs, urban anthropology, urban history, and urban planning. The doctoral program faculty, which includes members with advanced degrees in anthropology, city and regional planning, history, landscape architecture, political science, public administration, sociology, and urban geography, highlights the interdisciplinary character of urban studies as a field of endeavor. A favorable student-to-faculty ratio allows doctoral students to work closely with faculty members on a collaborative basis and to develop individual plans of study. The department enjoys a widely acknowledged reputation for excellence in urban research and public service, as evidenced by the growing number of applications to the doctoral program.

Scholarly research and teaching on the theory and practice of planning, public administration, and urban affairs provide the core of the department's educational efforts. The teaching and research specializations of the faculty are diverse, spanning the breadth of urban concerns in a wide variety of field specialties. The theoretical orientations informing faculty research and teaching are equally diverse, providing a number of perspectives from which to address urban research questions. Support for faculty research is provided by the extensive holdings in the University's Long Library, which contains over 12,000 serial titles, state-of-the art computer facilities, and faculty- and staff-generated grant and contract research projects.

INTRODUCTION TO THE DOCTORAL PROGRAM

The program of study leading to the Doctor of Philosophy degree in Urban Studies enables students of exceptional ability to undertake advanced study and original research in the fields of urban affairs, urban anthropology, urban history, and urban and regional planning. The program's goal is to prepare people for careers in scholarly activity, applied research, and high caliber policy analysis, rather than professional practice. Although many graduates will do applied research and policy analysis outside of
academic settings, the program provides a sound foundation for teaching and research in colleges and universities. Consequently, the Ph.D. in Urban Studies program emphasizes mastery of the literature and theory in a particular area of scholarship, known as the *area of specialization*, and mastery of research skills necessary to make original contributions to that field.

After adequate preparation in core courses of urban studies and research design and methods, and elective courses in an area of specialization, doctoral candidates complete an incisive and authoritative investigation in their chosen fields of study, culminating in the presentation and defense of a written dissertation. The dissertation must be either an addition to the fundamental knowledge of the field, or a new and substantially better interpretation of facts already known. It must demonstrate that candidates possess powers of original thought, talent for research, and an ability to organize and present research findings.

The Louisiana State University System, the University of New Orleans, the College of Liberal Arts, and the Department of Planning and Urban Studies have established requirements for the Ph.D. degree. The Doctoral Program Handbook sets out the general requirements of the Ph.D. in Urban Studies program. Specific fields of study within the Ph.D. in Urban Studies program may require additional work, depending on students' previous training and experience. The Ph.D. in Urban Studies program's rules may change from time to time, with all changes incorporated in successive versions of this handbook.

The Ph.D. Graduate Coordinator, who is appointed by the Chair of the Department of Planning and Urban Studies, and the Ph.D. Executive Committee, whose members are collectively responsible for decisions on admissions, curriculum, and other program policy matters, administer the Ph.D. in Urban Studies program. The Ph.D. in Urban Studies program faculty, which is listed in Appendix I, consists of the Department's faculty plus cooperating faculty from the College of Liberal Arts. The Ph.D. Executive Committee currently consists of the Ph.D. Graduate Coordinator, six faculty members, and a Ph.D. in Urban Studies student. All interested parties should submit questions of policy pertaining to the Ph.D. in Urban Studies program through the Ph.D. Graduate Coordinator, or the PhD Student Representative to the Ph.D. Executive Committee for consideration. The Ph.D. Executive Committee reports its decisions on policy matters to the faculty. Membership on the Ph.D. Executive Committee is renewed annually.

The Chair of the Department of Planning and Urban Studies appoints the Ph.D. Graduate Coordinator of the Ph.D. in Urban Studies program to a three-year term, with annual review and renewal. The Coordinator serves at the pleasure of the Chair. The Coordinator's tasks are to see that both faculty and students follow the rules and procedures of the program, to advise the Chair concerning doctoral student aid and other administrative matters affecting doctoral students, to chair the Ph.D. Executive
Committee, and to process applications to the Ph.D. in Urban Studies program. The PLUS Manager of Student Services and Communications and the Ph.D. Executive Committee, whose members in effect also serve collectively as an admissions committee, assist the Coordinator in processing applications. Appeals of any administrative actions by the Ph.D. Graduate Coordinator are directed to the Chair of the Department of Planning and Urban Studies and to the Dean of the Graduate School.

Most guidance for individual students will come from their faculty advisors and from members of students’ advisory committees. Advisory committees include a general examination committee, whose members evaluate the dissertation proposal, and a dissertation committee, whose members offer advice on and evaluate the dissertation.

ADMISSION

Students must submit both a University of New Orleans graduate application for admission, http://admissions.uno.edu/app.cfm, as well as, the Department of Urban Planning and Urban Studies application forms. The procedure for applying to the PhD Program in Urban Studies can be found on the PLUS website at: http://planning.uno.edu/PLUSPhDProgram.cfm.

Prerequisites

Students admitted to the Ph.D. in Urban Studies program in the Department of Planning and Urban Studies normally will have completed the requirements for the master’s degree in urban planning, urban studies, or a related discipline. In addition, the Ph.D. Executive Committee members may require students admitted to the program to have additional preparation appropriate to their field of study.

Initiating the Admission Process

Applicants from outside the Department of Planning and Urban Studies should file the application materials listed in the application checklist (see page 6). Students enrolled in one of the Department's master's degree programs need only provide the Ph.D. Graduate Coordinator with written notice that they wish to be considered for admission to the Ph.D. in Urban Studies program, recommendations from two PLUS faculty members, and a statement of research interests. Students may, at their own discretion, supplement their permanent files with supportive documents that, in their judgment, will provide the Ph.D. Executive Committee members with additional insights relative to their potential for doctoral-level work. The Ph.D. Graduate Coordinator refers all doctoral program applications to the Ph.D. Executive Committee for recommendations on admission.

After reviewing an application, the faculty members on the Ph.D. Executive Committee make admission and financial aid recommendations to the Chair of the Department of Planning and Urban Studies, and to the Dean of the Graduate School.
Planning and Urban Studies. Normally, when the Committee makes recommendations for admission, it identifies relevant faculty members who can potentially serve as advisors and refers applicants' folders to them for supplemental evaluation.

In the case of applicants with no prior graduate-level work or with graduate work in fields other than urban planning or urban studies, the Executive Committee members may recommend admission to one of the Department's master's degree programs. If admitted to a master's program, applicants will receive a letter indicating they must begin at the master's level and apply to the Ph.D. in Urban Studies program during the first or second year of study. In the case of applicants from the Department's own master's programs, the Committee will recommend a delay in the admissions decision until they have completed requirements for the master's degree.

The Ph.D. Executive Committee makes the final decisions on recommendations to the Graduate School for admission to the program.

Admissions to the Ph.D. in Urban Studies program are for the fall semester of the academic year only. The application deadline for admission to the program and financial aid is currently February 15. Admission applications are reviewed only one (1) time per academic year.

