



# **DOCTOR OF DESIGN PROGRAM HANDBOOK 2023-2024**

For Faculty Advisors & Students

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## WELCOME

Welcome to the Doctor of Design program at the College of Design, North Carolina State University! This Fall (2023), the Doctor of Design program (DDes) begins its sixth year of unique transdisciplinary online education. We are excited to welcome Cohort Six--our newest diverse cohort of student-practitioners--and to reconnect with those of you who are returning to continue your studies.

The goal of our program is to advance the life-changing power of design, at every level, and enable diverse practitioners to transcend the limits and boundaries of traditional professional training. We are proud of the many assets of the College of Design—especially our DDes faculty, staff, and student-practitioners, working together on innovation and discovery in, for, and through design. We have therefore designed the DDes program to provide you with relevant research frameworks, concepts, mentors, and exemplars for contemporary design practices.

To help guide, support, and challenge your individual investigations, DDes students may choose to marshal resources from the College of Design, as well as other colleges at NC State University, and/or other universities in the North Carolina University System. However, in teaching and learning from exemplars drawn from many disciplines, other sectors, or emerging types of practices, please note that peer members of your class may be among your greatest teachers.

This is all to say, our greatest resource is you—you student-practitioners and risk-takers—and your transformative leadership potential for design and for society at large. We are looking forward to getting to know each of you while you are on- and off-campus and maintaining a productive and responsive relationship over the semesters to come.

As we move forward together, remember that the DDes program will continue to evolve and take shape. Please do not hesitate to provide feedback and do let us know if there is something we might adapt, or attempt, to make your studies more productive and rewarding.

All best wishes for your studies,

M. Elen Deming  
Director, Doctor of Design Program



## OVERVIEW OF THE PROGRAM

The Doctor of Design (DDes) program is tailored for **individual pursuit of original investigations** leading to applications in design practice. Depending on student capacity and needs, the program may be undertaken full-time or part-time: note however that the University requires continuous enrollment during the academic year (Fall and Spring). The program's distinctive design and delivery structures allow design professionals to complete the DDes degree through **distance education**. Students thus have an opportunity to work remotely on coursework and individual research while continuing to fulfill their professional and personal obligations.

### REQUIRED IMMERSION EXPERIENCE

Each semester (Fall and Spring), DDes faculty plan **week-long immersive programs**; all students are **required to participate fully and in-person during** these Immersions for the first three years of the program (six Immersion sessions total). DDes Immersion programs are intensive, content-rich, and 'laddered' for students at different levels, including a variety of support/social activities, workshops, academic sessions, and public-facing events.

- In academic year (AY) 2023-24, **DDes Fall Immersion Week** will be held **partially in person and virtually from August 13-18**; it remains **mandatory** for all new and continuing students.
- **DDes February Forum** is scheduled for **February 5-9, 2024 and will be held virtually**; this session is also mandatory.

In combining face-to-face and online instruction, the DDes program is considered a blended/hybrid program.

### CURRICULUM STRUCTURE

The DDes curriculum comprises a 57-credit learning sequence (for those holding the master's degree). DDes coursework introduces basic frameworks for research design and methods (**Research Design Core**), as well as seminars examining specific strategies, innovations, and ethical issues in design (**Professional Strategies Core**). Completing the eight (8) required "taught" courses--four (4) courses in each of these two **Cores**--may earn twenty-four (24) required doctoral credits.

Thirty (30) additional **unstructured research credits** are undertaken for independent inquiry and investigation. These credits afford individual guidance from faculty mentors during deep dives into relevant literature, case precedents, methods testing, data collection and analysis (i.e., preparing the doctoral research proposal and the dissertation).

As they craft a detailed design research proposal, students prepare to take their doctoral preliminary exams. The **preliminary exam**, a Graduate School requirement, adds 3 credits (24 + 30 + 3 = 57 total required credits).

Typically, once a student passes the preliminary exams and advances to candidacy status (ABD), they dedicate their time entirely to original design research supporting the final dissertation (format decided with advisors). Academic milestones in the DDES program therefore include: 1) completing core coursework; 2) preparing the preliminary exam (demonstrating comprehensive mastery of precedents and literature); 3) examination of the research proposal (proposal defense is part of preliminary exam); 4) preparation of a final research product (dissertation); 5) final examination of the dissertation (dissertation defense); and 6) final submittal of the dissertation to the Graduate School of the University (ETD).

For the duration of their studies, DDes students continue to participate in semi-annual Immersion programs.

### **NC STATE UNIVERSITY: MISSION AND VALUES**

As a research-extensive land-grant university, North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting our strength in science and technology with a commitment to excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development across North Carolina and around the world.

Our vision is that NC State University will emerge as a preeminent technological research university recognized around the globe for its innovative education and research addressing the grand challenges of society.

Consonant with our history, mission, and vision, NC State University affirms these core values:

- Integrity - in the pursuit, creation, application, and dissemination of knowledge
- Freedom - of thought and expression
- Respect - for cultural and intellectual diversity
- Responsibility - for individual actions and service to society
- Stewardship - in sustaining economic and natural resources
- Excellence - in all endeavor

### **COLLEGE OF DESIGN: MISSION AND VALUES**

The College of Design teaches design thinking in an interdisciplinary environment that makes sense of the world for the benefit of the public. The College integrates practical, ethical, and aesthetic thought and action to enhance the meaning and quality of life through the creation of knowledge informing the critical study of artifacts and places. It is our mission to transform this world through design education and research.

In response to an ever-expanding global interest in all disciplines of design, the College's curriculum incorporates relevant practices that prepare our students for a career in design. Effective design requires attention and sensitivity to the social, economic, political, cultural, and behavioral understanding of the environment and people.

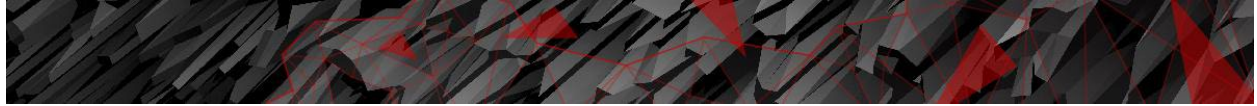
### **DOCTOR OF DESIGN PROGRAM: PURPOSE AND STRATEGIC GOALS**

The overarching purpose of the Doctor of Design program is to advance design research in support of those professions creating the artifacts, communications, environments, organizing structures, and systems of the future. DDes students will engage in critical research that expands and links the body of knowledge with the practice of design. The curriculum is designed to help practitioners become leaders in the design disciplines, to foster a culture of engagement with design research that transforms how designers respond to societal needs.

The goals of the DDes program and its student-practitioners are as follows:

1. To focus intensively on **ways that designers think**, confront problems, and project solutions, in local and/or global contexts.
2. To employ **educational innovation** to meet the intellectual needs of practicing, mid-career professionals
3. To use **professional experience**, case studies, and shared goals to define design research protocols and agendas
4. To develop **rigorous research skills** that complement practice-specific knowledge

5. To be able to **evaluate and/or critique research** findings and concrete applications in the work of others
6. To learn to conduct **original investigations** through design-based practices, cases, and methods
7. To create new knowledge and promote its **application** for the professional design community and society at large
8. To address **emerging issues** and strategic challenges with creative/evidence-based responses
9. To emphasize **interdisciplinary teams** to address grand societal challenges
10. To **mitigate the impacts** of design on larger social, economic, and environmental systems
11. To explore and model new practice models for **transformational leadership**, innovation, and entrepreneurship
12. To provide **a forum** for connecting critical design research findings to larger needs of society



## DDES PROGRAM STAFF

The Doctor of Design program was created for student-practitioners, like you, with busy lives and high opportunity costs. Over the course of your time in the program, a talented corps of faculty and staff stand ready to help. DDes program staff understand the need for timely decisions and programmatic flexibility and aspire to “concierge service” and excellence in our responsiveness to students. Please help us help you make this a productive and transformative learning experience.

Below are some of the key people in DDes program administration and advising:



**M. Elen Deming, D.Des., FASLA**

Director, Doctor of Design Program  
Professor of Landscape Architecture and  
Environmental Planning  
<https://design.ncsu.edu/people/medeming/>



**Ellen Hammond**

College Scheduling Officer  
<https://design.ncsu.edu/people/emhammon/>



**Ashley Pearson**

Administrative Assistant for Doctoral Programs  
<https://design.ncsu.edu/people/alwhale2/>



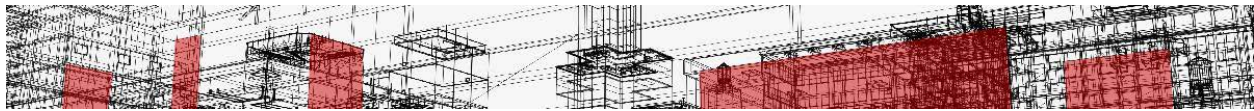
**Courtney Ray**

Graduate Student Services Coordinator  
<https://design.ncsu.edu/people/cray3>

### ACCESSIBILITY

NC State is committed to providing all students with equal access to education programs, services, and activities. Students who have, or think they may have, a disability of any kind (e.g. mental health, attentional, learning, vision, hearing, physical, systemic) are invited to contact the Disability Services Office to arrange a confidential discussion by calling (919) 515-7653 or by via email to [disability@ncsu.edu](mailto:disability@ncsu.edu). Reasonable accommodations will be made for students with verifiable disabilities. To take advantage of available accommodations, students must register with the Disability Services Office at Suite 2221, Student Health Center, Campus Box 7509, 919-515-7653. For more information on NC State’s policy on working with students with disabilities, please see the [Academic Accommodations for Students with Disabilities Regulation \(REG02.20.01\)](#).





