CPA PhD Program Manual | 2026 -2027

"How Can We Help?"

the Classic Planning Academy

of the Classic Planning Institute

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Following the Standards for Accreditation

of the

New England Commission

of Higher Education (NECHE)

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1. Program Overview

The **Classic Planning Academy (CPA)** provides mid-career professionals a holistic, timeless curriculum focused on traditional architectural and urban design. Blending peer learning with technical design essentials, the program relies on extensive prerequisites and expert adjunct faculty. Governance is driven by tenured faculty who foster scholarship and ensure compliance with strict accreditation standards. Operationally, the Director of Education manages the curriculum alongside the Dean's administrative support. Given the CPA's intimate scale, tenured faculty lead internal decision-making, while major organizational issues escalate to the CPI board for definitive voting and legal counsel review.

The CPA PhD Program Overview

The CPA's PhD Program is a six-year post-professional doctorate focused on the "classical method," a holistic approach to designing beautiful, durable, and reusable buildings and places. Rooted in timeless principles, this approach is associated with improved individual and community health and wellbeing.

The program responds to needs in preservation, sustainable development, and human-centered design. The mental and physical health benefits of traditional design are gaining recognition, and there is clear market demand for this expertise. Traditional cities draw about one billion tourists each year, while only six new "beautiful destinations" (the Disneylands) have been created since 1950. Professionals who can create enduring, attractive places could also greatly reduce the carbon costs of travel and tourism.

Graduates of CPA courses have gone on to Notre Dame's graduate architecture program and to traditional architecture firms worldwide. Students come from thirteen countries, reflecting global interest in the field.

The program aims to restore knowledge largely missing from higher education for over 75 years, offering tools to address environmental sustainability, social equity, and urban livability. Its demanding curriculum combines scholarly inquiry with practical application, preparing well-qualified students for leadership.

This Manual guides students, supports faculty, and informs prospective applicants. It is a living document that will be revised as needed.

Program Structure

The doctoral program requires of candidates:

- 120 semester hours at the BA level and 30 at the MA level as prerequisites
- 60 semester hours beyond baccalaureate at CPA (30 hours each in Year 1 and Year 2 courses, plus 15 hours each in two PhD seminars)
- 2,000 hours of hands-on construction experience
- 2,000 hours of documented architectural observation/travel
- 4,000 hours of professional experience in architecture, urbanism, crafts, or research
- Dissertation and Oral Exam

The program offers five specialization streams:

- Traditional Architecture Specialist
- Classic Planner

- Traditional Landscape Architecture, Agriculture, and Forestry Specialist
- Master Craftsmanship
- Urban and Architectural Neuroscience

This academic program advances from foundational drafting to advanced research. **Year 1 builds architectural literacy** through classical orders and design projects. **Year 2 emphasizes classic planning** and hands-on, mimetic learning for thesis preparation. Finally, **the PhD seminars deliver specialized knowledge**, combining online classes and expert seminars with stream-specific dissertation development.

Key Faculty

The program is led by a number of qualified faculty members:

- **Dr. Nir Buras** (Dean): Author of "The Art of Classic Planning" (Harvard University Press, 2020), experienced architect and urban planner with projects including Grand Central Terminal and Washington Metro Silver Line
- **Dr. Robert Adam**: Award-winning architect, researcher, and educator specializing in classical architecture and its teaching
- **Arch. Pablo Alvarez Funes:** (Director of Education): International expert in traditional architecture with 16+ years of experience across Europe, North America, Middle East, and Asia
- **Dr. Patricia Granville**: Architect, researcher, and educator specializing in conservation and the neuroscience of the built environment
- **Prof. Brandon Ro**: Award-winning architect, researcher, and educator specializing in phenomenological architecture and the role of ornament
- **Prof. Nikos Salingaros**: Award-winning mathematician and architectural theorist, researcher, and educator specializing in the fractalities of the built environment and the application of AI to architecture

The program also features 40+ adjunct faculty from leading institutions worldwide, including experts from Notre Dame, Traditional Architecture Group London, and various international institutions (recently Cambridge University, the Max Planck Institute).

Prerequisites

The minimum requirements for admission to the CPA Doctoral Program include 120 Semester Hours of BA-level prerequisites and 40 Semester Hours of MA-level prerequisites in the areas of Human Basics, General Studies, Natural History, Technical Prerequisites, and Art, Architecture, and Urbanism. Please fill and return the Student Prerequisite Form 2026.

BA LEVEL

Human Basics

Human anatomy	2
Human biology	2
Env. Neurobiology	2

General Studies

Reading the Classics	6
Classical Philosophy	4
Western Literature	6
World Literature 1	2
World Literature 2	2
Civics	4
Dance	2
Poetry	2
Film	3
Music	3
Sport	8

Art, Architecture, and Urbanism

Intro to Painting	4
Intro to Drawing	4
Intro to Sculpture	4
Small Building Architecture Studio	4
Medium Building Architecture Studio	4
Urban Design Studio	4
Landscape Design Studio	4
Painting Studio 1	4
Ceramic Studio	2
Metal studio	2
Stone studio	2
Wood studio	2

Natural History

Physics	4
Chemistry	4
Botany	2
Ecology	3
Geology	2
Geography	3
Climatology	2
Agriculture, Farming, and Forestry	2

Technical prerequisites

Materials and Methods	2
Structures	4
Intro to Civil Engineering	4

Required BA Semester Hours	**120**

MA LEVEL

General Studies

Opera	1
Film / Video	1
Digital Arts	1
Watercolor Studio	1
Riding	1
Sailing	1

Art, Architecture, and Urbanism

Architecture History	4
History of urbanism	4
Large Building Architecture Studio	4
Urban and Regional Planning Studio	4
Building Arts Studio	4

Technical prerequisites

Real Estate Finance & Development	2
Organizational skills for Multidisciplinary Management	2

Required MA Semester Hours	**30**

Transfer Credit

Learning evaluations and credit awards follow consistent, degree-appropriate criteria, with limited prior learning credits to maintain quality. All programs, whether on-campus or remote, meet equivalent academic standards while prioritizing faculty interaction, student privacy, and program coherence.