**Application Checklist**

The following documents must be submitted before the Ph.D. Executive Committee will consider an application:

- The Department of Planning and Urban Studies application for admission.
- The University of New Orleans's Graduate application for admission.
- Statement of personal goals and interest in doctoral studies.
- Three letters of recommendation, at least two of which are from professors who can judge applicants' potential for doctoral work.
- Graduate Record Examination (GRE) scores (official score report to the University, and a photocopy to the Department).
- Official transcripts from all previously attended institutions of higher education (official transcripts to the University, and photocopies to the Department).
- Examples of previous research and written work.
- Scores of Test of English as a Foreign Language (TOEFL) for students from non-English-speaking countries (official score report to the University, and a photocopy to the Department).
- International students must also submit additional information. Details can be found at http://admissions.uno.edu/factsinternat.cfm.
Students submit the Graduate School scholarship application to the Program. The Program submits recommendations for available Graduate Assistantships and Scholarships but does not have approval authority. See the section on “Financial Aid & Scholarships” for application requirements.

Admission requirements for the Ph.D. in Urban Studies program include a minimum graduate school grade point average of 3.0, an undergraduate grade point average of 3.0 or higher, a score of 600 or higher on the verbal and quantitative portions of the GRE, and a score of at 5.0 or higher on the writing portion of the GRE. The Ph.D. Executive Committee members may relax all or some of, the admissions requirements if a student's record documents substantial professional or scholarly achievement. Minimum TOEFL scores required for graduate admission to the University of New Orleans are 550 on the paper-based test (with a minimum listening comprehensive score of 55), a composite score of 225 on the computer-based test, and a score of 79 on the internet-based test. The urban studies doctoral program typically does not admit students with TOEFL scores lower than 600 on the paper-based test, 250 on the computer-based test, and 85 on the internet-based test.

The statement of interest that accompanies the application to the Department is a very important part of the application. It should reflect applicants' best thinking about an area of specialization. It also is used to help decide whether there is a constructive fit between applicants' interests and the doctoral program faculty members' ability to help them develop a command of knowledge and skills in a specific area or areas of interest. In their statements of interest, applicants should outline a proposed area of specialization, including an appropriate theoretical foundation, suitable scholarly research skills, and even illustrative topics for dissertation research. They should suggest course topics, remembering that many of the courses may be outside of the Department of Planning and Urban Studies. Since we are aware that applicants' knowledge of the UNO campus and PLUS is often limited, admitted students will be able to change and refine the proposed program after arrival to reflect personal growth and understanding of the area of interest. Nevertheless, applicants should devote careful attention to the statement of interest.

RE-ADMISSION

In order to meet UNO PhD Program residency requirements, students are encouraged to maintain continuous enrollment until program completion. Students must enroll in at least three (3) credit hours each semester, excluding summer. Students who fail to meet this requirement and do not enroll for two (2) consecutive semesters must re-apply to the UNO Graduate School and to the PhD program.
Outlined is the process for re-application to the program for students who were previously admitted in the UNO PhD Program but have not maintained continuous enrollment:

1 - Submit an "Application for Admission" to the UNO Graduate School. The online form can be found on: http://admissions.uno.edu/app.cfm.

2 - Submit the following information in hard copy, to the PhD Graduate Coordinator:

(a) A department personal information sheet, which can be found at http://planning.uno.edu/studentforms.cfm;

(b) A personal statement of no more than 1000 words outlining your reasons for re-applying to the program; describe your intended area of research, faculty who you will work with and provide a timeline for program completion; However, if you have a draft of the dissertation, submit this and a timeline for completion in lieu of the statement;

(c) If you have taken any courses that will be considered for transfer, please provide the Office of Admissions with an updated official transcript and provide a copy to the PhD Program.

(d) There may be other documents required after a review of the students’ program file has been completed.

Upon receipt of the complete application, the PhD Executive Committee will review the materials and will forward their recommendation to the Graduate School who, in turn, will forward this to the Admissions Office. Admission decisions are considered final and may not be appealed by prospective or returning students.

Please note that if a student is granted re-admission, the student will follow the PhD Program Policy Guidelines that would be in effect in the year that you return.

DESCRIPTION OF THE PROGRAM

Program Requirements:

Students must earn a minimum of 72 semester credits beyond the Masters or Baccalaureate degree with a grade point average of 3.0 or higher, including a maximum of six credits for dissertation research, in courses approved for the degree by the Department of Planning and Urban Studies and the Graduate School. Students are required to achieve a B or higher in all required courses: DURB 6850 Seminar in Urban Studies, DURB 6830 Urban Theory, ANTH 6801 Seminar in Cultural and Social Theory, HIST 4543G United States Urban History, DURB 7020
For their other courses, students will be allowed two course grades of C or lower. Students who receive a third C while in the Ph.D. in Urban Studies program will not be able to continue in the program. Admission from the Program will be revoked prior to the beginning of the next semester.

Students may count up to twenty-four (24) credits earned as part of a master's degree program but no more than twelve (12) additional credits earned after receiving the master's degree toward Ph.D. in Urban Studies program requirements. Courses proposed for transfer must be approved as part of a student's program of study within the Department and by the Graduate School. The courses must be examined prior to the general doctoral examination.

Students must complete sixty-six (66) credit hours of course work, including pre-doctoral graduate-level course work, in three areas: the urban studies core, research design and methods, and the major field of study/area of specialization. Students, at their own option, may wish to identify a minor field of study. In addition, students must complete six (6) credit hours of DURB 7050 Dissertation Research. Each student selects courses for her or his major and minor fields in consultation with her or his advisor.

**Required Courses** in the Urban Studies Core and Research Design and Methods:

### Urban Studies Core
(12 credit hours)

- DURB 6850 Seminar in Urban Studies
- DURB 6830 Urban Theory
- HIST 4543G United States Urban History
- ANTH 6801 Advanced Seminar in Cultural and Social Theory*

[*The course number was previously ANTH 6091.]

### Research Design and Methods
(15 or more credit hours)

#### Research Design
(Six credit hours)
General Track:
DURB 7020 Research Design Seminar
DURB 7030 Research Design Practicum

or

Urban History Track:
HIST 6803 Proseminar in Urban History: Social and Cultural Change
(can also be offered as DURB 6803)
HIST 6804 Seminar in Urban History

Research Methods
(Nine or more credit hours)

Research Competence
(Six credit hours)

Demonstrated by completion of one intermediate-level statistics course and one qualitative methods course

Intermediate-Level Statistics
(Three credit hours)

URBN 6005 Statistics for Urban Analysis
or
EDFR 6710 Descriptive Statistics and Inferential Hypothesis Testing
or
SOC 4788G Social Statistics
or
PSYC 6311 Advanced Statistics I

Qualitative Methods
(Three credit hours)

ANTH 4070G Qualitative Research
or
EDFR 6715 Introduction to Qualitative Research Methods
or
EDFR 6721 Advanced Qualitative Research Data Analysis
or
HIST 6001 Historical Research and Writing
or
SOC 6788 Qualitative Methods in Sociology
Research Proficiency  
(Three or more credit hours)

Demonstrated by completion of two of the following three options

Option 1: Advanced Quantitative Methods  
(Three credit hours)