## DOCTORAL DEGREE: CHECKLIST OF REQUIREMENTS

One of the first responsibilities of being a doctoral student at NC State University is to review **the Summary of Requirements** for Doctoral Degree students, compiled by the Graduate School. These requirements span the duration of the doctoral program and are non-negotiable. Failure to abide by these requirements may delay graduation or result in more serious consequences:

- Application materials and required fees received.
- Application materials reviewed by graduate program.
- Graduate program forwards recommendation regarding applicant's admissibility to the Graduate School.
- The Graduate School reviews the recommendation, and the student is notified of the action taken on the request for admission.
- Outstanding official transcripts, if any, showing any or all post-secondary degrees conferred since application should be submitted by student to the Graduate School prior to matriculation.
- Student matriculates and is assigned a graduate advisor; develops a Plan of Work with the advisor/DGP.
- Student submits online Patent Agreement through Student Self-Service in MyPack Portal.
- Student formulates an advisory committee of at least four members of the Graduate Faculty. The Graduate School also selects a Graduate School Representative, if required.
- Plan of Work is prepared by the student in consultation with the advisory committee.
- Preliminary oral examinations in the major and, where required, minor fields are scheduled. The results are sent to the Graduate School.
- At least two weeks prior to the final oral examination, the chair of the student's advisory committee submits the dissertation to advisory committee members for review.
- The chair submits, through the DGP, the request to the Graduate School to **Schedule the Doctoral Oral Examination** at least two weeks prior to the examination. Upon approval of the request, the student, and the examining committee, including the Graduate School Representative are notified of the time and place of the examination.
- Students must submit their dissertation to the ETD System. Deadlines appear in the Graduate School Calendar. In addition, they must submit all required forms and fees prior to final approval.
- Student must apply to graduate in MyPack Portal by the deadline in the term in which they plan to graduate to be placed on the graduation list, have their name printed in the graduation program, have the diploma ordered, and the transcript posted.
- All coursework scheduled in a graduate degree classification must be completed prior to graduation.
- The cumulative and program GPA must be at least 3.000 to graduate.
- All degree requirements must be completed within ten calendar years of the admission term or the date of the first course used in the Plan of Work, whichever is earlier, unless a program has a more restrictive time limit.



## CURRICULUM & ADVISING

### CURRICULUM & COURSE REQUIREMENTS

Depending on individual capacity and research strategy, the length of time required to complete the DDes program will vary. Basic program requirements may be completed in as few as six semesters of full-time study. The program is designed to be flexible enough to meet the needs of working designers, and the vast majority of DDes students elect to study part time. A student's overall plan of study, therefore, will be coordinated and monitored over time with the program director (DGP) in consultation with the research advisor.

The basic categories and proportions of DDes curricular components include:

- Transfer Credits (from previous, non-consecutive Master's degree) = 18 (max)
- Required Courses: 6 x 3 credits ea = 18 (min.)
- Directed Study Workshops (lit/proposal): 2 x 3 credits ea = 6 (min.)
- Supervised Research (proof of concept/proposal development): = 12 (min.)
- Dissertation Research (fieldwork/tests/findings/documentation): = 18 (min.)
- Preliminary Exam (Grad School) + 3 credits
- Degree total (minimum) = **57 new credits**  
75 grad credits total

**Specific course requirements are listed below:**

<b>Research Core Courses</b>	<ul style="list-style-type: none"> <li>• DDN 740 Intro to Practice-Based Design Research--3 cr (Fall)</li> <li>• DDN 795 [742] Methodology for Practice-Based Design Research--3 cr (Spring)</li> <li>• DDN 810 [883] Directed Study I: Literature Analysis Workshop--3 cr (Fall)</li> <li>• DDN 810 [883] Directed Study II: Research Design &amp; Development Workshop--3 cr (Spring)</li> </ul>
<b>Professional Strategies Courses</b>	<ul style="list-style-type: none"> <li>• DDN 741 Case Study Analysis in Design--3 cr (Fall)</li> <li>• DDN 795 [743] Design Practice Legacy--3 cr (Spring)</li> <li>• DDN 795 [744] Innovation and Entrepreneurship--3 cr (Fall or Spring)</li> <li>• DDN 795 [745] Ethics &amp; Leadership in Design--3 cr (Fall or Spring)</li> </ul>
<b>Research Design, Development, Defense and Dissertation</b>	<ul style="list-style-type: none"> <li>• DDN 893 Doctoral Supervised Research--12 cr</li> <li>• DDN 890 Doctoral Preliminary Exam--3 cr</li> <li>• DDN 895 Doctoral Dissertation Research--18 cr</li> </ul>
<b>Elective Credits (optional)</b>	<ul style="list-style-type: none"> <li>• DDN 810 Special Topics (Topics vary)</li> <li>• DDN 830 Special Topics (Topics Vary)</li> </ul>

## **PROGRAM PACING**

Two illustrative strategies for program completion, i.e. part-time and full-time study, are shown below. Many other variations are of course possible. *Note well:* DDN 740 is a prerequisite for all other courses. While all courses are offered online, some courses may not be offered every year.

### **OPTION I. A PART-TIME PLAN OF STUDY (10 SEMESTERS PLUS SUMMERS)**

#### **Semester 1 (3-6 credits) Fall**

- DDN 740 Intro to Practice-Based Design Research: 3 credits
- DDN 810 [883] Directed Study I—Literature Analysis Workshop: 3 credits

#### **Semester 2 (3-6 credits) Spring**

- DDN 795 [742] Methodology for Practice-Based Design Research: 3 credits
- DDN 810 [883] Directed Study II—Research Design & Development: 3 credits

#### **Summer Session 1 or 2 Research Continuity (optional; contingent on faculty availability)**

- DDN 893 Doctoral Supervised Research: 3 credits (with research advisor)

#### **Semester 3 (3-6 credits) Fall**

- DDN 741 Case Study Analysis in Design: 3 credits
- DDN 893 Doctoral Supervised Research: 3 credits (with research advisor)

#### **Semester 4 (3-6 credits) Spring**

- DDN 795 [743] Design Practice Legacy—The Learning Organization: 3 credits
- DDN 893 Doctoral Supervised Research: 3 credits (with research advisor)

#### **Summer Session 1 or 2 for Research Continuity (optional; contingent on faculty availability)**

- DDN 893 Doctoral Supervised Research: 3 credits (with research advisor)

#### **Semester 5 (3-6 credits) Fall**

- DDN 795 [744] Innovation & Entrepreneurship in Design: 3 credits
- DDN 890 Preliminary Exam (*Graduate College*): 3 credits (with advisory committee)

#### **Semester 6 (3-6 credits) Spring**

- DDN 795 [745] Ethics & Leadership in Design: 3 credits
- DDN 895 Doctoral Dissertation Research: 3 credits (with research advisor)

#### **Semester 7 (3-6 credits incl. Preliminary Exam) Fall**

- DDN 895 Doctoral Dissertation Research: 3 credits (with research advisor)

#### **Semester 8 (3-6 credits) Spring**

- DDN 895 Doctoral Dissertation Research: 3-6 credits (with research advisor)

#### **Semester 9 (3-6 credits) Fall**

- DDN 895 Doctoral Dissertation Research: 3-6 credits (with research advisor)

#### **Semester 10 (3-6 credits) Spring**

- DDN 895 Dissertation Research: 3-6 credits (with research advisor; repeat as needed)
- Final Exam (Dissertation Defense): non-credit (with advisory committee)

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## OPTION II. A FULL-TIME PLAN OF STUDY (6+ SEMESTERS WITH NO SUMMERS)

### Semester 1 (9 credits) Fall

- DDN 740 Intro to Practice-Based Design Research: 3 credits
- DDN 741 Case Study Analysis in Design: 3 credits
- DDN 810 [883] Directed Study I—Literature Analysis Workshop: 3 credits

### Semester 2 (9 credits) Spring

- DDN 795 [742] Methodology for Practice-Based Design Research: 3 credits
- DDN 795 [743] Design Practice Legacy—The Learning Organization: 3 credits
- DDN 810 [883] Directed Study II—Research Design & Development: 3 credits

### Semester 3 (9 credits) Fall

- DDN 795 [744] Innovation & Entrepreneurship in Design: 3 credits
- DDN 893 Doctoral Supervised Research: 6 credits (with research advisor)

### Semester 4 (9 credits) Spring

- DDN 795 [745] Ethics & Leadership In Design: 3 credits
- DDN 893 Doctoral Supervised Research: 6 credits (with research advisor)

### Semester 5 (9 credits) Fall

- DDN 890 Preliminary Exam (*Graduate College*): 3 credits (with advisory committee)
- DDN 895 Doctoral Dissertation Research: 6 credits (with research advisor)

### Semester 6 (6 credits) Spring

- DDN 895 Doctoral Dissertation Research: 6 credits (with research advisor)

### Semester 7 (6 credits) Fall

- DDN 895 Dissertation Research: 6 credits (with research advisor)
- Final Exam (Doctoral Dissertation Defense): non-credit (with advisory committee)

## FORMING A DISSERTATION ADVISORY COMMITTEE

The primary function of the Dissertation Advisory Committee is to advise the student during the process of investigating and writing the dissertation and to monitor and evaluate the student's degree progress, most significantly through the **Preliminary Examination** and **Dissertation Proposal**. The committee also certifies whether the student has met the NC State University standards for a doctoral degree through the **Dissertation** and **Final Oral Examination**. The committee and student are encouraged to meet in formal sessions at appropriate intervals to assess the student's progress. Such meetings may be requested by the student or by any member of the committee and should be scheduled sufficiently in advance to accommodate all participants.

According to policies of the Graduate School at NC State University, Doctoral Dissertation Advisory Committees comprise a minimum of four (4) graduate faculty members, including the principal research advisor (i.e. dissertation supervisor) who serves as chair or co-chair of the committee. Typically, upon full admission to the DDes program, a **preliminary research advisor** is named for each student. **Prior to the preliminary exam, students then confirm their advisor and name three (3) supporting committee members** for expertise as relevant to the research topic. It is highly recommended that at least one committee member is an expert in key research methods.

The advisory committee chair(s) and at least one (1) other committee member must be full faculty members, approved (by the Graduate School) for graduate advising in the College of Design. Additional approved members may be recruited from other NC State Colleges (e.g. Agriculture, Engineering, Education, etc.) and/or from UNC system-wide faculty (e.g. UNC Chapel Hill, Greensboro, Charlotte, etc.) and/or Duke University.