To accept a course as a prerequisite, the CPA evaluates alignment with prerequisite requirements based on five key criteria:

1. **From Accredited School**.
2. **Minimum Grade: C or better**.
3. Credits must **align with CPA requirements**.
4. **Official Transcripts required**
5. **Course Syllabi required** for online or pass/fail courses.

The CPA ensures transfer credits meet academic standards and reflect program quality. Its policies are detailed in the **CPA Academic Handbook**. Graduate-level transfer credit is accepted in a manner that preserves degree rigor in alignment with CPA requirements.

The CPA does not provide General Education Courses which place emphasis on cognitive development rather than on academic or vocational objectives. These include:

Art	English	Mathematics	Psychology
Biology	History	Music	Religion
Chemistry	Humanities	Philosophy	Sociology
Economics	Literature	Physics	World Languages

Experience for Prerequisite and Academic Credit

The **CPA accepts manual, travel, and professional experience** for credit based on documented evidence (e.g., photos, letters, interviews). The experience must match CPA requirements in content, rigor, and hours.

To maintain high academic rigor, the process follows the **Council for Adult and Experiential Learning (CAEL)** standards:

- **Evidence of Learning:** Awards are based on actual learning, not time spent.
- **Shared Criteria:** Assessments use clearly articulated, common criteria.
- **Qualified Assessors:** Competence levels are determined by experts.
- **Candidate Support:** The CPA actively guides students through the assessment.
- **Program Review:** Assessment programs are regularly monitored and revised.

Candidates must organize their achievements into a portfolio for evaluation. Successful applicants typically have **five or more years of experience**. Completing a portfolio development course through **Purdue Global** and submitting a Prior Learning Portfolio allows candidates to earn college credit for their professional background.

2. Academic Support

PhD advisor

It is best to start looking for a PhD Advisor as soon as choosing a dissertation topic. The Academic Committee will work with the incoming candidate to match them with a PhD Advisor with similar subject interests and expertise. Candidates are required to check in with their advisor on a regular basis. Candidates are encouraged to meet with their PhD Advisor on a regular basis, particularly to review progress on the prospectus. As students begin their dissertation research, they should seek additional advisors to work with. Please contact the Doctoral Programs Office if a second advisor is difficult to find.

Research activity

Students are strongly advised to attend research seminars in their anticipated field of dissertation research and any other related areas, even before they start developing their dissertation prospectus. Such seminars provide an excellent opportunity to meet other students and faculty in one's specialty. Research assistantships that can help finance graduate study often grow out of these seminar contacts.

Teaching fellowships

Although teaching work is not required of doctoral candidates at the CPA, it is recommended for students planning an academic career. Questions regarding teaching at the CPA should be addressed to the Director of Education.

Financial assistance

At this time no financial assistance is offered.

Academic and counseling resources

For any questions on seeking help, please contact the Doctoral Programs Director, Dr. Buras.

Academic Committee members

- Nir Buras
- Pablo Funes
- Robert Adam

Advising Guidelines

The PhD Advisor will supervise the candidate's Dissertation research, read drafts, and offer advice and feedback. The candidate and Advisor should schedule telephone/video chat meetings at least once a month. In addition to the supervising and advising role, the PhD Advisor is also responsible to chair the Dissertation Defense, and to supervise and approve revisions in case these are asked by the Dissertation Committee following the Dissertation defense. It is recommended to look around for one's advisor as soon as the studies begin. For more details see the **CPA Academic Handbook.**

Conduct of the Dissertation Defense

After reading the Dissertation, the examiners, shall examine the candidate orally on the subject of the Dissertation and on subjects relevant thereto if they see fit. The standard format for Dissertation Defenses will be either live or via videoconference.

If the Dissertation and the candidate fulfill and satisfy the examiners in all parts of the Dissertation Defense, the examiners will report that to the CPA.

If the Dissertation requires amendments specified by the examiners, the Candidate will complete and resubmit them within three (3) months. The amended Dissertation shall be submitted to the examiners for confirmation that the amendments are satisfactory.

A candidate who fails to satisfy the examiners may apply to register de novo (starting over) for a further period of study. In this case, the candidate may be assigned a new PhD Advisor, at the discretion of the Dean.

CPA Doctoral Curriculum

The **CPA PhD** is a unique post-professional program with exclusive academic offerings. Parallelly, the **Classic Planning Certificate Curriculum** provides expert graduate-level instruction in Architectural Literacy through live Zoom classes. Perfect for mid-career professionals, it features a 100-Year-Plan Studio to expand design and professional skills unavailable elsewhere.

Years 1 and 2 each consist of 30 weekly classes of 5 hours each (30 weeks in total), amounting to 10 semester weeks of study. Students are expected to spend 10 hours a week on individual study beyond classwork. Individual studio tutoring is provided at a rate of 1 to 2 hours per week per student as required. Gap weeks occur to accommodate religious festivities and bank holidays. Many classes feature select guest lecturers, often the top experts in their fields.

Classes at this time are taught online and recorded for the personal use of the students. However, it is contemplated that, similarly to other high-level programs, the cohorts will periodically meet live for intensives of several days.

	Weekly Contact Hours	**Total Contact Hours**	**Semester Hours**	**Clock Hours in Outside Preparation**	**Subtotal Semester Hours**
MA Prerequisites					30
CPA Year 1	5	150	10	10	15
PhD Seminar I	2.5	75	5		
CPA Year 2	5	150	10	10	15
PhD Seminar 2	2.5	75	5		
Total Degree Hours Beyond Baccalaureate					60

Table 1 – Curriculum Semester Hours

Note: Year 1 and Year 2 courses, and the Seminars are offered subject to a minimum quorum of 6.

Semester I: Architectural Literacy

Following a "warm up" in basic and architectural geometry, Semester I instruction in Architectural Literacy focuses on instructor-led drawing of the Doric, Ionic, and Corinthian orders, proportions, elements, and composition. These are accompanied by explanatory and architectural history lectures, as well as expert and master craftsperson lectures on materials & processes, leading to the practical application of knowledge and learned techniques to small and medium projects, a niche, aedicule, or gate; and finally, a bridge or a pavilion. The class is culminated with a presentation to a selected jury and critique.