EDFR 6720  Applied Regression and Analysis of Covariance
or
EDFR 6725  Multivariate Statistics and Covariance Structure Analysis
or
PSYC 6312  Advanced Statistics II (Multivariate)
or
MATH 6303  Multivariate Statistical Analysis
or
MATH 6304  Regression Analysis

Option 2: Qualitative Methods  
(Three credit hours)

ANTH 4070G  Introduction to Qualitative Research
or
EDFR 6715  Qualitative Research Data Analysis
or
EDFR 6721  Qualitative Research Data Analysis
or
HIST 6001  Historical Research and Writing
or
SOC 6788  Qualitative Methods in Sociology

Option 3: Foreign Language

Passage of proficiency test with score of 450 or higher, or passage of UNO foreign language course numbered 2002 with a grade of B or higher. If students wish to audit the course, a letter from the instructor testifying to performance in the course at a grade level of B or higher may substitute for a formal letter grade. The foreign language option is open only to students who can demonstrate applicability of the language or languages to their area or areas of specialization. Students must pass a placement test that is administered by the Department of Romance Languages. Not all languages can be tested.
**DURB 7030 Requirement**

All students are required to enroll in DURB 7030, *Research Design Practicum*, which is offered once every year in the spring term. Students who enroll in the course, *and do not defend their dissertation proposals before the course is offered again*, must retake the course, and must continue to enroll in the course until they have successfully defended their dissertation proposals. Students may only count three hours of DURB 7030 towards Ph.D. in Urban Studies requirements.

**Major and Optional Minor Fields of Study/Area of Specialization**

(42 credit hours)

Students declare a major field of study from among four options: urban affairs, urban history, urban planning and urban anthropology. Within the major field, students select a group of courses that provide a foundation in the theory and methods of that field of knowledge and a set of additional courses that constitute an area of specialization. Typically, foundation courses are completed as part of previous master's degree work and are transferred into the doctoral program. Students who do not have a master's degree in their major field should expect to take courses sufficient to demonstrate knowledge of the basic theory, concepts, and methods of that field.

Students select a group of courses that form an area of specialization within the major field of study. The Department of Planning and Urban Studies supports areas of specialization in land use and environmental management and policy, social and cultural change, and urban development. As a rough rule of thumb, students should expect to take at least 15 credits hours of courses in their areas of specialization. These courses may be offered in the Department of Planning and Urban Studies or other departments of the University and they may be formal courses or independent studies.

Students define their areas of specialization in consultation with a faculty Advisor or Major Professor, who may also be considered the advisor. The courses must be mutually reinforcing and coherent, assure expertise in some body of knowledge, methods, or problem area, and provide students with adequate skills and knowledge to do dissertation research, teach, and carry out original research as well as policy research in their area or areas of specialization. Students are expected to develop knowledge of the body of relevant theory in their area or areas of specialization, usually by taking courses in the social science, history, or planning, demonstrate an ability to apply theory and methods to specific problems, and to develop a general proficiency in research design and methods.

Students may, at their own option, define a minor field of study. Within the minor field, students must complete at least 15 credit hours (some of which may be transfer credits) in a set of courses approved in advance by the faculty advisor. Courses taken in the minor...
may constitute an independent body of knowledge, or they may support the area of specialization developed in the major.

**Suggested Sequence of Courses**

The following courses should be taken in sequence and are required (*):

**First Fall Semester:**
*DURB 6850 Seminar in Urban Studies  
HIST 4543G United States Urban History  
ANTH 6801 Advanced Seminar in Cultural and Social Theory  
Basic course in statistics or qualitative methods

**First Spring Semester:**
*DURB 6830 Urban Theory  
Basic or advanced course in statistics or qualitative methods  
Course in major or minor field of study  
Course in major or minor field of study

**First Summer Session:**
Course in major or minor field of study  
Course in major or minor field of study

**Second Fall Semester:**
*DURB 7020 Research Design Seminar  
Course in advanced statistics or qualitative research methods  
Course in major or minor field of study  
Course in major or minor field of study

**Second Spring Semester:**
*DURB 7030 Research Design Practicum  
Course in advanced statistics or qualitative research methods  
Course in major or minor field of study  
Course in major or minor field of study

**Third Fall Semester:**
General Examination (written examination and dissertation proposal defense)  
*DURB 7050 Dissertation Research

**Third Spring Semester:**
*DURB 7050 Dissertation Research  
Final Examination/Public Presentation of Dissertation Research Proposal
**DURB 6090: Independent Study and DURB 7050: Dissertation Research**

Ph.D. in Urban Studies students wishing to register for an independent study or dissertation research must complete the appropriate forms and have them approved by the faculty member directing the independent study then forwarded to the Ph.D. Graduate Coordinator. The Coordinator does not approve the research plan but certifies that the independent study, or dissertation research, is part of the student's program of study and for compliance with Graduate School and Registrar course enrollment guidelines. The form must be included, or accompanied by, a contract between the student and faculty member overseeing the independent study project or dissertation research. The contract should include a short description of the topical materials covered, a reading list, the nature of product to be graded, date of work submission and a justification for its inclusion in the student's program of study.

Students should complete all core and specialization courses prior to taking an Independent Study (IS) course. Students who take IS that does not use the DURB 6900 course number courses may not get these approved for credit toward the degree. An IS cannot be taken in lieu of a course that is being taught during the same semester that the IS being requested.

The course forms, and associated program documents, can be found on the PLUS Program forms page: http://planning.uno.edu/studentforms.cfm.

Review, and follow the process applicable to your situation:

1. Students must download the form and provide a description of the course work plan, submission deadlines and deliverables. While we accept electronic form submissions, it is best to submit these documents (with required signatures and/or approvals) in hard copy.

2. Since the supervising Faculty must review and grade/approve the course submissions, do not list the final date of document submission as the last day of the semester.

3. Students must review, and obtain approval, from the Professor that will be supervising the course.

4. The Faculty member should either sign the form indicating approval or send an e-mail confirmation to the PhD Program Coordinator.

5. Upon submission of the completed documents and Faculty approval, course permission will be provided to the student.
6. Students must self-enroll in the course for the credit hours specified (Independent Study can be taken for no more than three (3) credit hours; Dissertation Research can be taken from 1-9 credit hours).

**Teaching Experience**

An important objective of the doctoral program is to train top quality and highly motivated teachers. Therefore, teaching experience is an important element of a doctoral student's training. Students and their advisors should plan for at least one semester of teaching experience, unless a student comes to the program with substantial experience teaching at the college level. Although teaching experience may not be in the form of sole responsibility for a course, students will share course planning, design of the syllabus, lecturing, and grading papers with a faculty member. Teaching experience should be part of every student's program, even if the primary means of financial support is a fellowship, research grant or contract.

**Residency Requirement**

The Graduate School of the University of New Orleans requires doctoral students to complete two consecutive semesters of nine or more credit hours, or three consecutive or non-consecutive semesters of six or more credit hours.

Students must furnish a list of courses and semester equivalencies taken to fulfill the residency requirement for the Report on *General Examination/Application for Candidacy form*.