**Please note:** If a chair of an advisory committee leaves NC State for another position, they may continue as chair for one more year. After that period, they can only co-chair with another member of the Graduate Faculty. More information about Graduate faculty members and committee composition can be found here: <http://catalog.ncsu.edu/graduate/graduate-handbook/faculty/>.

**External advisors** may be invited from industry or a non-UNC institution to work with students but, without having status as graduate faculty advisors, they cannot serve as voting committee members.

For the purposes of external oversight and academic quality standards, Examination Committees are intended to be inter-collegiate and interdisciplinary. If all members of the committee are from the same Department, the Graduate School will appoint a **Graduate School Representative** (i.e. an additional interdisciplinary member) to the Examination Committee. If, however, students choose a faculty member from outside the unit or college, this member may serve as the Graduate School representative.<sup>1</sup>

In summary: The following criteria guide the formation of the committee:

- The Doctoral Dissertation Committee Chair must be a College of Design faculty member with full graduate faculty status and an appointment in the DDes/PhD doctoral program.
- The second member of the committee must be a College of Design faculty member with full graduate faculty status.
- The third member of the committee must be an NC State faculty member with full or associate graduate faculty status.
- The fourth member of the committee must be a faculty member from NC State University, UNC Chapel Hill, or Duke University, with full or associate graduate faculty status in that faculty member's respective institution, *or* can be a faculty member at another University in North Carolina, as long as that person has been approved in advance by the NC State University Graduate School.
- A fifth / external member may be added with advance approval of the NC State University Graduate School.
- NOTE: If a chair of an advisory committee leaves NC State for another position, they may continue as chair for one more year. After that period, they can only co-chair with another member of the Graduate Faculty.

For more on committee composition, see: <http://catalog.ncsu.edu/graduate/graduate-handbook/advisory-committees/>.

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<sup>1</sup> Graduate faculty from other schools - A member of the graduate faculty of UNC Chapel Hill or Duke University may serve as one of the members of the Doctoral Dissertation Advisory Committee. However, members of professional programs at these institutions, such as faculty at the School of Law or Medicine, cannot automatically serve as graduate faculty unless their appointments at their respective institutions explicitly state that they are on the graduate faculty. Should their appointments be for that professional school only, then special guidelines for External Members and/or Technical Consultants, set by the NC State Graduate School, must be followed. Because external faculty are not already entered in the Graduate School Graduate Faculty database, a Graduate Advisory Committee Appointment Form for Inter-institutional committee members must first be completed. See the DDes Program Director for guidance if needed.

## GRADUATE PLAN OF WORK & COMMITTEE CHANGES

Prior to scheduling the preliminary exam, students should formalize the role of their faculty chair; typically, this will be the same as the student's initial research advisor *unless* changing research interests indicate that another faculty member may be more appropriate. The chair of the committee must however be a current faculty member in the College of Design.

All members of the Doctoral Dissertation Advisory Committee (a minimum of 3 faculty + the chair) must be identified prior to the end of the semester **before the Preliminary Exam** is scheduled. By way of the **Graduate Plan of Work**, the student's Committee members (with names and acknowledgement signatures) must be approved both by the program director and the Graduate School (see details of form in *Appendix* below). The Graduate Plan of Work (GPOW) also details completed and remaining coursework to be undertaken, as well as transfer credits. The Program Director or the Graduate Student Services Coordinator may provide general guidance, however, it remains for the student to complete and submit his or her own GPOW form.

Should any student, in consultation with their advisor, wish to **change the composition of the Doctoral Dissertation Advisory Committee**, they must submit a revised Plan of Graduate Work. Proposed changes should be submitted electronically by the Graduate Student Services Coordinator (GSSC). The form will indicate new member(s); all changes must be approved and signed both by the Chair of the committee and the program director.<sup>2</sup>

Circumstances may occasionally make it necessary for members of the advisory committee to send substitutes (proxies) to a committee meeting. The substitution of a committee member on an oral examination must be requested in advance of the examination and writing. It is extremely important to have clear communication between committee members and their proxies so that new expectations or concerns do not arise at the time of the final examination.

## RESEARCH PROPOSAL

In the College of Design, both the DDes and PhD programs share similar guidelines for administering the **Doctoral Preliminary Examination**. The main purpose of the Preliminary Examination (aka 'Prelims') is to assess the DDes student's knowledge in core areas of the doctoral curriculum, including both the **Research Design Core** as well as the **Professional Strategies Core**, as well as specific content related to the student's research interest area and dissertation topic.

Well prior to scheduling their Prelims, the student prepares a **Dissertation Proposal**, a document that links established scholarship in the general area of the student's dissertation research (and minor, if applicable) to specific new research questions, methods, and analysis. This document is begun during Research Core coursework (i.e. DDN 740, DDN 742, DDN 810 Parts I & II), and then is advanced, refined, and polished in DDN 893 Doctoral Supervised Research.

The research proposal is submitted at the time of the Preliminary Examination; it is aimed at positioning the student's particular inquiry in a focused area of scholarly investigation in or for design. Normally the basis of arguments put forth in the document will comprise a critical and comprehensive literature review of work for comparison and reference. The **Research Design Core** of the DDes curriculum has been developed to guide students step by step through this process.

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<sup>2</sup> Please note: Disagreements within the committee or between the student and a committee member over the quality of a student's performance are not grounds for reconstituting the committee. If the student believes they may have been unjustly or unfairly treated, perhaps amidst efforts to resolve committee conflicts, the student may make an appeal to the Associate Dean for Graduate Studies in the College of Design describing the student's grievance. The Dean may appoint a committee following the grievance procedures.

Basic components of all research proposals include:

<b>Dissertation Proposal Format</b>	
Introduction and description of the problem area	This section introduces the problem or area of concern that you have selected for your research project. The paper should include a background discussion of the area; the general purpose of the study; delimitation of the scope of the study; and significance and contribution of the expected outcomes to design theory and/or practice.
Literature review	The literature review provides an overview of prior empirical and/or theoretical research related to your topic. It should include a discussion of how the sources reviewed will guide the study and judgments you have made regarding their relevance. It should include a visual map showing the relationship between sources and ideas.
Conceptual framework	Based on the sources reviewed, you will develop a conceptual framework for your study and propose research questions for investigation. This section should also discuss the theoretical perspective on which the conceptual framework and research questions are grounded and provide working definitions of key terms salient to your study. The description of the conceptual framework should be accompanied by a diagram describing the whole and specific parts of the study.
Methodology	This section should discuss the research approach for the proposed study and focus on research design, data collection techniques (including sampling, if appropriate), and strategies for analysis. Discuss the rationale for making specific choices about methodology and evaluate the strengths and weaknesses of the proposed strategy. Also, discuss quality considerations and what you have done to increase the probability of validity in your study.
Pilot study	A pilot study may serve as a modest test case of the research methods. You should include the evaluation and conclusions arising from this study.
Anticipated Findings & Significance	This section includes a logically developed argument for the significance and impact of the planned research, i.e. what value will this research offer and what societal or design needs will be satisfied.
Feasibility and Timeline	A timeline or Gantt chart of the expected procedures, resources, and costs of the research project are budgeted to align capacity of the researcher with the scale of endeavor

During this process, the proposal should evolve in close consultation with the Chair and the Dissertation Advisory Committee. For example, the study may require the completion of an **Institutional Review Board (IRB) Request**: it is highly advisable to discuss this issue early on, in consultation with Advisory Committee members. Committee members should be contacted by the student, informed on the process, and provided with working proposal drafts at regular intervals. Be aware: if Committee members are not satisfied that their input has been adequately recognized, or assimilated, they have the prerogative to delay the Preliminary Exam. While rare, it is always possible, especially in poorly managed committees.

### PRELIMINARY EXAMINATION

DDes students must be registered for **DDN 890 (601): Doctoral Preliminary Examination** (3 cr) during the semester in which the examination is taken. Students who successfully pass both the written and oral components of the Preliminary Exam may then advance to PhD Candidacy (aka **ABD** or 'all but dissertation' status).<sup>3</sup> To be eligible to take the exam, the student must have completed (or enrolled in) all 'taught' coursework (i.e. 24 credit hours), and have at minimum a 3.0 total grade point average. There cannot be any outstanding incomplete grades for any course. Ideally, **DDN 890 Doctoral Preliminary Examination** should be enrolled *concurrently or in-between* the end of the 12-credit series of **DDN 893 Supervised Research** (pre-Exam) and the start of the 18-credit series of **DDN 895 Dissertation Research** (post-Exam). Naturally, variations are to be expected. **All doctoral students must attain candidacy for the degree within four years of starting their program or after they have completed 48 hours of coursework, whichever is later.**

### EXAMINATION FORMAT

The exam consists both of **written and oral components**. The format of the exam is decided in concert with the needs of the student, the Research Chair and Dissertation Advisory Committee (with assistance, if needed, from the Program Director/DGP). While exam questions may be framed in terms of the dissertation topic, the exam should also orient the student toward broader critical and reflective thought about the significance, impacts, and ethics of practice-based research in general. Members of the Dissertation Committee should coordinate in advance with the student to determine who will be responsible for each area of expertise during the examination.

- **Written examination:** The written portion of the exam consists of questions prepared by members of the student's Dissertation Advisory Committee. The length of time allotted for completing the written examination is generally two weeks, at the discretion of the committee. The questions involved may cover any phase of the coursework taken by the student during graduate study or any subject logically related to an understanding of the subject matter in the major (and minor, if applicable) areas of study. Exam questions are designed to measure the student's mastery of sources and concepts in their field and the adequacy of their preparation for research. Unless the examining committee recommends a re-examination, any failure to pass the written portion of the exam terminates the student's work at NC State University. No re-examination may occur until at least one full semester has elapsed, and only one re-examination is permitted.

Upon completion of the written portion of the exam, the student and their advisory committee will meet to discuss the answers submitted; questions and/or concerns may be expressed to the candidate in writing. This meeting is meant to aid the student in their pursuit of the degree, to answer questions the committee may have regarding the written examination, and where necessary, to request revisions to the answers to questions in the written part of the exam. If there are no concerns/questions, the committee may choose not to meet before the oral exam.