Semester II: Classic Planning Basics

Semester II classes focus on Classic Planning Basics, namely the historic, scientific, and philosophical fundamentals of urbanism and city building and the use of the most successfully proven methods to develop built environments best suited to people. Topics include, How We Got Here, Classic Planning Fundamentals and Knowledge Bases, Planning the City, Building the City, and Future Urban Scenarios. This is followed by studio work that introduces the students to the physical creation of long-term holistic, durable, and human-centered urban design and planning. They learn of and explore by applying classic planning principles including, sense of place, resilience, town and country, roads, armatures, sea level rise, small, medium, and large parks, urban fabric, architectural precedents, and the generation of specific, local-suited urban design,

Semester III: History, Tools, Application

The CPA curriculum recognizes that much of the design content to be learned lies in architectural precedent and that manual drafting is essential as a learning device. Consequently, the Semester I of the Year 2 Course involves a deeper dive into architectural & urban design history and the literature of classical traditional architecture. There is training in graphic tools such as freehand drawing and perspective, in shadows, and watercolor. Professional intersections with engineers and consultants, skilled craftspersons, construction & building systems, and working alongside real estate, development, finance professionals are discussed. And the application of the above is explored in the small- and medium-building design studios.

Semester IV: Tools, Precedents, Design Thesis

Semester II then moves into the Year 2 Course Thesis preparation & research. As the architectural graphics, historical survey, and review of architectural literature continue, the professional intersections with neuroaesthetics, beauty, fractals, and Vitruvian values are discussed. Following weekly studio progress presentations, the students arrive at their final juried presentation, an end-of-year exhibition, and the Annual Beaux-Arts Ball.

PHD Seminars

PHD Seminars are to be held weekly for all the students for 5 semester hours for two years for a total of 10 semester hours. Content includes presentations and discussions regarding their field activities: construction, travel, work in certified studios or ateliers; as well as progress on their dissertations. One individual hour-long presentation is required each semester. Time

engaged in field activities is credited to outside preparation clock hours for the Seminar Hours.

The CPA PhD Seminars include foundational discussions of specialized knowledge aimed at generating the Dissertation Topic Proposal, research methods training (both quantitative and qualitative, including the documentation of work, construction, and travel experience as relevant); and dissertation work and its completion. Seminar topics to be presented by guest speakers and the students themselves include topics such as

- History and philosophical foundations of architecture, landscape, and urbanism
- Sociological and psychological impacts on architectural, landscape, and urban design
- Traditional design practice and classic planning theory
- Research methods in architecture, landscape, and urbanism: quantitative, qualitative, and specialized
- The bibliography of town and country design: basic treatises, orders, elements, source books, proportion & geometry, ornament, detailing, composition, landscape, urbanism, precedents, and monographs
- Architectural and urban technology
- Dissertation proposal and its generation
- Dissertation research, methods training, and progress
- Dissertation writing and its completion
- Foundational discussions of specialized knowledge
- Documentation support for work, construction, and travel experiences

Please see the **Seminar Program for 2026-2027**.

Apprenticeship, Field, and Travel Experience Credit

A high-level practitioner, researcher, or academic in the fields of Architecture, Landscape, Urbanism, or Building Arts is not ready to complete the CPA degree course without fulfilling the field and travel experience requirements of this program. These unique requirements include:

- 1 year (2000 hours) hands-on experience in construction
- 1 year (2000 hours) documented observation of precedent buildings and fabric in various locations in the US and elsewhere.
- 2 years (4000 hours) professional experience in architecture, urbanism, landscape architecture or building arts.

The CPA may accept field and travel experiences for academic credits based on certified time sheets and detailed records from the activities. The CPA may also accept apprenticeship experiences for prerequisite credits based on American Council on Education (ACE), Department of Labor Registered Apprenticeship College Consortium (RACC) evaluations, Credit for Prior Learning (CPL) programs at the applicants' previous schools; or Credit for Related Classroom Instruction.

Naturally, it is essential to research the specific apprenticeship programs and their connections to educational institutions to determine if and how college credit can be earned. Applicants are expected to submit portfolios, work samples, and other documentation to demonstrate their skills and knowledge to potentially earn credit. If the

assessment determines that the apprenticeship experience is equivalent to specific college courses, credit may be awarded.

3. Developing a PhD Dissertation

Developing the Topic Proposal

The process of developing a PhD topic proposal in architecture involves identifying a specific, compelling research problem and then systematically building a clear, persuasive, and feasible research plan around it. The final proposal demonstrates your expertise, positions your work within the existing academic landscape, and outlines your original contribution to the field.

1. Identify your core interests and a unique research gap

- **Explore your passions:** Begin with topics that genuinely interest you, such as sustainable design, computational modeling, urban resilience, adaptive reuse, or the historical theory of architecture.
- **Conduct a preliminary literature review:** Read recent scholarly articles, books, and case studies to understand the current state of research in your area of interest. Identify what has already been done, the methodologies used, and—most importantly—what gaps exist.
- **Find your niche:** Instead of a broad area, focus on a specific, unanswered question. Your research should add new knowledge to the field, rather than re-examine a well-covered topic. For example, instead of "urban design trends," a better focus might be "adaptive urban design strategies for post-industrial cities."
- **Consider real-world problems:** Identify pressing challenges that your architectural research could address, such as climate change, affordable housing, or social inequality. Frame your topic around how architecture can respond to these issues.
- **Test your ideas:** Discuss your potential topics with academic mentors, advisors, and peers. Their feedback can help you narrow your focus and confirm your topic's feasibility.

2. Formulate your research questions and objectives

- **Craft specific research questions:** Based on your research gap, formulate a clear and focused question or hypothesis that your study will answer. Good questions are complex enough to require investigation but concise enough to be understood.
- **Distill aims and objectives:** Create measurable, achievable objectives that outline the specific steps you will take to achieve your overall research goal. These should logically break down your main research question.