**Continuous Enrollment**

Students are encouraged to maintain continuous enrollment in order to retain status as a PhD student or candidate in the Graduate School and PhD Program. Students must enroll in at least three (3) credit hours each semester, excluding summer. Students who fail to meet this requirement and do not enroll for two (2) consecutive semesters must re-apply to the UNO Graduate School and to the PhD program. If students fail to enroll for 2 continuous semesters, a re-application must be submitted.

**Advising: Advisor and Major Professor**

In the Fall semester, first year students are assigned to a UNO Faculty member for primary advising. By the end of the first year in the program, a student should either confirm or change her or his Advisor. An advisor helps a student establish a course of study in the student's major and minor fields. Although advisors have primary responsibility and authority for students' programs of study, most important steps in a
student's doctoral career are also reviewed by the Ph.D. Graduate Coordinator, who makes recommendations to the Ph.D Executive Committee.

By the beginning of the 2nd year, students must transition from an Advisor to a Major Professor (also known as “Chair”), who also serves as the primary advisor. The Major Professor continues to advise the student on course sequence and selection, as well as, managing the Dissertation Committee

**Major Milestones**

The following lists highlight key milestones in a program of doctoral study for a student with 24 hours of approved previous graduate work. Individual programs of study and milestones may vary depending upon the extent of preparatory work in the major field prior to entering the program.

Full time students are expected to take the general exam at the beginning of their third year. Part time students would do an equivalent based on credit hours.

*During First 18 Hours in the Doctoral Program at UNO*

- Completion of the core courses in urban studies
- Completion of intermediate statistics and first qualitative methods course
- Submission of approved program of study with course work in major and minor fields of study identified, and approval of all coursework from a master's degree student would like to count toward meeting Ph.D. in Urban Studies requirements

*During the Next 24 Hours in the Doctoral Program at UNO*

- Completion of course work
- Submission of general examination proposal
- Submission of dissertation proposal, including topic, advisor, committee membership, and working bibliography
- Completion of comprehensive examination and oral examination of dissertation proposal
- Completion of foreign language proficiency test, if applicable

*After 42 Hours in the Doctoral Program at UNO*

- Completion of dissertation research, including six credit hours of DURB 7050
- Completion of committee review of dissertation
- Completion of dissertation defense
- Graduation
Program of Study

At the end of the first year of study, a student should review the proposed program of study with her or his advisor and submit a plan of study to the Ph.D. Graduate Coordinator. Each student is responsible for seeing that a copy of their proposed program of study is placed in their file, after review by their Advisor/Major Professor and the Ph.D. Graduate Coordinator with approval from the Graduate School. The Doctoral Program of Study form is available online at http://grad.uno.edu/forms/.

The PhD courses checklist must include all courses that were transferred, substituted or taken while at UNO. Download the form: http://planning.uno.edu/studentforms.cfm

The plan of study should contain the following elements:

- Brief description of the major field of study and areas of specialization. The description will provide a basis for judging the adequacy of proposed courses to build competence in the major areas of specialization;
- List of required courses and courses taken or to be taken in the major field and areas of specialization;
- List of courses from previous graduate work organized by major field and areas of specialization. The list of pre-doctoral courses should include university, semester and year taken, course number and title, name of instructor, and grade received. Students cannot transfer courses with a grade of C or below. Students may be required to provide the course syllabus, text, and major paper to their advisors, the Ph.D. Graduate Coordinator, and committee members for transfer courses that constitute key components of the doctoral program of study;
- Schedule of previous, current, and future courses by semester and year;
- Outline of plans for developing teaching skills. Ordinarily this plan should specify at least one course in which students will participate as teaching assistants;
- Brief description of any tentative plans for a dissertation project;
- List of important concepts and key readings for which students will be responsible in the general examination. Students will refine the list during subsequent semesters and will be provided recommendations from the Major Professor.

Course Substitutions

Outlined below is the process for requesting course substitution requests. Substitution approvals must be in hand prior to the course start.
The process is as follows:

- Obtain the syllabus for the course you wish to substitute;
- Complete the course substitution form: http://planning.uno.edu/studentforms.cfm;
- Submit the request to the Instructor of record for the PLUS course you wish to substitute;
- If the substitute is approved, the course can be taken.

Annual Evaluation

The Ph.D. Executive Committee members and the relevant Advisor or Major Professor will evaluate each doctoral student annually. The purpose of the annual evaluation is to ensure that all students have established effective advising relationships with Ph.D. in Urban Studies program faculty members and are making satisfactory academic progress in the Ph.D. in Urban Studies program.

After obtaining a review and approval from the Advisor or Major Professor, students should submit the annual report and courses checklist to the Ph.D. Graduate Coordinator no later than Friday of the last week of classes in the Spring semester. The PhD Annual Report form and PhD Courses Checklist are located here: http://planning.uno.edu/studentforms.cfm.

The annual report form is an update from the Program of Study that was completed during their first semester of study along with any subsequent amendments or additions. The report should also include a written statement detailing the progress they have made in furthering their professional development and in meeting their educational goals. Students should include as part of their written statements a plan for meeting UNO residency requirements (see page 13).

Based on a student's program of study, written statement, and other relevant information, the Ph.D. Executive Committee members and the student's Advisor or Major Professor will either inform the student that they are proceeding in a satisfactory manner or else may provide them with a set of conditions they must meet in order to achieve satisfactory academic performance.

Please note that a student may not be able to register for additional courses if the Ph.D. Executive Committee members and the student's Advisor or Major Professor determine that the student is not making demonstrable progress in the Ph.D. in Urban Studies program, or if the student has not completed program requirements in a timely manner.
**General Examination**

All students must pass the general examination which includes a comprehensive written examination and dissertation proposal defense based upon the attached reading list (or subsequent revisions). Students must complete all course work and maintain residency until they complete the general examination. PLUS offers the written part of the general examination only once in the fall semester. Students who do not pass the comprehensive exam must take it, and pass, during the following spring semester. The exam is not offered during the summer session, during the recess period between the fall and spring semesters, or before or after the summer session. Students must be registered at UNO and be enrolled in DURB 7050 *Dissertation Research* in order to take the general examination.

The general examination assesses competence in the fields of knowledge covered by the program of study and the adequacy of the dissertation proposal. The comprehensive examination assesses competence in the required curriculum through a written comprehensive examination. Students may discuss and clarify the scope and content of the examination with the PhD Executive Committee exam administrator, which should be done fairly early in the examination preparation period.

The Major Professor and Members will evaluate the dissertation proposal through an oral examination that students may schedule before or after the written test. Both the comprehensive examination and dissertation proposal defense should be taken during the same or, no later than, the following semester (excluding summer).

After passing both parts of the general examination, the comprehensive examination and oral examination of the dissertation proposal, students advance to candidacy for the Ph.D. in Urban Studies degree.

**Written Examination**

The written Comprehensive Test covers the following topics and general knowledge from the required reading list.