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<sup>3</sup> From that point, students typically have 18 credit hours to complete work on the dissertation (i.e. fieldwork, data collection and analysis, documentation).



- **Oral examination:** After successfully completing the written portion of the exam and satisfactorily making any changes or additions requested by the advisory committee, the student will sit for an oral exam. In most cases, the oral exam involves the dissertation proposal. Again, the format and duration of the oral examination rests with the discretion of the Chair and the Dissertation Advisory Committee; generally, though, it requires from 2 to 3 hours.

Customarily, each member of the Committee will interview the student, and engage them in critique and discussion of the work. There may be one or two rounds of questions, formal or spontaneous. Depending on the capacity of the student and the views of the Committee, a portion of the Prelims *may* be made public, during which the research proposal is presented to a cross-section of the doctoral community. In other word, exam ‘rules’ are typically set by the group.

A unanimous vote of approval by the members of the advisory committee is required for the student to pass both portions of the examination. Results are reported to the program director and Graduate School on appropriate forms. All committee actions may be appealed by written application to the Dean of the Graduate School. Successful completion of the written and oral portions of the exam advances the student to DDes candidacy.

For more information, please see the Graduate School Handbook section on [Comprehensive Exams](#).

**Course Timeline for Preparation for Preliminary Examination:**

Student cultivates academic input from prospective/supporting faculty Committee members; responds to feedback and input on the working dissertation proposal.	6 to 12+ months ahead of exam
Principal advisor (Chair) approves/assigns committee members; works out schedule with student for timeline of steps surrounding the preliminary exam.	3 to 6+ months ahead of exam
Student enrolls in DDN 890 for the appropriate semester (ideally after most coursework and DDN 893 Supervised Research credits are completed); Committee Chair contacts Graduate School (cc DDes Director) to schedule Preliminary Exam.	2 to 3+ months ahead of exam
Student prepares a comprehensive bibliography of supporting literature; discusses examination responsibilities (focus areas) with, and for, advisory committee members.	1 to 2+ months ahead of exam
Student submits a complete dissertation proposal to the committee (early as possible to inform the committee’s development of questions)	3 to 6+ weeks in advance of the examination
Principal advisor (Chair) contacts Dissertation Advisory Committee members to develop their examination questions.	2 to 3 weeks in advance of the examination
Committee members return questions for review by principal advisor (Chair); Chair arbitrates overlapping or redundant content, publishes a final compilation of questions to the committee.	1 week in advance of the examination

Chair submits questions to the student for written response, indicating the typical/expected length of responses and any other specific requirements requested by the committee.	Begins the week of examination
Student writes a response to each question within the given time frame and format; returns all exam documents to the principal advisor (Chair).	Typically 1 to 2 weeks from receipt
Chair distributes student responses to questions to committee members ( <i>typically, committee members review responses to their own question plus one other</i> ); committee members then submit comments to Chair in writing.	Typically within 1 week following submission of the written examination
Chair discusses Committee responses with the student, outlining issues to be addressed in future response (if unsatisfactory) and/or oral exam (if exam is satisfactory).	Typically 1 week after the written examination
Student submits Request to Schedule the Doctoral Oral Examination; form is found on the <a href="#">Graduate School Forms Website</a> . Because DDes exams are typically held remotely, the student should also submit a form to <i>Conduct Remote Oral Exam</i> .	Typically 1 week after the written examination
The student meets with the Committee to undertake the oral portion of the examination; written addenda to original responses may be sent to committee members in advance.	1 to 2+ weeks after the written examination
In advance of the Oral Exam, we recommend that the Student and Chair organize a 30-minute public seminar of the dissertation proposal for the academic community, doctoral cohort, friends and family, followed by discussion (e.g. during DDes Immersion weeks).	Immediately; during oral exam
In closed-door session, Committee members consider responses to the written examination, as well as review and critique of the Dissertation Proposal.	Immediately; during oral exam
Committee chair reports outcomes of the examination to the program director and Graduate School.*	Immediately; following the oral exam
Student may be asked to revise and resubmit the Dissertation proposal with changes.	1 to 2+ months following exam (or as negotiated)
Student moves to Candidate status and begins work on dissertation research.	Graduation anticipated 9 to 24+ months following exam

\* Committee decisions on the Preliminary Examination and Dissertation Proposal are distinct and separate decisions but may be made at the same time.

## THE DISSERTATION

A doctoral dissertation is a student's most comprehensive, rigorous, and original academic report. It is a demonstration well beyond mastery of newly acquired skills (as in a professional Master's thesis); rather, it is a transparent, verifiable, novel demonstration of (potentially transferable) new knowledge (tools, theory, applications, problems, etc) that elevates the field of Design. It is therefore expected that every student will

pursue a topic of some originality, propose a thesis or hypothesis to be tested (whether empirically, synthetically, or theoretically), and examine this thesis against previous work--whether described in the literature and/or in the student's own investigations and practices.

The dissertation will be reviewed by all members of the Dissertation Advisory Committee, as it must receive approval prior to submission to the Graduate School. Students are cautioned to allow sufficient time for review.

Dissertation Format: In the College of Design, and in the Doctor of Design program, we are open to considering alternative forms of the dissertation, including (but not limited to):

- 1) a single, comprehensive monograph (traditional dissertation);
- 2) a linked series of 3 to 5 peer-reviewed articles (traditional serial);
- 3) a curated installation or exhibition;
- 4) a media event or extended program;
- 5) community-engaged action research project or intervention;
- 6) a new program, patent, or framework for immediate practical application

Whatever form the dissertation may take, however, it must *always* include a written component that is consistent with the highest standards of doctoral scholarship. All questions and findings must be situated in relevant scholarly literature from the field; all theoretical arguments must be thoroughly developed and documented. Even though the dissertation may not be publishable or applicable immediately upon completion, we encourage all students to consider how to disseminate their findings in a variety of venues and outlets, potentially including peer reviewed publications, professional conferences, web applications, and/or patents. To lead to success however, research communications must conform to the highest standards of research quality. *That is the hallmark of the DDes program.* Coursework developed for the **Research Design Core** of the DDes program is intended precisely to guide students in mastering the intellectual requirements and quality standards of advanced design research.

In addition to other regulations, information on requirements for the format and organization of the final dissertation is presented in the [University Thesis and Dissertation Guide](#). It is the obligation of students to supply faculty with printed and proofread drafts; it is inappropriate to expect the advisory committee to correct grammar. You may want to invest in a good editor or appropriate writing style guides (widely available). Please see the Graduate School Administrative Handbook section on [Theses and Dissertations](#) for more information.

### **FINAL ORAL EXAMINATION**

As with the Preliminary Examination, the chair of the student's advisory committee oversees conducting the final oral examination. The student, through the DDes program director (and/or the Graduate Student Services Coordinator), submits a request to schedule the Doctoral Oral Examination found on the [Graduate School Forms Website](#). Because DDes is a distance education program, it is probable (but not strictly necessary) that the student should submit a form of Conduct Remote Oral Exam as well.

If the Graduate School Representative (GSR) has already been assigned to the student's committee, then the Graduate School responds to the request within five (5) working days of its receipt. If a Graduate School Representative remains to be assigned, the Graduate School may take up to ten (10) working days to respond to the request. The student has the responsibility of contacting the Graduate School Representative when scheduling the final examination.

The final oral examination is scheduled after the dissertation is complete except for any revisions that may be necessary because of discoveries during the examination. *It may not be scheduled earlier than four (4) calendar months after admission to candidacy*, and not before all required coursework, including the final 18 dissertation research credits (DDN 895), have been completed or are currently in progress.

The scheduling of the exam determines the semester in which the student will graduate. Students should consult the university calendar for deadlines to avoid paying additional tuition to graduate in the following semester. Students should not assume the availability of faculty after the normal exam week of each semester or during the summer. Students should not schedule exams when the broader academic community cannot attend.

After the Graduate School has approved the scheduling of the final oral examination, the Records Unit mails the signed and dated request form to the committee chair, committee members, Graduate School Representative, and graduate student listed on the form. A file copy of the approved request form will be sent to the DDes program director. The student should be sure to include the most current title of the dissertation, as the Graduate School also mails information about the scheduled examination to the NC State Official Bulletin for publication.

The examination is conducted by the student's committee and the Graduate School representative. The exam consists of a public-facing presentation by the student followed by a closed-door defense of the methodology used and conclusions reached, as documented in the dissertation. The public presentation is open to the university community and visitors may ask questions. However, it is the obligation of the committee chair to maintain a scholarly atmosphere that is in the best interests of the student. A portion of the discussion may be conducted in the presence of the student and committee only. The student is responsible for the following:

- Scheduling of a room (or teleconference platform) of appropriate capacity for a public audience and necessary presentation equipment. As this is a public presentation, the room should be accessible.
- Public announcement of the dissertation time, location, and title no less than two weeks in advance of the examination. Students typically prepare detailed copy for College news sites and social media, as well as flyers or printed announcement for faculty mailboxes
- The student and Committee Chair should inform the Graduate Student Services Coordinator and Communications Office to announce the exam on the web.

A unanimous vote of approval by the advisory committee is required for passing the final oral examination. Approval may be conditional, however, on the student meeting specific follow-up requirements prescribed by the advisory committee. Failure of the student to pass the examination terminates the student's work at NC State University unless the advisory committee recommends a re-examination. No re-examination may be given until one full semester has elapsed and only one re-examination is permitted.

### **DISSERTATION SUBMISSION PROCEDURES**

Please see the NCSU Graduate School website for [Electronic Theses and Dissertations \(ETD\)](#) for more information and up to date policies and procedures. At that site, you will also find the comprehensive [ETD Guide](#), which should be read in full before starting dissertation writing.