3. Develop your research methodology

- **Select your research approach:** Architecture PhD research often combines different methods. Decide whether you will use qualitative methods (e.g., case studies, interviews, ethnography), quantitative methods (e.g., surveys, computational modeling), design-based research (e.g., creating prototypes or models), or a combination.

- **Justify your methods:** Explain why your chosen methodology is the most appropriate way to achieve your research objectives. Provide details on how you will collect, analyze, and present your data.

- **Consider practical constraints:** Think about resources, timeline, funding, and ethical considerations. Your methodology must be realistic and manageable within the scope of your doctoral program.

4. Write the proposal

Once you have refined your topic, questions, and methodology, you can structure and write the formal proposal. The typical sections include:

- **Page count expectation:** 10-15 pages

- **Title:** A concise, descriptive title that clearly indicates your research focus.

- **Abstract:** A 200–300 word summary of your research problem, objectives, methods, and expected contribution.

- **Introduction/Background:** Provides context for your research, introduces the broader theme, and justifies why your topic is important.

- **Literature Review:** A critical analysis of existing scholarship. This section should demonstrate your expertise and highlight where your research fits in or challenges current theories.

- **Research Questions and Objectives:** A clear and logical presentation of what you intend to investigate and achieve.

- **Methodology:** A detailed explanation of your research methods and how they will be used to answer your questions.

- **Expected Outcomes and Significance:** Discuss how your research will contribute new knowledge to architectural theory or practice. Explain the potential impact of your work.

- **Timeline and Work Plan:** A realistic schedule for completing the different phases of your research within the program's timeframe.

- **Bibliography:** A list of the key academic sources cited in your proposal.

- **Visual Elements:** Because architecture is a visual discipline, consider including diagrams, sketches, or conceptual models to strengthen your argument.

5. Seek feedback and refine

- **Consult your potential supervisor:** Tailor your proposal to align with the expertise and interests of your prospective supervisor. Work with them to refine your research idea before submission.

- **Proofread carefully:** Ensure your writing is clear, formal, and free of jargon or errors. A polished proposal reflects your professionalism and preparedness.

Research Methods

Research methods for a PhD in architecture include qualitative approaches like case studies and ethnography, quantitative methods such as surveys and statistical analysis, design-based research or experimental simulations, and historical/document analysis. Many PhDs also use mixed-methods approaches to combine these strategies for a more comprehensive understanding.

1. Qualitative methods

- Case studies: In-depth analysis of specific architectural projects, focusing on design processes, context, and user interaction.
- Ethnography: Immersive study of people in their built environments to understand their behavior and experience.
- Interviews and focus groups: Gathering in-depth information through structured or semi-structured conversations.
- Grounded theory: A qualitative method used to build new theories from the ground up based on data analysis.

2. Quantitative methods

- Surveys: Collecting numerical data from a large group of people through questionnaires.
- Experiments: Testing hypotheses and measuring the effects of variables on each other.
- Statistical analysis: Using statistical tools to analyze numerical data to identify patterns and relationships.

3. Other common methods

- Design-based research: Using the process of design itself as a research method to solve problems and generate new knowledge.
- Simulation and modeling: Using computer models to simulate and analyze architectural designs, performance, and impact.
- Historical and document analysis: Researching primary and secondary sources to build a historical understanding of a topic.
- Logical argumentation: Developing a logical argument based on established principles and reasoning to support a thesis.
- Mixed methods: A combination of qualitative and quantitative methods to provide a more complete picture, such as using surveys to collect data and interviews to understand the context behind the numbers.

Dissertation Writing Support

The CPA provides comprehensive dissertation guidance through online resources, style guides, citation examples, and weekly one-on-one supervisor consultations for 30 weeks. These sessions support students through planning, writing, editing, and final revisions, while

addressing critical areas like time management, research methods, and structural development. Additionally, because doctoral candidates require highly specialized sources rather than broad texts, the CPA expects proficiency in online journal research and facilitates access to specialized university library collections. For further information and the primary CPA Booklist, students should refer directly to the official **CPA Academic Handbook**.

1. In advance of a student starting to write their dissertation, the CPA will help open a custom channel between that student and the libraries they need for their research.

2. The CPA helps put at the students' disposal materials such as research guides and tutorials tailored to doctoral-level research. These guides may cover topics like literature reviews, search strategies, data analysis, and citation management.

3. The students are expected to be adept at using citation management tools and to augment their writing skills with digital resources they may find.

4. Most significantly, the CPA insists that the writing is authentic and original, in the student's own scholarly voice, evidence-based, and devoid of plagiarism.

5. Support for the students focuses on the three phases of the Dissertation:

    5.1 The intellectually hardest part of dissertation writing, which is developing their dissertation proposal.

    5.2 Guidance on research methodologies, and methods for documenting the work methodically.

    5.3 The laborious dissertation completion following their research.

Dissertation Support Texts

Krathwohl, David R., and Nick L. Smith. *How to prepare a dissertation proposal*. Syracuse University Press, 2005.

White, Elwyn Brooks, and William Strunk. *The elements of style*. Open Road Media, 2023.

Turabian, Kate L. A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers. University of Chicago Press, 2018.

Feak, Christine, and John Swales. *Academic writing for graduate students*. University of Michigan Press, Ann Arbor, 2004.

Bryant, Miles T. *The portable dissertation advisor*. Corwin Press, 2003.

Hyatt, Laura and Carol Roberts. The Dissertation Journey A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation. Corwin Press, 2023.

Dunleavy, Patrick. Authoring a PHD: How to Plan, Draft, Write and Finish a Doctoral Dissertation. Palgrave Macmillan, 2003.

Sternberg, David. How to complete and survive a doctoral dissertation. St. Martin's Griffin, 2014.

Gournelos, Ted. Doing academic research: A practical guide to research methods and analysis. Routledge, 2019.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The craft of research*. University of Chicago press, 2009.

Greetham, Bryan. *How to write your literature review*. Bloomsbury, 2020.

Berger, Arthur Asa. The Academic Writer's Toolkit: A User's Manual. Routledge, 2016.

Rocco, Tonette S., and Timothy Gary Hatcher. *The handbook of scholarly writing and publishing*. Jossey-Bass, 2011.