**Part I**
Core Curriculum, Research Design and Methods

In preparation to defend the dissertation proposal, students must have an approved major field that related to the dissertation topic (Part II) with a minor field that defines a specific topic (Part III).
Part II
Major Field
- History and precedent in the field
- Theory and its evolution
- Current issues and debates
- Methods of inquiry

Part III
Minor Field
- History and precedent in the field
- Theory and its evolution
- Current issues and debates
- Methods of inquiry

Students must submit the Request for General Examination form to their Committee review and sign-off at the beginning of the Fall semester. The form is then submitted to the PhD Graduate Coordinator, at least four (4) weeks prior to the scheduled dissertation proposal defense examination date. The form will then be submitted for final review and sign-off by the Graduate School. Students must include the title and brief description of the proposed dissertation research. The PhD Courses Checklist should be updated with the required curriculum and major and minor fields.

The form can be found here: http://grad.uno.edu/forms/index.cfm.

Students are not expected to take a semester off to prepare for the examination but it is wise for students to prepare for the examination during the spring semester prior to the exam or over the summer recess.

Written comprehensive examination

The written comprehensive examination will be offered once each academic year during the fall term, usually in October. The examination will be based upon the reading list that is found in the appendix of this Handbook. The PhD Graduate Coordinator will post the examination date at the beginning of the fall term. Students will sit for the exam on a Saturday and Sunday. The exam will be "open book and open note," and students will be allowed to use either their laptop computers or UNO lab computers and connect to the Internet. Examination questions will cover the core curriculum, theory and methods. Student responses to examination questions will be evaluated by faculty members of the Ph.D. Executive Committee in consultation with the student's general examination committee members, with four possible outcomes as described below (pass with honors,
pass, conditional pass, and fail). The Ph.D. Graduate Coordinator will place an additional copy of the examination responses in the student’s file.

Students who fail the exam will be allowed to retake the exam during the spring term. The day and time of the exam will be announced by the PhD Program Coordinator announce at the beginning of the spring term. Only students who fail the exam in the Fall may sit for the exam in the Spring. Students who fail the comprehensive examination a second time will be dropped from the program.

The general examination committee determines the outcome of the written portion of the general examination. In order to pass, two of the three examiners must approve of the student's answers. Examination committee members judge each examination question independently of the others, and students may pass one or several parts of the written examination and fail others. The general examination committee may deem it useful to conduct an oral review of the written examination with students in order to clarify the content of responses to the examination questions, explore ideas presented in responses, or expand on ideas or themes suggested in responses. Oral reviews are held at the discretion of the examination committee. In the event of failure, students must retake only those parts of the written examination they failed during the spring exam.

There are four possible outcomes of the written examinations:

- Pass with honors indicates exemplary responses to the examination questions
- Pass indicates adequate responses to the examination questions
- Conditional pass indicates that the student's responses demonstrate an adequate foundation in a field and area of specialization but one or more of the responses show important weaknesses in the way the student interpreted the question or questions, interpreted or applied the literature or methods of inquiry applicable to the question or questions, or otherwise did not offer a compelling argument or thorough discussion. Students receiving a conditional pass will be given remedial tasks to rectify the situation. The examiners, in consultation with the chair, determine appropriate remedial actions short of having the student retake the examination. Remedial actions may include preparation of a paper on the area of weakness, completion of additional course work, or other actions as determined by the examination committee. Students will have six months to complete this work. If they do not do so in satisfactory fashion within the six months period, the conditional pass becomes a fail and they need to retake the entire general examination
- Fail means the student has not demonstrated sufficient mastery of material and/or ability to offer a compelling argument or thorough discussion. The student must not only work out a plan for remedial studies with the committee chair and examiners, but also must retake the examination after such studies are completed satisfactorily. Students receiving a failing grade have a year to retake their general examination.
Students must pass all parts of the written examination. If a student fails any part of a second general examination, they are automatically withdrawn from the doctoral program and cannot be readmitted.

If a student fails the written portion of the examination, the PhD Executive Committee and/or Major Professor/Advisor forwards the Report on General Examination/Request for Candidacy form to the PhD Coordinator who will forward this to the Graduate School. The report must list causes and note remedial work that is required prior to taking the examination a second time. If the result is a conditional pass, the chair of the examination committee holds the form until the student satisfies conditions for a passing grade.

After students have passed the written examination and successfully defended their dissertation proposals, they must supply in hard copy the chair of the committee with the following information for the Report on General Examination/Request for Candidacy, which must be submitted to the PhD Coordinator who will forward it to the Graduate School:

- A list of changes in the program of study (using the checklist in the appendix), if changes were made.
- A list of courses the student will take during the remainder of her or his time in the Ph.D. in Urban Studies program.
- A list of courses with semester equivalencies to fulfill the residency requirement.
- Summary of semester hours, broken out by semester hours taken at UNO, courses taken elsewhere, and courses remaining.
- Title of pre-dissertation research project, which will normally be the project completed in DURB 7030, Research Design Practicum, date completed, and supervisor.
- Summary of dissertation in a 1-3 page report.

**Oral Examination of the Dissertation Proposal**

Upon submission of a formal dissertation proposal, the Major Professor, in consultation with members of the Dissertation committee, will schedule an oral examination of the proposal.

At least one month but no sooner than two weeks before the dissertation proposal defense, students will provide an ‘Announcement of the Dissertation Research Proposal’ to the PhD Program Coordinator.
The announcement must be submitted in both electronic and hard copy format including:

- student name;
- student UNO identification number;
- date, day, time and location (specify building and room number) of the defense;
- title of the dissertation.

The oral examination provides an opportunity for general examination committee members to judge the significance and feasibility of the dissertation project. Any member of the doctoral faculty may read a student’s proposal and participate in the oral examination.

After presentation by the doctoral student, the members of the general examination/dissertation proposal committee will ask questions concerning any or all aspects of the underlying theory and research design. On completion of the oral examination, the committee reviews the student's performance and approves the proposal, approves the proposal with specific changes, or does not approve the proposal. If the proposal is not approved, the student will submit a new proposal and participate in the oral examination a second time. Students who fail the oral examination a second time will be dropped from the doctoral program.

Two of the three dissertation committee members must approve of the proposal defense in order for a student to pass the general examination.

The candidate for degree must be physically present at the defense of the manuscript. In the case of extreme and unusual hardship the Dissertation committee may make alternative arrangements with notification to the PhD Coordinator and approval by the Graduate School.

**Admission to Candidacy**

The comprehensive examination committee will report the findings of the written exam to the Major Professor and PhD Program Coordinator within one (1) month of the examination. The General Examination/Proposal Defense Committee will review, and sign, the *Report on General Examination/Request for Candidacy* form. Approval of this form allows students to formally petition the Graduate School for admission to candidacy for the Ph.D. in Urban Studies degree. Students must indicate the expected date of completion of the dissertation and graduation from the University. The *Report on General Examination* form can be found here: http://grad.uno.edu/forms/index.cfm.
The Dissertation

The typical steps in developing a dissertation are presented below.