#### **ETD Deadlines**

A doctoral student has 3 ETD deadlines to meet:

1. ETD Review Deadline. A choice of 2 review deadlines to pick from
  - a. No Registration Required or
  - b. Registration Required

2. Final Error Free ETD Deadline (For both No Registration Required and Registration Required)
3. Final Committee Approval Deadline (For both No Registration Required and Registration Required)

**Deadline Definitions:**

- No Registration Required ETD Review Deadline: Date by which a thesis or dissertation student must unconditionally pass the final exam and have an ETD Review in order to avoid registering for the semester s/he is graduating in. Students meeting this deadline will not be allowed to register in the same academic program for any subsequent semester. The final ETD file is due to the ETD Editor by the Final ETD Editorial Approval Deadline, and committee approval must be completed by the Final ETD Committee Approval Deadline.
- Registration Required ETD Review Deadline: Date by which a thesis or dissertation student must unconditionally pass the final exam and have an ETD Review while being registered for the semester s/he is graduating in. Students meeting this deadline will not be allowed to register in the same academic program for any subsequent semester. The final file is due to the ETD Editor by the Final ETD Editorial Approval Deadline, and committee approval must be completed by the Final ETD Committee Approval deadline.
- Apply to Graduate Deadline: Date by which all graduate students must apply to graduate in each semester. A student must apply to graduate to participate in the graduation exercises, have their transcript posted, and receive a diploma. Thesis and dissertation students must have also completed an ETD Review by this deadline; however, their graduation will still be contingent upon approval of the final ETD by the ETD Editor and Committee Approval by the respective deadlines. Students may apply to graduate in MyPack Portal. Students are advised to apply to graduate when the defense is scheduled, but the application can be submitted at any time up until 5:00 p.m. on the Apply to Graduate deadline.
- Final Error-free Deadline (for both registration required and no registration required final ETDs): Date by which a thesis or dissertation student must submit the final error-free ETD to the ETD Editor in order to graduate at the end of the semester. Graduation will still be contingent upon approval of the final ETD by the student’s advisory committee before the expiration of the Final ETD Committee Approval Deadline.
- Final Committee Approval Deadline: Date by which a thesis or dissertation student must submit and have the final ETD approved by the ETD Editor and all members of their advisory committee in order to graduate at the end of the semester.
- Graduation Date: The date degrees are conferred. For fall and spring graduations, this is also the date of the graduation exercises (there are no summer exercises, summer grads may participate in the fall ceremony).

**Academic Year 2023-2024 ETD Deadlines**

	Fall 2023	Spring 2024	Summer 2024
<b>No Registration Required Deadline</b>	8/20/2023	1/7/2024	TBD
<b>First Day of Classes</b>	8/21/2023	1/8/2024	TBD
<b>Registration Required Deadline</b>	11/3/2023	3/20/2024	TBD
<b>Apply to Graduate and Doctoral Graduation Attendance Notification Deadline</b>	11/3/2023	3/20/2024	TBD

<b>Final Error Free ETD Deadline</b>	11/17/2023	4/2/2024	TBD
<b>Final Committee Approval Deadline</b>	12/1/2023	4/16/2024	TBD
<b>Graduation Date</b>	12/16/2023	5/4/2024	TBD

### **Submit Draft ETD in ETD System for ETD Review**

The ETD Editor reviews the ETD once for each student. Thus, each student is to submit a PDF ETD file to the ETD Editor two times only. The first ETD submission is for the ETD Review and the second ETD submission is to have the final error-free file accepted by the Graduate School.

Within 24-hours (but before the deadline) of unconditionally passing the final oral exam, the student must submit the required pdf draft file via the ETD Submission System for the ETD Review. No emailed files are accepted. All ETD Review submissions should be within 24-hours of the student unconditionally passing the defense (or met conditions). 24-hours is Monday through Sunday, 7-days a week including weekends.

Submission of a dissertation to the Graduate School must take place at least four weeks prior to the last day of classes in the semester or summer session in which the degree is to be conferred. Specific deadline dates are published at least one year in advance in the Graduate School calendar. At the time of submission, the student must also submit one copy each of the Survey of Earned Doctorate and University Microfilms International Agreement forms. The student must also complete a brief, standard questionnaire about the student's experience as a graduate student at NC State University.

Submitting copies to the Graduate School for review - The dissertation must be presented to the Graduate School for review prior to the graduation deadlines and after the unconditional pass of the final oral examination. See the Graduate School [ETD Guide](#) for more on this.

There will be no paper copies issued by the Graduate School. It is the student's responsibility to determine if anyone requires a paper copy and to provide them. If bound paper copies are needed, Wolf X-press can produce them.

The ETD Editor cannot accept the final error-free ETD until each doctoral graduate student submits the required forms and fee. The forms and fee are submitted to fulfill graduation requirements. The Graduate School cannot authorize the release of the diploma or the inclusion of the statement of the award of a degree on the permanent record from which transcripts are made until these form and fee have been received. The required forms and fee are on the ETD Website under the Doctoral Required Forms link.

1. Survey of Earned Doctorate (SED) \*DDes only\*
2. Doctoral Dissertation Agreement Forms \*2 pages\*
3. Microfilm Fee
4. Doctoral Graduation Attendance Notification (DGAN)
5. Application to Graduate

All of the forms and fee are available online and submitted electronically to the ETD Editor via email.

The university also requires that all doctoral dissertations be microfilmed by the University Microfilms International, Ann Arbor, Michigan, including the publication of the abstract in Dissertation Abstracts International. The cost of this service is to be paid by the student.

## TIME LIMITS

All doctoral students must attain candidacy for the degree within 6 calendar years from the date of admission and complete all degree requirements within 10 calendar years. The time limit remains at 10 years even if the student was on an approved leave of absence during the 10-year period. Please see the Graduate School Administrative Handbook section on [Time Limits](#) for more information.

The Graduate School may grant any reasonable exception to the above time limits prior to the expiration of the time limit. The Dean of the Graduate School will consider and evaluate the specific nature of the extenuating circumstances and the compelling reasons that prompted the advisory committee and the program, recognizing the significance of discipline and commitment in meeting deadlines, to make the request for the exception to the policy.

A request for an Extension of Time Limit to complete degree requirements should include the following:

- A statement documenting the extenuating circumstances that justify the request for a time extension.
- A statement of impact that the proposed extension would have on the validity of the student's coursework and program.
- Evidence of endorsement of the request from the student's advisory committee and the program director.

The request must proceed from the committee to the Director, then to the Graduate School. If the Dean of the Graduate School denies an extension of the time limit, the Program Director may appeal the decision to the Administrative Board of the Graduate School.

## FINANCIAL ASSISTANCE

The Doctor of Design program, like its students, is self-funding. Unlike traditional on-campus graduate programs, our distance-education division (DELTA) does not participate in the State-funded Graduate Student Support Program (GSSP). In other words, teaching or research assistantships (sometimes available to traditional graduate students) are *not* available to DDES students.

However, other sources of internal financial support may be available. This section describes funding programs available to DDES students, with links to various resources on campus. In future, we hope to see this resource list grow. If you have identified a source of funding that we have not included, please inform the DDes Program Director or Doctoral Programs Assistant so we can add it to our list in future.

### I. Doctor of Design Support Programs (NA/still in progress)

NB: If and when funds (excess revenue) become available, applications will be developed and posted on the DDES website. Examples of programs we hope to put in place include the following:

#### DDES Student Awards Program

**Type:** Individual academic scholarships

**Description:** Small awards (~\$1000 to \$2000) may be awarded at the end of each year to a limited number of students for academic excellence in the DDES program. Examples might include recognition of dissertation quality, leadership awards, and/or overall academic achievement.

**Eligibility:** Continuing full time or part time DDES students in good program standing

**Deadline:** TBD, probably early Spring term.

**Contact:** Program Assistant/Director, Doctor of Design program; email [doctor-of-design@ncsu.edu](mailto:doctor-of-design@ncsu.edu)

### **DDES Student Travel Grants**

**Type:** Individual travel grants

**Description:** Small travel grants (~\$200 to \$800) may become available at the end of each year to a limited number of students for attendance at DDES Immersion Week events as well as travel related to dissertation research, examinations, and related presentations.

**Eligibility:** Continuing full time or part time DDES students in good program standing

**Deadline:** TBD, probably early Spring term.

**Contact:** Program Assistant/Director, Doctor of Design program; email [doctor-of-design@ncsu.edu](mailto:doctor-of-design@ncsu.edu)

## **II. NCSU Graduate School Support Programs**

In general, only full-time graduate students are eligible for Graduate School and University awards. Any reduction in credit hour enrollments could result in an award adjustment and/or required repayment of disbursed funds.

Information about institutionally awarded fellowships, traineeships, and grants administered by the Graduate School is available at: <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities>; also see <https://grad.ncsu.edu/admissions/financial-support/> and/or in the flyer: <https://grad.ncsu.edu/wp-content/uploads/2017/07/Aidflyer-2017-18.pdf>

### **University Graduate Fellowships**

**Type:** Individual recruitment grants

**Description:** One-semester awards (\$2000) up to one year (\$4000 max) that provide competitive recruiting supplements for outstanding new doctoral students. Prospective students must be nominated by their respective graduate programs. Fellowships are funded by the Office of the Provost.

**Eligibility:** Undecided applicants admitted to the DDES program; must enroll full time

**Deadline:** TBD

**Contact:** Program Assistant/Director, Doctor of Design program

### **Diversity Recruitment Fellowships**

**Type:** Individual recruitment grants

**Description:** Doctoral students from groups under-represented in the professions and/or the professoriate, especially in STEM/design disciplines. See website for further details.

**Eligibility:** Undecided applicants admitted to the DDES program; must enroll full time

**Deadline:** Priority Deadline is March 15

**Contact:** Dr. David Shafer (phone: 919-515-7052, email: [dshafer@ncsu.edu](mailto:dshafer@ncsu.edu)) or Todd Marcks (phone: 919-515-1481, email: [tmarcks@ncsu.edu](mailto:tmarcks@ncsu.edu)).

### **Diversity Enhancement Grants**

**Type:** Individual grant

**Description:** The purpose of the UNC Diversity Graduate Assistance Grant programs is to promote diversity at the graduate level at North Carolina State University. Typically, these are small grants for doctoral students from under-represented groups in the professions and/or the professoriate. See website for further details.

**Eligibility:** For new or continuing graduate students at NC State who are registered full-time as defined by NC State Graduate School; the student must be admitted to full graduate standing and maintain a 3.0 grade point average.

