

Master of Urban Planning Program

Administrative Manual

These policies for the Master of Urban Planning degree, set forth by the Department of Urban Design and Planning, supplement the Master's Degree Policies maintained by the Graduate School of the University of Washington. (see <http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/>)

CURRICULUM AND REQUIREMENTS

Course Credit Requirements

Students must satisfactorily complete a minimum of 72 credit hours of work in urban planning and related fields (63 credits of coursework and 9 of thesis or professional project).

At least 18 of these credits must be at the 400- or 500-level and graded.

At least 18 credits must be at the 500-level and above; all courses taken in the Department of Urban Design and Planning must be at the 400-level and above.

100, 200 and 300-level courses cannot be counted toward the degree. Courses numbered 499, from any department, cannot be counted toward a graduate degree.

Prerequisites

Starting with the entering class of Autumn 2015, the MUP program will no longer require prerequisites. However, because resource allocation is often a key issue in planning, we consider a solid understanding of basic economic principles essential for all planners. Moreover, students should be aware that they are expected to have a foundation in microeconomics for certain courses and thus should be adequately prepared if they plan to take such a course.

Students who lack knowledge in economics but wish to take a microeconomics course prior to entering the MUP program have several options. Students may take a microeconomics course at a community college or through an accredited on-line program. Students may also take ECON 200, Intro to Microeconomics, at the University of Washington (5 credits). This course is offered every quarter, but tends to have greater availability in summer quarter. Please note, however, that the credits will not count towards the MUP degree.

Curriculum

The curriculum for students entering as of Autumn 2013 follows. Students who entered prior to Autumn 2013 have slightly different curricular requirements; anyone who is interested in seeing the historical documents should contact the Graduate Program Advisor.

Students Entering as of Autumn 2013

The core consists of 30 credits in nine courses listed below, all of which must be taken on a graded basis, plus 9 thesis or professional project credits (for credit/no credit). In some cases where a student's area of specialization would be better addressed by a comparable course in another department, substitutions may be approved, but only on a case-by-case basis. All substitute courses also must be taken on a graded basis, and must be approved in writing by the Department Chair before they are taken. In addition to the core curriculum courses, students must take 14 credits of restricted electives on a graded basis, and 19 credits of unrestricted electives, for a total of 72 credits to complete the MUP program.

Areas of Specialization

A specialization is required of all students. The specialization is intended to provide an area of focus within key aspects of planning. The specialization areas currently include:

- Land Use, Infrastructure, and Transportation Planning
- Historic Preservation Planning
- Real Estate
- Urban Design
- Environmental Planning
- Individualized

Information regarding these specializations is available to students on the MUP program website. The student usually selects an area of specialization during winter quarter of their first year in the program in consultation with the student's faculty advisor and/or other faculty. For students in a formal or informal concurrent degree program, the other program is viewed as the specialization and they do not need to fulfill the requirements of any of the MUP specializations indicated above. If a concurrent degree student drops their other degree and pursues only the MUP, then they will need to fulfill one of the MUP specializations indicated above.

Independent Study/Research – URBDP 600

Graduate School Memorandum #36 describes the purpose of Independent Study coursework as providing an opportunity for "individual readings or study, including independent study in preparation for doctoral examinations, research, etc."

Since URBDP 600 Independent Study/Research requires substantial faculty time with the student, the sponsoring faculty member should ascertain whether the proposal by the student could be adequately addressed by other available coursework.

The quality and quantity of work per credit of URBDP 600 Independent Study/Research should be at least comparable to that required by other graduate level courses. This may be difficult to specify, and faculty sponsors are responsible for exercising judgment concerning the appropriateness of output or product for URBDP 600 coursework.

Tangible products could take a number of forms, including a research paper, reading notes or annotated bibliography, performance in tutorial sessions, etc.

Students must complete an Independent Study form, located on the program website, prior to registering for Independent Study credits.

Independent study may be taken either for a grade or as credit/no credit. If it is graded, the grade will not affect the student's grade point average and will not count toward the required minimum 18 graded credits. 12 credits maximum of independent study coursework is allowed for MUP students.

Concurrent Programs

Students can pursue concurrent degrees (earning two degrees simultaneously) with other departments, either as a formal concurrent degree or informal concurrent degree.

Formal concurrent degree programs are those whose curriculum is established by two participating academic units resulting in completion of two graduate degrees, usually with a shared thesis. Formal concurrent degree programs must be formally approved by the Graduate School. Formal concurrent degrees exist between Urban Planning and Public Policy and Governance (MPA), Landscape Architecture (MLA), and in Public Health (MPH) in three different tracks. Formal concurrent degree programs have specific requirements to fulfill. Students may consult with the Graduate Program Advisors in each program and refer to the program website for further information.

Informal concurrent degrees are those in which the programs have not been approved by the Graduate School as formal concurrent programs and do not have unique program codes, but students have flexibility to 'share' coursework, given the approval of both programs. For students pursuing an informal concurrent degree program,

policy and procedure direction are taken from the Graduate School. MUP students pursuing informal concurrent degrees will work out their course plan with Graduate Program Advisors in both programs concurrently. Students must have met all degree requirements for each program, and a minimum of 36 credits must be used exclusively for each program. In other words, of the 36 credits used exclusively for each degree, those credits may not also be counted towards the credit requirements for the other degree. For example, students pursuing the MUP and the MSRE must have no fewer than 108 total credits (from the perspective of the MUP degree requirement, 72 total required credits for MUP + 36 required minimum for the other degree; from the perspective of the MSRE, 60 total required credits for the MSRE + 48 required minimum for the other degree).