Zerubavel, Eviatar. The clockwork muse: A practical guide to writing theses, dissertations, and books. Harvard University Press, 1999.

Evaluating Student Performance

The teaching method at the CPA is one of continuous evaluation with regular feedback and periodic reviews with students to track progress and identify areas for improvement by offering specific and actionable feedback to help students grow and develop professionally.

Evaluating graduate student performance involves assessing coursework, research output, professional development, and dissertation critique. Continuous feedback and constructive evaluation are crucial for student growth. Student academic performance evaluation includes:

1.	Assessing the student's understanding of core concepts, and the ability to apply that knowledge as demonstrated continually by means of the student's submitted drawn work: the correct drawings of Architectural Literacy elements, adequate designs in the small, medium, and large building projects; the Nolli Map analyses of their urban projects, and the degree to which the images issuing from their urban thesis designs are compelling to professional jury.	20%
2.	Dissertation evaluation includes analyzing the student's research and familiarity with publications and recent advances in the field; and the quality of the dissertation itself, including originality, rigor, and contribution to the field.	30%
3.	The student's professional development assessment will come from the documented evaluations and performance reports submitted by their field superiors.	20%
4.	Assessing presentation skills, effectiveness in the expression, and the student's clarity and effectiveness in written and oral communication as evident in their presentations. Engagement in professional seminars, conferences, and workshops, optional.	10%
5.	Evaluating the student's effective collaboration and team work as demonstrated their project work.	20%

4. CPA Life

The CPA is an environment where students, faculty, and staff work in respectful collaboration in collective pursuit of academic and professional excellence. Within this partnership between the faculty, the staff, and the student, both the program and the student share responsibility for the student's academic achievement. For students, this means:

- Review the Academic Handbook and the CPA policies on an annual basis.
- Understand the policies and degree requirements and ask for clarification as needed.
- Understand CPA expectations for standards of conduct and academic integrity.
- Communicate professionally with professors, staff, and other students (review the CPA policies on non-discrimination and anti-bullying and the Harvard Graduate School of Arts and Sciences student codes of conduct).
- Review CPA and program email correspondence. CPA communicates important policies and deadlines via email. Emails to a student's CPA email is the official form of communication. It is presumed that these forms of email correspondence will be received and reviewed by the student.

Expectations of Conduct

The CPA environment is founded on the principle that at the CPA, an individual joins a community that practices free expression, free inquiry, intellectual honesty, respect for others, and openness to constructive thinking. A respectful and supportive community, it is characterized by civility and consideration for others, with high standards and expectations for the quality of interpersonal relationships as well as academic performance. All CPA students will:

- Behave in a mature and responsible manner.
- Attend to their personal well-being, including making responsible decisions regarding physical and mental health concerns.
- Familiarize themselves with policies, especially those that can lead to disciplinary action, such as academic dishonesty, sexual harassment, discriminatory harassment, the use of physical violence, bullying, or lying to a CPA officer

A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

Dress Code & Personal Manner

As an Academic of the CPA, we expect you to present a clean and professional appearance when you represent us, whether in or outside the office. Management and those Academics, who come in contact with our public, are expected to dress in accepted corporate tradition. Jacket and tie for men, the appropriate equivalent for women, and the parallel for other genders are required at all times, including video conferencing. Jeans are unacceptable. Video conferencing requires an approved background.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

The CPA endeavors to provide a healthy environment. No form of tobacco consumed in CPA buildings is allowed, nor smoking within ten (10) feet of the office front door.

We naturally treat all people we encounter in our business both in the office and outside with utmost respect and politeness. All members of this firm will address each other and all other people they encounter on firm business in a formal manner (e.g. Mr., Ms., Mrs.) or by their academic or military title.

Substance Abuse

We take seriously the problem of drug and alcohol abuse, and are committed to providing a substance free work place, without exception, including part-time and temporary Academics.

Harassment

It is our policy that all Academics have the right to study in an environment free from any type of illegal discrimination, including sexual harassment. The CPA will not, under any circumstances, condone or tolerate conduct which may constitute any sort of harassment on the part of any of its Academics. Any Academic found to have engaged in such conduct will be subject to immediate discipline, up to and including discharge. For more information see the **CPA Academic Handbook.**

Safety and Accident Rules

Everyone must help keep the workplace safe and hazard-free. Onsite or on CPA business, follow CPA safety rules and immediately report accidents, injuries, and unsafe equipment, conditions, or procedures to a supervisor.

No one will be punished for reporting hazards, but those who deliberately or repeatedly violate safety rules face discipline, including termination. Workers' Compensation covers onsite CPA-related accidents under state law; remote work isn't covered.

Confidentiality

To protect the CPA's and its Academics' valuable intellectual property and academic freedom, all the CPA students, staff, and Faculty must sign a **Mutual Nondisclosure Agreement**. Violations may lead to discipline, including termination. Receiving this document implies acceptance of the agreement.

Enforcement of Policies

Policies are overseen and enforced by the CPA Academic Committee which considers all matters of discipline, including:

- Violation of CPA policies
- Lying to CPA officer
- Cheating, plagiarism, or other forms of academic dishonesty
- Theft of or damage to property CPA or that of others
- Possession of stolen goods

- Physical violence (including assault and sexual assault), harassment, or disorderly conduct
- Violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials)
- Other conduct that departs from generally accepted standards of integrity and behavior.

Re procedures for Disciplinary Cases please see the **CPA Academic Handbook**.

CPA Rules of Academic Integrity

Consistent with its mission, the CPA's interactions with students and prospective students are characterized by integrity and equity. The CPA sets and achieves realistic goals as it enrolls students who are broadly representative of the population the CPA wishes to serve.

The CPA addresses its own goals for the achievement of diversity, equity, and inclusion among its students and provides a safe environment that fosters the intellectual and personal development of its students. It endeavors to ensure the success of its students, offering the resources and services that provide them the opportunity to achieve the goals of their educational program.