Preliminary Proposal

Students typically begin exploring dissertation research topics in DURB 6850 Seminar in Urban Studies. As part of DURB 7030 Research Design Practicum is a course where their research papers should identify important research questions within an area of specialization. The dissertation should be a scholarly contribution to the major field of study. It must be an original piece of work, accomplished and reported in a careful and convincing manner. The link to theory and to policy formulation or implementation should be clear. It usually, though not always, involves collection and analysis of empirical data. The application of knowledge to a particular professional practice situation generally is not acceptable unless students can demonstrate that the conclusions are generalizable.

The dissertation often involves use of the scientific method, but other methods are equally acceptable. Comparative case studies based on rigorous case-study methodology which meets the generalizability/theoretical abstraction criterion is acceptable. The appropriate use of historical method, consistent with the methodological norms of the history department, for the investigation of a particular issue or era is acceptable for a dissertation, as are significant contributions to methodology or theory. Students should discuss the preliminary proposal with faculty members who have an interest in the subject area, or who may otherwise be able to advise students on the merit and feasibility of the project.

Selection of a Dissertation Advisor as Major Professor/Chair

Selection of a Dissertation Advisor, or Major Professor/Chair, is initiated by students and is determined by mutual agreement of the student, the faculty member, and the Ph.D. Graduate Coordinator. Any member of the urban studies doctoral faculty may serve as a dissertation advisor and a student may have more than one dissertation advisor (co-advisors). A list of doctoral faculty members is provided in Appendix I. A student's program advisor is often a logical choice for the Dissertation Advisor/Major Professor, but there is no requirement that students select the program advisor as their dissertation advisor. Faculty members electing to serve commit themselves to do everything reasonable to see students through their dissertation projects from project proposal to dissertation defense.
Formal Dissertation Proposal

Students, in consultation with their dissertation advisors and other faculty members as needed, prepare a formal proposal of the dissertation project. The exact format will be determined in considerable measure by their advisors, but it should include at a minimum description of the research problem; significance of the dissertation to a recognized body of knowledge; summary of existing literature on the problem; statement of relevant theoretical base for researching the problem; preliminary statement of hypotheses to be tested and data sources if the dissertation constitutes an application of scientific method to empirical data; research methods; expected results; and a working bibliography of the most critical literature. Some advisors and students also find it useful to develop a list of chapters of the dissertation with a summary of what will be covered in each chapter.

Selection of the Dissertation Committee

The dissertation committee consists of no fewer than four (4) persons. In addition to the Dissertation Advisor/Major Professor or Co-Advisors, at least two additional faculty members from the urban studies doctoral program must be on the dissertation committee. In addition, students and their advisors may invite faculty members from other departments or scholars from outside the University of New Orleans to serve on their dissertation committees, but at least two members of the dissertation committee must be full members of the UNO graduate faculty. If the dissertation involves the minor field, at least one of the committee members must have expertise in the minor field. Students and their dissertation advisors propose the committee and obtain agreements from members to serve on it.

Non-UNO Faculty must be approved by the Graduate School. Review the requirements for Faculty approval on the Graduate School website. The student must provide the Chair of the Department of Planning & Urban Studies with the request for outside Faculty with their curriculum vitae for approval of committee membership. This documentation will be submitted by the Chair to the Graduate School. Students must request that outside Faculty serve for one or multiple years of service depending upon the expected graduation date. Administrative Appointments typically are only approved for one year but it can be re-submitted for approval one year at a time after that.

The dissertation committee members' job includes consulting with students as the student research and writes the dissertation, providing timely feedback on chapter drafts, evaluating the results, and participating in the defense of the dissertation proposal and the final oral examination of the dissertation project.
Dissertation Hours

After advancing to candidacy, students must complete at least six (6) credit hours of dissertation work through registration in DURB 7050 Dissertation Research. Students should register for DURB 7050 during any semester in which they are working on the dissertation and actively seeking the advice of the dissertation advisor and committee members. Students must have completed their core and specialization courses before taking DURB 7050. DURB 7050 may be taken during the semester or academic year that the student is also taking the General Exam (comprehensive/written exam and dissertation proposal defense). Students may enroll in more than six hours of DURB 7050 but only six hours may count as part of a program of study. Students must coordinate taking this course through their Advisor and the PhD Coordinator prior to obtaining permission to take this course. The student must submit a signed, hard copy of the form located here: http://grad.uno.edu/forms/.

Dissertation Preparation and Feedback from Committee Members

Doctoral students are expected to consult with members of their dissertation committees at frequent intervals and are required to submit a progress report at least once a year. Advisors and students jointly decide whether draft chapters should be distributed to other committee members as students complete them, or else wait to distribute complete or nearly complete drafts to committee members. In any case, students should expect their advisors and committee members to provide timely feedback. When extenuating circumstances prevent this, advisors or committee members should inform students as soon as possible that there may be delays. In extreme cases when students feel that they are not receiving timely feedback, they should inform the Ph.D. Graduate Coordinator, who will discuss the situation with the relevant parties. At the same time, students should not expect faculty to provide feedback within unreasonable time constraints. Students, under normal circumstances, must provide faculty members at least three weeks to review and comment on the dissertation materials provided.

Collaborative Dissertation Research and Co-Authorship

The Department of Planning and Urban Studies and School of Planning and Regional Studies encourages students to conduct dissertation research, where practicable, as part of larger externally-funded faculty research grants or contracts. While there are many benefits to such an arrangement, it also raises a number of issues, including: (1) protection of doctoral students' rights and responsibilities of authorship of their dissertation; (2) provision of a means for faculty members to judge whether the dissertation represents students' ability to conceive and carry out independent research;
and (3) provision of a milieu that maximizes opportunities for students to participate in funded research and mentoring by faculty researchers, while also fostering doctoral students' intellectual growth and creativity.

All chapters and major chapter sections included in a dissertation are expected to be primarily the written work of Ph.D. candidates. Students may include work co-authored with faculty principal investigators in a dissertation through summaries of the work and appropriate citation in a manner similar to the use of other published sources, which will help ensure proper attribution for all work students include in their dissertations. Verbatim inclusion of co-authored work in dissertations is permissible only with unanimous approval of the dissertation committee.

Advice normally expected from and provided by dissertation advisors and committee members on research design, analytic strategies, editing style, and the like should not constitute an expectation of faculty co-authorship of any articles or other publications that come out of students' dissertation research.

Securing funding for, or designing and constructing databases used in, a dissertation does not automatically constitute grounds for faculty co-authorship of the dissertation research. In such cases, however, students must demonstrate that they have added an extra dimension to the research that goes significantly beyond the faculty-conceived research, and that satisfies the committee members' and Department's standards for independence and originality.

When students use faculty-initiated research projects as the basis for their own dissertation research, their faculty advisors and/or principal investigators should actively assist them in identifying pieces of the larger research project upon which students can base their dissertation research. The pieces of dissertation research might be significant enhancements or extensions of work already done collaboratively, or central parts of larger research projects that principal investigators have asked students to design and carry out. Ultimately, the dissertation research must be able to stand on its own and must be judged in terms of the scope and quality of students' contributions to the final research design, assembly of evidence, and valid and defensible interpretations of results.