**Deadline:** Priority Deadline: April 15

**Contact:** Dr. David Shafer (phone: 919-515-7052, email: [dshafer@ncsu.edu](mailto:dshafer@ncsu.edu)) or Todd Marcks (phone: 919-515-1481, email: [tmarcks@ncsu.edu](mailto:tmarcks@ncsu.edu)).



### **Wilkinson Graduate Ethics Fellowship**

**Type:** Individual grant

**Description:** Prestigious one-year award (\$3000) offered to top new or continuing graduate students at NC State University in any discipline. The Fellowship is funded through an endowment given to the University by Walter H. Wilkinson, Jr. See website for further details.

**Eligibility:** New or continuing full-time master's or doctoral students in any field of study. Students must be nominated by their respective Associate Dean with responsibilities for Graduate Programs.

**Deadline:** Priority Deadline: NA

**Contact:** Dr. David Shafer (phone: 919-515-7052, email: [dmschafer@ncsu.edu](mailto:dmschafer@ncsu.edu))

### **Augustus M. Witherspoon Graduate Fellowship**

**Type:** Individual grant

**Description:** This one-year (\$3000) fellowship was established through an endowment to recognize graduate students who have demonstrated experience in and/or a commitment to supporting Black communities within and beyond NC State's campus. Seven fellowships total are available.

**Eligibility:** Available only to students entering their **second year** of graduate study in their current degree program.

**Deadline:** May 31, 2021

**Contact:** Dr. David Shafer (phone: 919-515-7052, email: [dmschafer@ncsu.edu](mailto:dmschafer@ncsu.edu))

### **Dissertation Completion Fellowships.**

**Type:** Dissertation Writing Grant

**Description:** Designed to enable doctoral candidates (within six months of completing) to focus full time on the writing of their dissertations; fellowship provides funding and intensive mentoring (\$10K stipend for 6 months). See website for further detail: <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/>

**Eligibility:** For continuing graduate students at NC State in good standing who are within six months of completion; Grant recipients *may not* be engaged in outside employment during the tenure of their awards; regular meetings and coaching is required; students must be nominated by their respective graduate programs.

**Deadline:** Priority Deadline: May and October (two award cycles: July to December and January to June)

**Contact:** Dr. David Shafer (phone: 919-515-7052, email: [dmschafer@ncsu.edu](mailto:dmschafer@ncsu.edu)).

### **Graduate Student Association (GSA) Conferences and Travel Awards**

**Type:** Individual grant

**Description:** The Graduate Student Association Conferences and Travel Awards consist of two separate awards: the **GSA Award for Conferences** and **GSA Travel Assistance Award**. These are a highly competitive, merit-based awards intended to cover the costs of attending a conference. Although students may apply in advance for funding, the GSA Conferences and Travel Awards operate on a reimbursement basis, meaning awardees are reimbursed for costs after travel takes place. See website for further detail: <https://orgs.ncsu.edu/gsa/conference-award/>

**Eligibility:** The GSA Conferences and Travel Awards are University-wide awards that are open to currently **enrolled, fee-paying** graduate students in good academic standing (GPA > 3.00). Please note that if you are taking advantage of the faculty waiver program (outlined [here](#)) you are not eligible for these awards. Students may only receive each award once per graduate degree.

**Deadline:** Fall semester: September 15 annually; Spring Semester: February 15 annually

**Contact:** Kuncheung Song (email: [gsa-vpacademic@ncsu.edu](mailto:gsa-vpacademic@ncsu.edu))

### III. External Funding

Most external funding is highly competitive and requires excellent communication, clarity, and organization skills to be successful. Securing external fellowships and grants is therefore prestigious; it is also a good way to sharpen your research message from the start. The information below may be found on the website of the University Fellowships Office:

Director of the University Fellowships Office, Ms. Courtney Hughes makes information about major national fellowships and other scholarship and grant opportunities available to all graduate students. Her team also provides students with assistance in determining their eligibility for and potential to succeed in the various fellowship competitions; enhancing their writing, speaking, and interviewing skills; and general support for the competition processes. These fellowships are awarded directly to individual students by federal or state agencies or private organizations.

Nationally competitive “portable” fellowships are awards where a student may apply directly to a granting organization/agency. The fellowship advisors can assist in identifying these opportunities. Once awarded a fellowship (with some exceptions), the student may take it to any university to which he or she has been admitted or in which he or she is enrolled. Please note: Ms. Hughes administers the competitions for a number of the major national fellowship and scholarship competitions requiring institutional endorsement, including Fulbright, as well as supporting opportunities through prestigious organizations such as NSF, NIH, DOD and DOE.

The following are examples of search engines available on the web; they may identify not only nationally competitive fellowship support but also research funding and other types of awards.

- InfoEd SPIN Database ([go.ncsu.edu/spin](http://go.ncsu.edu/spin))
- Pathways to Science ([pathwaystoscience.org](http://pathwaystoscience.org))

**Contact:** Courtney Hughes, Director of the University Fellowships Office. 919-513-1635;  
[chughes5@ncsu.edu](mailto:chughes5@ncsu.edu)



## REGISTRATION

**Note:** *DELTA degree programs (e.g. the DDes) follow all basic policies and procedures as stipulated by the Graduate School and other on-campus rules, codes and guidelines.*

### ADVISING RELEASE

Continuing students register for classes typically soon after midterm of the preceding semester. DDes students register online during this period through their [MyPack Portal](#). If any assistance is needed, please contact the program staff assistant.

At the beginning of each new registration period, an advising hold is automatically placed on each student's account. Releasing this hold requires a brief conference with the Director of Graduate Programs (the overall program advisor—Dr. Deming), ideally in consultation with the student's committee chair (principal advisor). This conference reviews the student's overall progress and plans for the upcoming semester; it can take place face-to-face or by teleconference. Once that conversation has taken place, the advising hold is released and the student can register for classes.

Registration after the deadline carries a \$100 late fee with no guarantee of placement in courses. Please see the Graduate School Administrative Handbook section on [Course Registration](#) for more information.

### CONTINUOUS REGISTRATION

Once a student is admitted to the Graduate School and enrolls for the first time, they are required to maintain continuous registration. Continuous registration refers to a student's enrollment each semester, excluding summer sessions, until they have graduated, or their graduate program has been terminated. All students attending classes must be registered for either credit or audit. Students who have completed all coursework, apart from the dissertation, should register for DDN 895.

### LEAVE OF ABSENCE

A student in good academic standing who must interrupt their graduate program for good reasons may request a leave of absence from graduate study for a definite time length, not to exceed one year, within a given graduate degree program. The student should initiate the request (in writing) with the chair of their advisory committee, and have it approved by the program director who will then submit it to the Graduate School. The Graduate School should receive the request at least one month prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e. ten years for the doctoral degree. Time limits are not extended. Students doing field work outside the US may request a leave for that semester and the college will recommend approval to the Graduate School. Students on leave are not eligible for funding on the Graduate Student Support Plan.

### PART-TIME OR NON-DEGREE STUDENT REGISTRATION STATUS

Full-Time: To be full-time, students must be enrolled in at least 9 hours per semester. If they have accumulated or will accumulate sufficient hours to meet the degree requirements (a minimum of 72 for doctoral degrees), they will be considered full-time until they complete their thesis or dissertation provided that they enroll for at least 3 credit hours.

**Part-Time:** To be considered part-time, students must enroll in a minimum of 4.5 but not more than 8.5 hours a semester unless they have fulfilled the hours required for program. The part-time/full-time classification is most relevant when considering Financial Aid requirements. Students who have previous student loans are generally required to maintain part-time enrollment status for the debtor to defer the loans.

**No Registration Requirement, related to the ETD Submission:** To be eligible for ‘no registration’, students must have been registered in the preceding semester or Summer term. Furthermore, they must have unconditionally passed their final oral exam and if they have submitted their ETD for review prior to the first day of a subsequent term (inclusive of Summer), they are not required to register for that semester.

Term Enrolled	Last date for ETD submission	No-registration semester**
Fall	Last business day prior to start of Spring term	Spring
Spring	Last business day prior to start of first Summer term	Summer (either I or II)
Summer I or II	Last business day prior to start of Fall term	Fall

\*\*If students do not complete the ETD process by the term denoted here, they will be required to register for additional coursework to graduate.

**Graduation without Registration:** Students who complete all degree requirements prior to the first day of the Fall or Spring semester or the first Summer term may graduate during the next semester or Summer term without being registered provided:

1. they were registered in the immediately preceding semester or summer session; and
2. they apply to graduate during that subsequent term.

Students whose only remaining requirement for graduation is removal of an “IN” (Incomplete) grade are not required to be registered in the following semester or term to complete the work and graduate; however, only one registration-free semester or term is allowed. See [Graduate Courses](#) in the Graduate School Handbook for more details.

**Non-Degree Studies (NDS):** for individuals who have not yet been admitted into an NCSU degree program, the Non-Degree Studies program (NDS) provides access to credit-bearing courses for visiting students on a part-time basis. To participate in NDS, students must be eligible to return to any previous institution(s) attended (be in good standing) and must always maintain a minimum cumulative GPA of 2.0 to remain eligible to continue. Exceptions require written permission from the department or program.

**NOTE:** NDS applications are good for a full year. For example, if you apply for Summer I, you do not need to submit a separate application for Summer II, Fall, or Spring. Permission to attend classes as an NDS student, however, does not guarantee or imply admission into a degree program.

NDS Students are limited to a maximum course load of 8 hours per term. Students are also limited to a maximum cumulative enrollment of 30 hours as an NDS student. Enrollment for any term is based on available capacity and students in degree-granting programs are given priority.

**NDS status in the DDes program:** Students electing to start out in Non-Degree Studies are limited to just 6 credits hours of DDes courses before they must be officially admitted/enrolled in the program. We strongly

recommend that NDS students first take DDN-740 and *either* DDN-742 (Methods) *or* DDN 810 (Workshop I—Literature), which comprise the building-block courses for the DDes curriculum.

**After the first 6 credit hours, the student must apply for enrollment and be admitted to the DDes program in order to** continue taking DDes courses. Once accepted into the program, the student will be assigned a research advisor/committee chair and their earned credits will be transferred/applied towards their DDes Plan of Work. Note well, however, that NDS students *may not transfer in more than 6 credits* of required DDES courses. All transferred hours are subject to Graduate School approval, rules and procedures.