For Rules of Academic Integrity regarding Conflict of Interest, Research Misconduct and Plagiarism, Use of Generative AI, Examination Rules, Written Work, Sources, and Citations, Collaboration, and Submission of the Same Work to More Than One Course please see the **CPA Academic Handbook**

Tuition

The program costs range from $40,800 to $61,200—significantly below comparable online architecture PhD programs that cost $103,000 to $234,000. All proceeds are reinvested in institutional, educational, and research activities.

Graduate-level online tuition generally ranges from $350 to $1,000 per credit hour, with some institutions charging even more. With the tuition set at $7800 per 10 Semester hours, the CPA Credit Hour comes to $780, midrange for a graduate-level online courses.

Typical for non-academic online courses, the American Institute of Architects charges members $30 for a 50-minute non-academic continuing education unit, and it charges non-members $45. With the CPA Year 1 tuition set at $7800 per 150 hours of contact, the hourly price comes to $52/hour, appropriate for the high level of the training.

The CPA tuition also compares favorably with the Institute of Classical Architecture and Art (ICAA). For its 8-day intensives (80 hours) in Manhattan, the ICAA tuition is $2250. But once the cost of travel is added, ca. $1000, as well as the cost of staying in Manhattan for the duration, $2500, a total of $5750 emerges. The CPA price is roughly half that of the ICAA for the same number of hours. Moreover, the typical CPA cohort is 6-9 students, and the maximum CPA class size is no more than 15 Students. Compare this to ICAA 8-day intensives, with 20 students typical per cohort.

At this time tuition is not funded by gifts or grants. No borrowing is anticipated to be necessary to run the program. CPA Financial allocations go to:

1. Year-1 Course
2. Year-2 Course
3. Seminar 1 + Dissertation Topic Selection
4. Seminar 2 + Dissertation Prep
5. Dissertation Approval
6. Tenured Faculty
7. Adjunct Faculty
8. Administrative and Support
9. Advertising (Social media)
10. Equipment
11. Travel to Lectures
12. Instructor Teaching Fund * to cover class materials and conferences

Full Track	**Non-Academic Certificate Tuition**	**Maine Resident PhD Tuition**	**Non-Maine Resident PhD Tuition**
Year 1 Course	$6,240	$7,800	$11,700
Year 2 Course	$6,650	$8,310	$12,470
Seminar 1	$3,500	$4,375	$6,565
Seminar 2	$3,750	$4,690	$7,030
PhD Support (per yr)	$7,500	$9,375	$14,065
Review and Certification	$5,000	$6,250	$9,375
Subtotal	**$32,640**	**$40,800**	**$61,205**

ABD Track	**Non-Academic Certificate Tuition**	**Maine Resident PhD Tuition**	**Non-Maine Resident PhD Tuition**
Seminar 1	$3,500	$4,375	$6,565
Seminar 2	$3,750	$4,690	$7,030
PhD Support (per yr)	$7,500	$9,375	$14,065
Review and Certification	$5,000	$6,250	$9,375
Subtotal	**$19,750**	**$24,690**	**$37,035**

Tuition Refunds

Tuition includes a nonrefundable $1,000 application processing fee. Annual tuition refunds are prorated to the number of weeks spent in the program up to week 5 of the second semester, beyond which there is no refund.

Graduation

The degree is granted from the moment the candidate passes the defense, and any revisions to the dissertation that may be required have been completed and approved.

Graduation requires both academic and financial clearance.

The Commencement ceremony usually takes place in Washington DC in late April. Attending the Commencement Ceremony is not mandatory to receive the PhD degree.

CPA provides a hotel room for the graduate and a guest at the commencement location for the two nights surrounding the ceremony. The graduate must provide their own transportation to the location. Academic regalia may be either rented or purchased by the candidate.

5. Dissertation Writing Guide

Length of Dissertation

The scope of the Dissertation shall be what might reasonably be expected from two, or at most three, years of full-time study, research, and writing. The expected dissertation length is 100-150 pages, a succinct but informative thesis or monograph.

Composition

Make the argument the major organizer of the text. Writing an argument involves taking a position on a particular issue, event, or question, and justifying that position. An argument attempts to persuade the reader to a particular point of view and to the veracity and worth of that point of view. In its simplest form an argument consists of:

- A statement of position (a **thesis**),
- A series of points arranged in logical order, supported by evidence and examples, linked together by connections that emphasize their cumulative nature, and
- A summary in which the thesis is reaffirmed and restated. There may also be recommendations or counter points of view (to strengthen the case being made) at this stage.
- Use sub-arguments contained within the larger overarching case being made to organize your chapters.
- Make the primary argument the organizing principle of your dissertation:

a) You should be concerned with a problem, justify the importance of attending to that problem, and persuade a reader that the evidence you have accumulated on the topic sheds new light on the issue. The essence of doctoral dissertation is not

recount or summary. It is very extended argument – that's why it is called a 'thesis'. A dissertation that contains little argument will struggle to achieve the stated goal of making a scholarly contribution.

b) Scholarly work at the doctoral level is also meant to be about the unique contribution to knowledge production made by the student/researcher. Even if the topic has been subject to countless other studies, doctoral researches must place their particular stamp on their work. While critical summary may rely on framing and locating the works of others, factual recounts do little more than say what happened, not why, nor why this is important. It is argument that provides the opportunity for you to make your mark, to state your case, to stake a claim.

The work in the Dissertation submitted by the candidate must be **their own.** Submission of a Dissertation for examination for the PhD degree will be regarded as a declaration of this fact.

A PhD Advisor may recommend that a candidate work with an outside editor. Additionally, candidates may on their own initiative, avail themselves of the services of a copy editor for the final edit of the Dissertation. In either case, the candidate must seek prior approval from the Director of the School.

Dissertation Publication

Dissertation abstracts are published on the CPA website and the full dissertation is published as a pdf on the Maine State Library website.

The CPA may supply a copy of the abstract of each student dissertation for inclusion in any appropriate published list of dissertations offered for higher degrees in United States universities or in any supplement thereto, or for consultation in any central file of abstracts of such dissertations.