The Department of Planning and Urban Studies and School of Planning and Regional Studies strongly encourage co-authorship by Ph.D. in Urban Studies students, either as lead or junior authors, with their faculty advisors of work that represents extensions of their dissertations or is unrelated to their dissertation research, since it contributes substantially to students' professional development and to their reputations.
**Final Oral Examination**

Major Professors/Dissertation advisors are responsible to members of dissertation committees for determining that drafts are in an appropriate form prior to their distribution to committee members. The final oral examination of the dissertation, or the dissertation defense, should be held only after all committee members have had at least three weeks to review the draft of the doctoral dissertation and a majority of committee members have deemed it defendable. The final oral examination is primarily a defense of the dissertation research and report, but it may include questions that relate the dissertation to the major field of study. It is conducted by the dissertation committee members but is open to all students and faculty of the Department of Planning and Urban Studies, the School of Planning and Regional Studies, and faculty from other departments. Students are responsible for posting a sign announcing the date and time of the dissertation defense, and inviting attendance by interested students and faculty.

Students and their dissertation advisors are jointly responsible for filing the Request for Doctoral Examination form with the Graduate School **at least one month** before the scheduled date of the examination. The *Request for Doctoral Examination* form is available online at [http://grad.uno.edu/forms/](http://grad.uno.edu/forms/). Students must be registered in the semester in which they submit and defend their dissertations. Semester-specific deadlines for setting and holding dissertation defenses, and bringing dissertations to the Graduate School for format checking are in the UNO Undergraduate/Graduate Catalog. Students must check the Graduate School website for the Dissertation submission format requirements on this site: [http://grad.uno.edu/td/index.cfm](http://grad.uno.edu/td/index.cfm)

Students must post notice of the examination in the Department at least three working days before their examinations are to be held, and place one copy of the dissertation in the Department's administrative offices for review by any faculty member who may wish to participate in the examination. That copy of the dissertation remains the property of the Department and must be provided by the student in addition to the copies the student provides to members of the Dissertation Committee and the Graduate School.

*The candidate for degree must be physically present at the defense of the manuscript. In the case of extreme and unusual hardship the examining committee, with permission of the PhD Coordinator, may make alternative arrangements.*

After the oral examination, committee members evaluate the student's overall performance, inform the student of their judgment (pass, conditional pass, or fail), sign the dissertation if it is acceptable, and complete the *Thesis and Dissertation Approval* form, which is filed with the Graduate School. The *Thesis and Dissertation Approval* form is available online at [http://grad.uno.edu/forms/](http://grad.uno.edu/forms/). At least three of the four dissertation committee members must approve the dissertation for a passing grade at the final oral examination. Under no circumstances may a student who receives two failing
grades on the final oral examination retake the examination; they will be dropped from the doctoral program and cannot be readmitted.

 Application for Degree

During the registration period of the semester in which the final oral examination or dissertation defense will be scheduled, students must file an application for the degree at the Registrar's Office. Students are required to make this formal application and to state the name to appear on the diploma. In addition, students must pay the diploma fee and at this last registration. Students must check the deadline for submission with the Registrar.

If a student files an application for degree for a particular semester but does not graduate in that semester, he/she must file a new application for degree for his/her next expected term of graduation and pay any related fees.

FINANCIAL AID & SCHOLARSHIPS

The Graduate School offers a variety of financial aid opportunities to its students. Most types of financial assistance at the graduate level are merit-based rather than need-based. Review the following site for additional information: http://grad.uno.edu/fin.cfm.

Students must submit the following documents to the PhD Program Coordinator when applying for either the Graduate Assistantship or Scholarship:

- UNO Graduate Scholarship application;
- Resumé;
- Personal statement that describes why this scholarship relates to the intended program of study;

BORSF Doctoral Fellowships

These four-year fellowships are available periodically to students entering the Department of Planning and Urban Studies doctoral program. The fellowships are awarded on a competitive basis and require a distinguished record of previous undergraduate and graduate work. Review the following site for additional information: http://grad.uno.edu/fin.cfm.

University of New Orleans Graduate Scholarships and Fellowships

The University of New Orleans offers graduate scholarships and fellowships on a competitive basis to exceptional domestic and international applicants. For information about the types of awards available, visit the UNO Graduate Scholarships web page at
Doctoral Graduate Assistantships

Each year the Department of Planning and Urban Studies has a select number of doctoral graduate research assistantships funded by the on-going sponsored research activities of the faculty available to doctoral students. Students holding graduate assistantships work 20 hours per week on sponsored and other research under the direction of a member of the doctoral faculty and staff. All assistants must register as full-time students. Stipends vary depending upon students' duties, qualifications, and experience. Assistantships also allow out-of-state students to pay tuition at the in-state rate. In addition, graduate assistants are eligible for exemption from most University fees for the summer session if they hold a full-time assistantship during the spring semester.

The Department awards doctoral graduate assistantships on a competitive basis. Students apply for an appointment as a graduate assistant through the regular application form to the Ph.D. in Urban Studies program and, after admission, by applying to the Ph.D. Graduate Coordinator. In addition, individual faculty and staff members who are seeking assistance on sponsored research projects may contact students directly.

Grants and Loans

The University of New Orleans Office of Student Financial Aid assists students in applying for other sources of financial aid, including various grant and loan programs and part-time work. Students interested in these sources of aid should contact the Financial Aid office directly well in advance of their expected date of enrollment. Information about student aid and application forms for grants, loans, scholarships, and part-time campus employment may be obtained by writing the Student Financial Aid Office, University of New Orleans, New Orleans, Louisiana, 70148. Information can also be obtained from http://finaid.uno.edu.

ADDITIONAL INFORMATION

For additional information about the doctoral program, please contact:

Dr. Michelle M Thompson
Ph.D. Program Coordinator
Department of Planning and Urban Studies
University of New Orleans
2000 Lakeshore Drive
New Orleans, LA 70148
Telephone: 504-280-6593; Fax: 504-280-6468; Email: mmthomp1@uno.edu
APPENDIX I – Important Websites