More information regarding policies and procedures for non-degree studies enrollment can be found online in the [Graduate Student Administrative Handbook](#).

### **ADJUSTMENTS TO COURSE SELECTION**

Any changes in a students' schedule should be made by **University Census Date (Fall: Friday, September 1, 2023; Spring: Monday, January 22, 2024)** (or other appropriate semester); typically, the census date is ten days following the first day of classes. Only the courses dropped or reduced by this date will be eligible for any refund or credit; the student must work directly with the University Cashier's Office to request rebates.

Course Drop/Revisions: After the Census Date, changes to a student's schedule will not generate a refund or credit from the University. Such changes occurring at that point should be initiated via the **Drop/Revision deadline (Fall: Thursday, October 19, 2023; Spring: Monday, March 4, 2024)**. Students can make changes to their schedule via their **MyPack Portal** until 11:59 pm. However, students can only drop an entire course; they cannot modify those with variable hours (such as an Independent Study). To do the latter, students would need to speak with the Graduate Student Services Coordinator to complete a schedule revision form, where they can stipulate the reduction in attempted credit hours.

Schedule revision requests are subject to NC State Graduate School approval; students must provide a compelling justification statement to accompany the request. If a student is considering reducing their course load they should meet with the Director of the Graduate Program (Dr. Deming) or the Graduate Student Services Coordinator (Courtney Ray) at the College of Design, prior to making any decisions.

Billing: Only courses dropped or reduced by the **University Census Date (Fall: Friday, September 1, 2023; Spring: Monday, January 22, 2024)** are eligible for a refund or credit. Once the Census Date has passed, changes to a student's schedule will not generate a refund or credit from the University. Such changes occurring at that time, should be initiated by the **Drop/Revision deadline (Fall: Thursday, October 19, 2023; Spring: Monday, March 4, 2024)**.

### **WITHDRAWAL**

Withdrawal during the registration period: Any student enrolled in a graduate program who is registered for a given semester or summer session and withdraws during the official registration period (typically the first 10 working days of a semester or 5 working days of a summer session) must obtain a leave of absence to meet the requirement for continuous enrollment.

Withdrawing after the registration period ends: Any student withdrawing after the official registration period does not need to obtain a leave of absence and will be considered by the Graduate School as having met their continuous registration.

Please see the Graduate School Administrative Handbook section on [Withdrawal from the University](#) for more information.

## REGISTRATION IN SUMMER SESSIONS

Submission of dissertation and oral examinations: All students who take their final oral examination or submit their dissertation to the Graduate School during either summer session must be registered for either the first or second summer session. *Those who wish to submit their dissertation or have their final oral examination after the last day of a semester or summer session, but before the next semester or summer session must have been registered in the semester or summer session that immediately preceded the date of submission or the date when the exam was held.* This means that the students must have been registered in the previous semester to be eligible to schedule the final defense date which falls in after the previous semester has ended and before the following semester begins.

Those who wish to submit their dissertations (or to have their final examination) in the days between the semesters: Students should not presume that faculty are available for summer instruction or advising. Students must confirm with their advisor and dissertation committee that the appropriate participants are A) in town for meetings with the student during the summer months, and B) willing to be involved in the advising process during times when they are not otherwise teaching.

## INCOMPLETE GRADES

Every University course is a term-limited contract; instructors' obligations to students end at the end of the term (i.e. when grades are due). The grade of incomplete (or IN) may be explored if there is a serious event or disruption in a student's ability to complete coursework before the end of the semester. Please note that IN grades should not be a default scenario; they are not an extension for completing coursework and should only be used in dire circumstances where a documented major life event or situation prevents a student from completing expected course assignments. The use of an IN grade must be discussed with the course instructor on record and the Program Director well in advance of the end of term. IN grades are not to be used when a student's own competing priorities or negligence is the reason why course assignments have not been completed, or to replace an 'F' or 'U' grade.

University policy stipulates:

An IN is appropriate only if a student would have earned a 'C' or higher in the course without the disruption in their studies. Only missed work assignments may be completed when issued an IN for a course; no additional or substitute assignments, or improvements to previous assignments, are allowed. A student who receives an IN is expected to complete all unfinished work by the end of the next semester they are enrolled. Failure to complete work assignments in this time frame will automatically convert the grade to an 'F' or 'U' based on the course's grading method. To discourage excessive and/or unwarranted use of incomplete grades and extensions for an individual student, an extension of an incomplete grade will not be granted by the Graduate School if the student holds incomplete grades in other courses at the time of the request.

Students whose only remaining requirement for graduation is removal of an IN grade in a course are not required to be registered to remove the IN and graduate. Students who do not remove any remaining IN grade in the semester or summer session following the completion of all other requirements and are not registered during the same semester or summer session will have their programs terminated at the end of that semester or summer session due to non-compliance with the continuous registration policy. Please see the Graduate School Administrative Handbook section on [Grades](#) for more information.

Please always remember that clear and ongoing communication with professors, advisors, and the Program Director is extremely important, especially if a student finds themselves facing a serious life event or major disruption in their studies.

### **FAILURE TO MAINTAIN CONTINUOUS REGISTRATION**

Graduate students whose programs have been terminated because of failure to maintain continuous registration and who have not been granted a leave of absence during a fall or spring semester will be required to reapply for admission and pay the admission fee, if they wish to resume their DDes studies at NC State (see discussion of [readmission procedures](#) on the Graduate School handbook).

### **FULL-TIME/PART-TIME STATUS OF DOCTORAL STUDENTS**

**Full-time:** Registration for 9 or more credit hours per fall or spring semester until the student completes all credit hour requirements for the degree, including research credits, and the oral preliminary examination (DDN 890), or 3 hours per semester of doctoral dissertation preparation (DDN 899) for students who have completed all credit hour requirements for their degree (including research credits and the oral Preliminary Examination) except for completing their research and/or writing and defending the dissertation. Students with an IN grade who have successfully completed all the remaining degree requirements that are listed above are also eligible to register for 3 credit hours of DDN 899 and be considered full time.

**Part-time:** Registration for 3-8 credit hours per fall or spring semester, or one credit of DDN 899 for students who have completed all credit hour requirements for their degree (including research credits and the oral preliminary examination) except for completing their research and/or writing and defending the dissertation. Students with an IN grade who have successfully completed all the remaining degree requirements that are listed above are also eligible to register for one credit hour of DDN 899 and be considered half time.

International students should check registration requirements related to their visas.

### **REQUIREMENTS FOR RESIDENCY CREDIT**

A student working toward a doctoral degree is expected to be registered for graduate work at NC State for at least six semesters beyond the bachelor's degree. The university has minimum residence requirements, as defined below; the College of Design requirements conform to those of the university.

**Hours of graduate work:** Doctoral residence credit is determined by the number of semester hours of graduate work carried during a regular semester.

<b>Semester credit hours</b>	<b>Residence credits</b>
9 or more	1
6-8	2/3
Less than 6	1/3

At least two residence credits are necessary in continuous residence (registration in consecutive semesters) as a graduate student at NC State University, but failure to take courses in the summer does not break continuity.

**Summer residency:** Summer coursework can only be used in partial fulfillment of the residency requirement. A single summer session is equal to one-half of the corresponding amount for a regular semester (e.g. six semester hours carried during a summer session will earn 1/3 of a residence credit; less than six credit hours will earn one-sixth of a residence credit).



## APPENDICES

### APPENDIX A: CURRENT DOCTOR OF DESIGN INSTRUCTORS AND FACULTY ADVISORS

#### CURRENT DOCTOR OF DESIGN INSTRUCTORS:



**M. Elen Deming, D.Des., FASLA**

Director, Doctor of Design Program  
Professor of Landscape Architecture and  
Environmental Planning

<https://design.ncsu.edu/people/medeming/>



**Renae Mantooth, Ph.D.**

Assistant Professor of the Practice  
Senior Design Researcher at HKS

<https://www.hksinc.com/people/renae-mantooth-phd>



**Emily McCoy, ASLA, PLA**

Associate Professor of the Practice in Landscape  
Architecture and Environmental Planning

<https://design.ncsu.edu/people/ermccoy/>



**Patrick McGowan**

Adjunct Professor  
CEO and Founder, The Service Design Group

<https://theservicedesigngroup.com/about/>



**Lesley-Ann Noel, Ph.D.**

Assistant Professor of Media Arts, Design and  
Technology

<https://design.ncsu.edu/people/lmnoel/>



**Katherine Peele, FAIA**

Adjunct Professor  
Executive Vice President, LS3P Associates Ltd.