Dissertation Style Guide

CPA dissertations must follow MLA writing and formatting guidelines. Candidates should refer to the most recent edition of the MLA Handbook. There are also many helpful online resources about MLA style published by university writing centers. A CPA editor will review the formatting of the submitted dissertation to confirm that it follows MLA guidelines. They may request formatting edits to the dissertation before it is accepted for distribution to the committee members.

1. Basic formatting:
   a. Times New Roman font
   b. 12-point
   c. Double-spaced
   d. Standard US 8.5 x 11-inch paper
   e. All margins 1"
   f. Headers may be centered, but all other text should be left flush
   g. Indent the first line of each paragraph one half-inch from the left margin. Do not enter additional line space between paragraphs
   h. Pages numbered in the upper right corner
2. Citations
   a. Use in-text parenthetical citations to refer readers to entries in the bibliography.
   b. Parenthetical citations for short quotes are placed before the final punctuation mark.

c. Quotations longer than four lines should be set off as a block quote. The block quote should be double spaced and indented half an inch from the left margin. Do not indent the first line an extra amount or add quotation marks not present in the source.
d. Parenthetical citations for block quotes are placed after the final punctuation of the quote, and no punctuation follows the citation.

3. Endnotes
   a. The notes should be in endnote form, notated by Arabic numerals.
   b. The notes should be placed at the end of the dissertation proper, not at the end of each chapter.
   c. Start the endnotes on a separate page with the title 'Notes' or Endnotes' centered at the top of the page.
   d. The notes themselves should be double-spaced, with no additional line space between entries.
4. Bibliography (referred to as 'Works Cited' in the MLA Handbook)
   a. The bibliography is placed after the endnotes. It should start on a separate page with the title 'Bibliography' or 'Works Cited' centered at the top of the page.
   b. The entries should be aligned left flush and formatted in a hanging indent style (i.e., indent the second and subsequent lines of each citation by half an inch).
   c. Double space all citations, but do not enter additional line space between paragraphs.
5. Illustrations
   a. Illustrations or tables should be interpolated into the text proper unless compelling reasons not to exist. The images should be placed between paragraphs; the text should not wrap around the images.
   b. Every illustration should have a caption below.
   c. The caption may include numbering (Fig.--), and you may provide a List of Illustrations.
   d. Illustrations should be sized appropriately for adequate reproduction quality (~150 dpi).
6. File Size
   a. The dissertation will be initially submitted to the registrar as a Word doc. If the document is larger than the 25MB, it should be sent by Google Drive. The page numbering and other formatting may be disrupted when viewed in Google Drive. This is okay. The registrar will download the file for viewing, and the original formatting is preserved in the downloaded document.
   b. Once approved by the registrar, you should save the complete dissertation document as a pdf file for electronic distribution. The size of the final pdf file should be 25 MB or less.
7. Title Pages
   a. A. The title pages should match the format that appears in Appendix E. It can be helpful to print out both your title pages and Appendix E and compare them side by side. Appendix E is available for download as a Word doc from the Canvas home page.
   b. Pay attention to the variations in single or double spacing, and variations in left flush, centered, or right flush elements.
   c. The page numbers for the Title Pages should be in lower case Roman, while the page numbers for the dissertation proper should be in Arabic numerals. To maintain the two different numbering formats in your Word doc, create a new section (Insert > Break > Section Break).
   d. The very first page of the Title Pages (the Cover Page) has no page number on it. Uncheck the box for 'show number on first page' in Format > Page Numbers. The next page will be numbered 'ii'.

Front material formats

Erase all text with the blue highlight, and replace all text with the yellow highlight.

TITLE IN ALL CAPITAL LETTERS: CENTERED, DOUBLE-SPACED AND

ALMOST CERTAINLY TAKING TWO LINES

Your Name as you would like it to appear on the diploma

SUBMITTED TO THE FACULTY OF

The Classic Planning Academy for Doctoral Studies in your stream of study in partial fulfillment of the requirements for the degree

DOCTOR OF PHILOSOPHY

Month, Year

Accepted by the faculty of the Classic Planning Academy in partial fulfillment of the degree of Doctor of Philosophy.

COMMITTEE MEMBERS

Committee Chair: Name, Degree

Committee chair title (faculty rank) of Area (if applicable) or Department

Committee chair institution

Committee Member: Name, Degree

Committee member title (faculty rank) of Area (if applicable) or Department

Committee member institution

Committee Member: Name, Degree

Committee member title (faculty rank) of Area (if applicable) or Department

Committee member institution

For the initial submission for defense, enter your PhD Advisor as the Committee chair and leave the other two committee member names blank. For the final submission for archiving, fill out the committee member names.

(optional, but strongly recommended)

© year

Your Legal Name

ALL RIGHTS RESERVED

(optional)

a quote (or two) that serve as an epigraph for the whole (single-spaced and centered)

dedication

(single-spaced and right justified)

ACKNOWLEDGEMENTS

Acknowledgements should be single-spaced, left flush, with no indent on the first line. You can, of course, thank anyone whom you'd like to thank. At minimum, thank your director and committee members and the folks who have been supportive of your time at CPA (e.g partner, children, dear friends). Even if the paragraph(s) take only a few lines, the acknowledgements get a page of their own. For multiple paragraphs, put a one line space between each paragraph and do not indent the first line.

ABSTRACT

Your full name

TITLE IN ALL CAPITAL LETTERS: CENTERED, DOUBLE-SPACED AND ALMOST

CERTAINLY TAKING TWO LINES.

What follows on this page, and perhaps spills over onto the next, is the ABSTRACT. It should be double-spaced, and should be NO MORE THAN 300 words. It should situate the project by indicating what the problem/question was that you set out to investigate, what your thesis is, and why that thesis seemed important as a contribution to scholarly inquiry. It should not include any material that needs to be footnoted or otherwise cited, as it should be able to stand alone as a coherent, albeit short, description of the long project. Note that it should be leftjustified.

Keywords: At the end of the abstract, add five keywords here to be used in a Web search

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This formatting for the Table of Contents and Chapter Headings can be adapted to best suit the organization of the dissertation.