IMPORTANT WEBSITES:
College of Liberal Arts: http://cola.uno.edu/
School of Urban Planning & Regional Studies: http://suprs.uno.edu/
Department of Planning and Urban Studies (PLUS): http://planning.uno.edu/
Planning & Urban Studies - Contact information: http://planning.uno.edu/contactinfo.cfm
Planning & Urban Studies forms: http://planning.uno.edu/studentforms.cfm
BSUSP program information: http://planning.uno.edu/bsup.cfm
MURP program information: http://planning.uno.edu/murp.cfm
MSUS program information: http://planning.uno.edu/PLUSMSUSProgram.cfm
PhD program information: http://planning.uno.edu/PLUSPhDProgram.cfm
PLUS Student Organization: http://crescentcityshapers.wordpress.com/
UNO Home page: http://www.uno.edu/
UNO General Information/Links for Current Students: http://www.uno.edu/current.asp
UNO Catalog: http://registrar.uno.edu/catalog/index.cfm
UNO Important dates calendar: http://registrar.uno.edu/bulletin/importantdates/index.cfm
UNO Email access (through the link, at http://www.uno.edu/current.asp): https://cas.uno.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fcas.uno.edu%2fowa%2f
UNO Program information – all levels, by College: http://www.uno.edu/colleges.asp
UNO Program information – graduate level: http://grad.uno.edu/degree.programs.cfm
UNO Graduate School forms: http://grad.uno.edu/forms.cfm
  *Request for transfer credit, change of program/plan, graduation forms, etc.
UNO Graduate School – financial resources: http://grad.uno.edu/financial.resources.cfm
UNO Graduate School Orientation: http://grad.uno.edu/new.students.cfm
UNO Registrar’s office: http://registrar.uno.edu/
  *Appeals, transcripts, application for degree, etc.
UNO Campus maps: http://www.uno.edu/maps/
UNO Bookstore: http://bookstore.uno.edu/
UNO Student Affairs: http://www.studentaffairs.uno.edu/
UNO Student Health Services: http://studenthealth.uno.edu/
UNO Student Life: http://www.uno.edu/studentlife.asp
UNO Student Policy Manual: http://www.studentaffairs.uno.edu/policies.cfm
UNO Library: http://library.uno.edu/
UNO Administration: http://www.uno.edu/admin.asp
Blackboard (login): https://uno.blackboard.com/webapps/login/
The success of all organizations is determinate upon communication. Our programs are no different. The faculty and staff need to be able to communicate with you. Frequently, there are notices, such as course changes that you will need to receive in a timely manner. Additionally, there are times when we need and want your input on issues affecting the program. Every student receives a UNO email address and the university has a policy stating that all official communications utilize this address. You can link it to another address so that messages will be immediately forwarded to you. It is your responsibility to maintain a current email address and check it daily unless you are traveling or are otherwise unable to use the system.

**Student Identification Cards (from [http://ucc.uno.edu/idservices.cfm](http://ucc.uno.edu/idservices.cfm))**

**Who can have a UNO ID card?**

The card is available to students, faculty, and staff. It also is available to others affiliated with UNO. If you would like to have an ID card, but are unsure if you qualify, give us a call.

**What can the ID card be used for?**

While its primary function is identification, your UNO ID card does much more than that. It will allow you to:

- Make use of the UNO Library, Computer Labs, Learning Resource Center and other academic resources
- Attend UNO Athletic Events at no cost
- Utilize a meal plan
- Access the UNO Recreation and Fitness Center
- Obtain discounts at movie theaters and other businesses around the city
How do I get my ID card?

You will need to come to the IMT office be ready to have your picture taken. Remember to bring a photo ID (driver's license, passport, etc.) and your student ID number with you.

If you are a Faculty or Staff member, you must have your employee number, department name and position title. Keep in mind that the names, titles, and departments will be used to produce the ID card.

What happens if I lose my ID Card?

If your card is lost or stolen, it is your responsibility to immediately report it to UNO Police (504) 280-6666, the Library (504) 280-6355 and Aramark Food Services, if you have a meal plan, (504) 280-6370. There is a $15 fee charged for replacement of a lost or stolen ID card.

What happens if my card is found and turned in to IMT?

If your ID card is found and turned in to the IMT office you will receive an e-mail from us letting you know that it is in our office. After we have sent the e-mail, you will have five business days to pick it up. If your card has not been claimed by the end of the fifth business day it will be destroyed.

What happens if my card doesn't work anymore?

If a card no longer works properly due to a defect in the card, there is no replacement charge. Otherwise, there will be a $15 replacement charge.
APPENDIX II – PH.D. IN URBAN STUDIES PROGRAM FACULTY

Vern Baxter
http://soci.uno.edu/baxter_personal.htm

David Beriss
http://fs.uno.edu/dberiss/

Jane S. Brooks
http://planning.uno.edu/faculty_bios/JaneBrooks.cfm

Renia Ehrenfeucht
http://planning.uno.edu/faculty_bios/ReniaEhrenfeucht.cfm

Jeffrey David Ehrenreich
http://anthro.uno.edu/

David Gladstone
http://planning.uno.edu/faculty_bios/DavidGladstone.cfm

Patrick M. Haughey
http://planning.uno.edu/faculty_bios/PatrickHaughey.cfm

Earl J. Hedrick
http://planning.uno.edu/faculty_bios/EarlHedrick.cfm

Pamela J. Jenkins
http://soci.uno.edu/jenkins_personal.htm

John J. Kiefer
http://poli.uno.edu/Faculty/facultywebpages/Kiefer/Kiefer.htm
Shirley Laska
http://soci.uno.edu/laska_personal.htm

Earthea Nance
http://planning.uno.edu/faculty_bios/Nance.cfm

Marla Nelson
http://planning.uno.edu/faculty_bios/MarlaNelson.cfm

Madelon Powers.
http://history.uno.edu/faculty.cfm

John L. Renne
http://planning.uno.edu/faculty_bios/JohnRenne.cfm

Michelle M. Thompson
http://planning.uno.edu/faculty_bios/MichelleThompson.cfm
APPENDIX III -- DOCTORAL PROGRAM FORMS

1. Doctoral Program of Study
   http://grad.uno.edu/forms/docs/pos.pdf

2. PhD Checklist as of 12-15-09
   Request from PhD Coordinator or Academic Support

3. Course Substitution Form
   Request from PhD Coordinator or Academic Support

4. Request for Transfer of Credit
   http://grad.uno.edu/forms/docs/rtc.pdf

5. Certification of Foreign Language/Computer Competence
   http://grad.uno.edu/forms/docs/coct.pdf

6. Request for Final Examination, Doctoral Program
   http://grad.uno.edu/forms/docs/GEReportCC.pdf

   Co-Chairs Request
   http://grad.uno.edu/forms/docs/GERequestCC.pdf

7. Report for General Examination, Doctoral Program
   http://grad.uno.edu/forms/docs/GERequest.pdf

   Co-Chairs Report
   http://grad.uno.edu/forms/docs/GEReportCC.pdf

8. Thesis and Dissertation Approval Form
   http://grad.uno.edu/forms/docs/thesis_diss.pdf

   Co-Chairs
   http://grad.uno.edu/forms/docs/thesis_diss_cc.pdf

9. Independent Study Agreement for Doctoral Students (DURB 6900)
   http://planning.uno.edu/studentforms.cfm

10. Dissertation Research Agreement (DURB 7050)
    http://planning.uno.edu/studentforms.cfm

11. PhD Program Reading List as of 12-15-09 (below)
APPENDIX IV: URBAN STUDIES GENERAL EXAM READING LIST

CORE CURRICULUM

*Urbanization, De-industrialization, Globalization*


*Urban Culture, Urban Life, Neighborhood Change*


**Urban Development, Planning and Politics**


**THEORY**


**RESEARCH DESIGN / METHODS**

*Research Design*


OR

Singleton, Royce, and Bruce C. Straits. 2010. *Approaches to social research.* New York: Oxford University Press.

AND


AND


*Methods and Analysis*


**Literature Reviews**


Writing