<https://design.ncsu.edu/people/knpeele/>



**Art Rice, FCELA**

Professor Emeritus of Landscape Architecture and  
Environmental Planning

<https://design.ncsu.edu/people/arrl/>



**Traci Rider, Ph.D.**

Associate Professor of Architecture

<https://design.ncsu.edu/people/tmrider/>



**CURRENT DOCTOR OF DESIGN FACULTY ADVISORS:**



**Tania Allen**

Associate Professor of Media Arts, Design and Technology

<https://design.ncsu.edu/people/tlallen2/>



**Bryan Bell**

Associate Professor of Architecture

<https://design.ncsu.edu/people/bbell/>



**Kofi Boone, FASLA**

Joseph D. Moore Distinguished Professor of Landscape Architecture and Environmental Planning

<https://design.ncsu.edu/people/kmboone/>



**Soolyeon Cho, Ph.D.**

Associate Dean of Doctoral Programs, Research, and Global Engagement

Professor of Architecture

<https://design.ncsu.edu/people/scho3/>



**M. Elen Deming, D.Des., FASLA**

Director, Doctor of Design Program  
Professor of Landscape Architecture and Environmental Planning

<https://design.ncsu.edu/people/medeming/>



**Jarrett Fuller**

Assistant Professor of Graphic and Experiential Design

<https://design.ncsu.edu/people/jwfulle3/>



**Carolina Gill, Ph.D.**

Interim Department Head for Graphic and Industrial Design

Professor of Industrial Design

<https://design.ncsu.edu/people/cgill2/>



**Kate Greder, Ph.D.**

Assistant Teaching Professor of Design Studies

<https://design.ncsu.edu/people/kcgreder/>



**Derek Ham, Ph.D.**

Department Head and Associate Professor of Media Arts, Design and Technology  
<https://design.ncsu.edu/people/daham/>



**Topher Maraffi**

Assistant Professor of Media Arts, Design and Technology  
<https://design.ncsu.edu/people/cmaraff/>



**Sharon Joines, Ph.D.**

Associate Dean of the College of Design  
Professor of Industrial Design  
<https://design.ncsu.edu/people/ermccoy/>



**Lesley-Ann Noel, Ph.D.**

Assistant Professor of Media Arts, Design and Technology  
<https://design.ncsu.edu/people/lmnoel/>



**Celen Pasalar, Ph.D.**

Associate Professor of Landscape Architecture and Environmental Planning  
<https://design.ncsu.edu/people/cpasala/>



**Traci Rider, Ph.D.**

Associate Professor of Architecture  
<https://design.ncsu.edu/people/tmrider/>



**Gavin Smith, Ph.D., AICP**

Professor of Landscape Architecture and Environmental Planning  
<https://design.ncsu.edu/people/gsmith5/>



**Kelly Umstead**

Associate Professor of Industrial Design  
<https://design.ncsu.edu/people/kamyers2/>

## **APPENDIX B: RESEARCH CENTERS AND INITIATIVES**

### **High-Performance Buildings**

Faculty and graduate students are pursuing cutting-edge research in building technology and high-performance buildings. Primary areas of inquiry include energy optimization; daylighting; exploration of new building typologies, materials, and assemblies; and the prefabrication of architectural components.

- **The Building Energy Technology Laboratory (BETlab)**
- **Building Systems Integration**

### **Visual Narratives**

Our work in visual narratives creates new forms of scholarship and communication, new computational media and their application to increased understanding of our past, present and future. This focus area bridges the expertise of engineers, humanists and designers to establish next-generation applications in visual media.

- **The NC State Visual Narrative Initiative (VIN)**

### **Health and Well-Being**

Our work promotes the interdependence of human health, well-being, and the ecological health of the land by understanding the consequences of human actions. Primary areas of inquiry include children's outdoor environments, post-occupancy evaluation of model environments, and human-centered design.

- **Natural Learning Initiative (NLI)**
- **The Research in Ergonomics and Design Lab (RED Lab)**

### **Sustainable and Resilient Communities**

Faculty and graduate students organize and lead trans-disciplinary research and engagement projects to address the critical ecological and community development challenges in vulnerable communities and regions.

- **The Coastal Dynamics Design Lab**

### **Virtual + Augmented Reality**

The Experience Design Lab is a cross-disciplinary community, which explores virtual and augmented experiences as a cultural practice. Collaborators take a human-centered approach, empowering artists, designers, humanists, scientists, and engineers to delve into the evolution of our society through direct engagement with technology.

- **Experience Design Lab**

## APPENDIX C: ACADEMIC CALENDARS

Please be sure to keep up with the NC State University calendars. There are several academic calendars that are important for planning your academic career while attending NC State:

- The **Academic Calendar** has important dates for the present semester.
- The **Graduate School Calendar** provides key dates for doctoral students related to dissertations and graduate school deadlines.
- The **Exam Calendar** shows the university designated exam periods.
- The **Three-Year Calendar** is important for long term planning.
- Many important items are listed on the Graduate School **Events Page**.

**Diploma Order Request Cards (DOR):** DORs are required to be submitted to the student's respective department with the student's final oral exam report. Final oral exam reports cannot be processed without a DOR and a DOR cannot be processed without the final oral exam reports. Diploma printing is outsourced, and it is imperative that the DOR is submitted with the final oral exam reports. DORs will be distributed by the student's department and when completed, must be returned to the department.

**Important Deadlines:** *All University deadlines are at 5:00 PM.*

- No registration required thesis review deadline
- Registration required thesis review deadline
- Registration required and no registration required final ETD deadline
- Graduation date

## APPENDIX D: NC STATE GRADUATE HANDBOOK

The **NC State Graduate Handbook** lists all applicable policies and procedures for graduate and doctoral degree seeking students mandated by NC State University. Please familiarize yourself with the contents of the handbook, most importantly the sections regarding registration and withdrawal policies.

Physical link to the handbook: <https://grad.ncsu.edu/students/rules-and-regulations/handbook/>

## APPENDIX E: Mandatory IRB Training

As of September 1, 2021, NC State University has issued a **mandatory requirement regarding training for all researchers completing research with human subjects**. This includes all doctoral students working on dissertations, as well as their advisors / committee chair. Anyone on the research team that is involved in the recruitment process, consent process, implementation of interventions and other data collection processes, analysis of identifiable private data, or a person serving as a faculty point of contact on a student project, must provide the IRB proof of completion of human subjects training with their IRB application.

**NC State University Human Subjects Research Training Requirements:** In an effort to comply with federal laws and to reduce burden to the NC State University research community, all researchers are required to complete human subjects research training before receiving IRB approval to work with people in research. This requirement applies to all levels of reviewed research, including exemptions. It is also required of all research team members who recruit, consent, collect data from, or handle identifiable/re-identifiable private data. This always includes the faculty point of contact for the research protocol. The specifics of these requirements have been changed due to campus feedback.

For more information, please review: [https://docs.google.com/document/d/1QWKR2q5el-bBxu2wVLUAR\\_khhIM52wm/edit](https://docs.google.com/document/d/1QWKR2q5el-bBxu2wVLUAR_khhIM52wm/edit)

**NC State IRB Guidance Faculty Points of Contact:** This guidance is for people who will be listed as the “Faculty Point of Contact” on an IRB application. You can choose to be a faculty point of contact for many reasons. These include (but are not limited to) serving as the lead PI on a research team or serving as an advisor to your students. Regardless of why you are listed, you have responsibilities of which you should be aware. As the faculty point of contact, you are responsible for ensuring that all of your research team members, including students and advisees, understand the research process and human protections as related to the lifecycle of the research process.

For more information, please review:

[https://docs.google.com/document/d/1hmECj1eVAAXsGYEGjLTT2i00\\_uKBaaFh/edit#](https://docs.google.com/document/d/1hmECj1eVAAXsGYEGjLTT2i00_uKBaaFh/edit#)

DDes program faculty and staff will provide regular workshops, guidance, and reminders about this requirement during upcoming Immersion programs. Proof (certificate) of completion of the mandatory training (both student and principal advisor) will be required (submitted to program staff) no later than the completion of the Preliminary Exam. We do recognize that this is a significant time commitment for everyone, so please manage your own process and make sure you and your advisor are accountable to each other for discussing, planning and completing this requirement.

## **APPENDIX F: CONTINUING STUDENT ANNUAL ASSESSMENT**

For Academic year 2023-2024.

**Submit your up-to-date CV along with this form to [doctor-of-design@ncsu.edu](mailto:doctor-of-design@ncsu.edu) by March 30, 2024.**

- Student Name:
- Entering Cohort (Cohort 1 August 2018; Cohort 2 August 2019, etc):
- Principal Advisor/Dissertation (co)Chair:
- Committee Members:
- Current Number of Credits Completed:
- Current Cumulative GPA:
- Expected Date of Preliminary Exam (Term):
- Expected Date of Graduation (Term):
- Dissertation Title (or Area of Interest):

### **[PART-1: STUDENT SELF-ASSESSMENT]**

#### **1) Coursework**

- a. Courses completed in the past academic year:
- b. Courses planned for the next year:
- c. Self-assessment on your coursework:

#### **2) Dissertation Advisors**

- a. Who is/was your main research supervisor?
- b. Who else is on your committee, or, who else do you plan to invite?
- c. Are you planning any changes in committee composition? Please comment if needed.

#### **3) Dissertation Research**

- a. Briefly, what is your dissertation research subject (1-2 sentences)?
- b. Briefly discuss your research goals for next year (1-2 sentences):
- c. What resources do you need to enact your research plans (e.g. travel; data collection; methods expertise; community contacts, etc)?

#### **4) Publications & Presentations**

- a. List any conference presentations or talks given (full citations please, incl urls)
- b. List any grants (applications or awards)
- c. List any papers published and/or submitted (full citations please, incl pp numbers)
- d. Discuss your publication plan/goal for next year:

#### **5) Other Achievements (Honors, Awards, Competitive Scholarships/Fellowships, etc.)**

- a. List any other achievements related to your professional research arenas:
- b. Discuss your plans or ambitions for next year viz your professional research arenas:

6) **Areas to Improve Next Year (self-assessment) and Additional Comments (thoughts and feedback about your growth and/or experience in the program):**

7) **Program Assessment** (item changes per Assessment schedule yearly):

**[PART-2: ASSESSMENT BY ADVISOR]**

*(To be completed by the advisor after review of the student self-assessment)*

1) **Educational Performance** (discuss as applicable: academic progress, career development and future goals, teaching opportunities)

Excellent      Good      Satisfactory      Unsatisfactory      Unacceptable

2) **Dissertation Research Performance** (dissertation topic, future publications, ability to conduct quality research, ability to think of and discuss new ideas, overall progress)

Excellent      Good      Satisfactory      Unsatisfactory      Unacceptable

3) **Professional/Research Achievements** (ethical conduct, presentation skills, writing skills, communication skills, teamwork, initiative, etc.)

Excellent      Good      Satisfactory      Unsatisfactory      Unacceptable

4) **Overall Performance in DDES program**

Excellent      Good      Satisfactory      Unsatisfactory      Unacceptable

❖ **Advisor's Comments/Responses on the Student Self-Assessment**

*(Indicate areas of strength and weakness if appropriate)*

1) Courses:

2) Dissertation Research development:

3) Publications & Presentations:

4) Other Achievements:

5) Areas to Improve Next Year:

❖ **Additional Comments (if any):**

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Student: I have reviewed this document with my advisor and I have seen his/her comments.

➤ **STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

➤ **ADVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

➤ **DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_