All of the pages so far (except for the cover page), should be numbered in lower case Roman numerals. Uncheck the box for 'show number on first page' in Format > Page Numbers. The next page, which is the first of the Introduction to the dissertation proper, should be 1 (an Arabic numeral). To maintain the two different numbering formats in your Word doc, create a new section (Insert > Break > Section Break).

INTRODUCTION

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam feugiat auctor rhoncus. Nam eget massa id enim finibus tristique. Suspendisse consectetur lacus purus, quis efficitur ipsum facilisis sit amet. Proin hendrerit, orci non consectetur semper, mauris felis blandit turpis, ut finibus urna ipsum a dolor. Sed sapien nisi, suscipit et laoreet sed, condimentum eget lacus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Sed nec ultrices sapien. Quisque faucibus consequat arcu.

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6. Application Materials Checklist

Please upload your materials to the Applicant Upload Folder and inform the CPA of the upload

1. **Official Transcripts:** Submit official transcripts from the colleges and universities they have attended, regardless of whether a degree was awarded. Transcripts should be sent directly from the issuing institution to **Classic Planning Institute / 29 Old Blue Point Road / Scarborough, Maine, 04074** or uploaded in a sealed, certified format. Documents not in English must include a certified translation.

2. **Portfolio(s):** The portfolio should present a curated selection of your strongest work, showing your skills and creative range. Include brief captions noting the context, your role, and the date of completion.

3. **CV:** Please provide a current CV summarizing your education, professional experience, publications, awards, etc. It should be clearly organized, with the most recent entries listed first.

4. **Writing Sample:** Submit a writing sample in English of 5 to 10 pages that shows your ability to research, analyze, and present an argument clearly.

5. **Letter of Interest:** This one-page letter should explain what draws you to this program and why you are applying. Focus on your personal motivations, experiences, and perspectives.

6. **Statement of Academic Intention:** One page description of your academic goals, research interests, or questions you hope to pursue in the program. Explain how the program's resources and faculty can help you reach these goals. Suggest a Research Topic if you have one in mind.

7. **Letters of Recommendation:** Three letters of recommendation from people who can speak to your academic, professional, and creative abilities. Recommenders should submit their letters directly to the admissions office at **cgi@classicplanning.com** with your name in the subject line.

8. **Mutual Nondisclosure Agreement:** Complete and sign the provided Mutual Nondisclosure Agreement, to protect the confidentiality of materials shared by both the applicant and the CPA.

9. **Prerequisites Form:** Complete and sign the Prerequisites Form to confirm what topics, coursework and qualifications you have met, or will meet before enrollment.

10. **Field Experience Documentation**: Applicants must document field experience in the categories below. For each category, give dates, locations, hours completed, and the name and contact information of a supervisor or verifying party where applicable. Supporting materials such as letters, logs, photographs, or sketches should be organized by category and clearly labeled.

    1. **Hands-On Construction Experience:** Document 2,000 hours of direct, physical construction involvement, be it in manual trades or project management. Include a log of projects, tasks, dates, hours, supervisor name, and contact information

    2. **Documented Travel—Observation of Precedent Buildings and Fabric:** Record at least 2,000 hours of study travel of significant buildings, towns, and urban or rural fabric in a portfolio containing a selection of your measured drawings, sketches, photographs, written notes, etc. Provide a log listing visited sites, the dates of the visits, and the approximate hours spent.

    3. **Professional Experience:** Document at least 4,000 hours of professional work in traditional architecture, urbanism, or craft practice. List your positions, responsibilities, projects worked on, hours worked, and your supervisor name, and contact information.

Due to the late start of the 2025-2026 cohort the CPA will accept application fulfillment by December 1.

Classic Planning Academy		Prerequisites For CPI Professional Certification						CPA Form 0011
Level	**Area**	**Course**	**Required Semester Hours**	**Taken or Proficiency**	**Equivalent Course Title**	**Date Completed**	**Institution**	**Notes**
BA Level	Human Basics	Human anatomy	2					
		Human biology	2					
		Environmental Neurobiology	2					
	General Studies	Reading the Classics	8					
		Classical Philosophy	4					
		Western Literature	8					
		World Literature 1	2					
		World Literature 2	2					
		Civics	4					
		Dance	2					
		Poetry	2					
		Film	4					
		Music	4					
		Sport	16					
	Art, Architecture, and Urbanism	Intro to Painting	4					
		Intro to Drawing	4					
		Intro to Sculpture	4					
		Small Building Architecture Studio	4					
		Medium Building Architecture Studio	4					
		Urban Design Studio	8					
		Painting Studio 1	4					
		Ceramic Studio 2	4					
		Metal studio	2					
		Stone studio	2					
		Wood studio	2					
	Natural History	Physics	4					
		Chemistry	4					
		Botany	2					
		Ecology	4					
		Geology	2					
		Geography	4					
		Climatology	2					
		Agriculture, Farming, and Forestry	2					
	Technical prerequisites	Materials and Methods	2					
		Structures	4					
		Intro to Civil Engineering	4					
		Building Arts Studio	4					
MA Level	General Studies	Opera	1					
		Film / Video	1					
		Digital Arts	1					
		Riding	1					
		Sailing	1					
	Art, Architecture, and Urbanism	Architecture History	4					
		History of urbanism	4					
		Large Building Architecture Studio	4					
		Urban and Regional Planning Studio	4					
	Technical prerequisites	Real Estate Finance & Development	2					
		Organizational and Management skills	2					
		Total BA Credits (128)	120					
		Total MA Credits (64)	40					
		Total Credits for Application	160					

Classic Planning Academy	Hands-On Construction Experience (1 year / 2,000 hours)					CPA Form 0021
Number	**Role**	**Task**	**Start Date**	**End Date**	**Hours**	**Organization Name**	**Supervisor name and contact information**
1							

Classic Planning Academy	Professional	Professional Experience (2 years / 4,000 hours)						CPA Form 0023
Number	Position	Responsibilities	Project	Start Date	End Date	Duration	Company and Address	Supervisor name and contact information
1								

Classic Planning Academy	Travel Experience (1 year / 2,000 hours)				CPA Form 0022
Number	Location	Site	Date Visited	Duration	Notes
1					