An applicant who is not currently a student at the University of Washington must submit a separate application to and be accepted by each degree program. UW students who are currently enrolled in one of the programs must submit an application for the second program, indicating their intent to complete both degrees concurrently.

In general, it is expected that the student will spend the majority of the first year on requirements for one degree and the majority of the second year on requirements for the other degree. The third year will be used to complete remaining requirements for both degrees and to write the thesis. It is anticipated that both degrees will be awarded at the same time, typically soon after completion of the thesis.

Waiver of Required Core Courses

In certain cases, where a student has completed prior academic work in planning and/or has had substantial professional working experience in planning, a waiver of a required course or courses may be approved. Requests for such core course waivers are reviewed on a case-by-case basis, and require a written petition to the Department Chair explaining in specific terms why the student considers the waiver appropriate. *Alternative Coursework Petitions* are online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>. If there is a faculty member associated with the required course, they should be consulted by the student and sign the Alternative Coursework Petition prior to correspondence with the Department Chair. When a decision is made, the original request will be included in the student's file and a copy returned to the student with a notation of the decision by the Department Chair. It is advised that students maintain a copy of these waivers for their personal records. Courses for which waivers are approved do not provide credits toward the degree requirements. The student will still need to obtain the total required number of credits for the degree.

Transfer Credits

The equivalent of a maximum of 6 quarter credits of graduate level course work taken at another recognized academic institution and not applied to another degree may be approved for use in fulfilling the Master's degree credit requirements.

This procedure requires a formal petition to the Department's Department Chair. See *Alternative Coursework Petition* form at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>.

The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit. Please see the Graduate School's policy on transfer credits: <http://grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/>

GNM Credits

A student who is later admitted to the MUP program may apply a maximum of twelve applicable Graduate Non-Matriculated credits (or any combination of GNM and up to six approved transfer credits totaling twelve credits) towards the MUP graduate degree.

GRADES AND GRADING

Grade Requirements

A 3.0 cumulative grade point average in all courses is required for graduation and a 3.0 is required in each MUP core course and restricted elective course, with remedial work recommended by the Department Chair when these averages are not maintained. Students must also have a minimum grade of 2.7 in each course which counts toward graduation. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements. The thesis, and certain other courses offered only on a credit/no credit basis, do not affect the overall grade point average.

Graded and Non-Graded Courses

All required core and restricted elective courses [which are not specified as Credit/No Credit (CR/NC)] must be taken on a graded basis.

Elective courses may be taken on a non-graded basis. The University calls this grading system Satisfactory/Non-Satisfactory, and a student must earn a grade of at least 2.7 in courses taken under this option in order to receive a Satisfactory grade (S). At the time of registration, the student must specify those courses s/he has elected to take in this non-graded manner. The faculty member is not informed of the student's choice in this matter and assigns a number grade regardless of the student's non-graded option. The University administration then converts the assigned grade to Satisfactory (S) or Non-Satisfactory (NS). Those courses assessed on an S/NS basis do not count in a student's GPA. At least 18 credits at the 400 or 500 level *must* be taken on a graded basis.

More information about the University of Washington's grading system for graduate students is at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>

Removal of Incomplete Grades

Graduate students may request a grade of "Incomplete" for coursework for reasons specified on the Graduate School webpage at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>. To obtain credit for the course, a student must, with the instructor's approval, convert an incomplete into a passing grade by the last day of the next quarter in residence. In no case may an incomplete for a graduate student be converted to a passing grade after a lapse of two years or more.

Appeal of a Grade

The policies for the Master of Urban Planning degree supplement the policies maintained by the University of Washington, available online (https://www.washington.edu/students/genclat/front/Grading_Sys.html#GRADING) and excerpted as follows:

A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred, shall first discuss the matter with the instructor before the end of the following academic quarter (not including Summer Quarter).

If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department, with a copy of the appeal also sent to the instructor. Within ten calendar days, the chair consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the chair believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the chair, with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that

department to evaluate the performance of the student and assign a grade. The dean and Provost should be informed of this action.

Once a student submits a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in a department or college file.

Procedure for Receipt of MUP Degree

The responsibility for complying with degree requirements rests with each student. Graduate students should meet regularly with their faculty advisor and the graduate program advisor to review progress in the degree program.

Students must be enrolled for a minimum of 2 credits during the quarter in which they intend to graduate.

Application for graduation should be made during the first two weeks of that quarter via the web at <http://www.grad.washington.edu/student/mastapp.aspx>. If the student does not graduate during that quarter, s/he must register for the following quarter and again submit a master's degree request to the Graduate School.

It is advisable to check with the Graduate Program Advisor after applying for graduation in order to make sure that all graduation requirements have been met. If the Graduate Program Advisor does find any problems, s/he will get in touch with you as quickly as possible.

Thesis students are responsible for uploading their thesis and submitting the required paperwork by the stated deadlines (refer to the Thesis Guidelines on the MUP program website, and the Thesis/Dissertation page on the Graduate School's website). If the work is not submitted by the deadline, and the student is not using the Graduate Registration Waiver Fee, the student must register for the following quarter.

Professional Project students are responsible for submitting their professional project for binding and submitting their required paperwork to the Graduate Program Advisor by the stated deadlines (refer to the Professional Project Guidelines on the MUP program website). If the work is not submitted by the deadline, the student must register for the following quarter. Professional Project students do not have the option to use the Graduate Registration Waiver Fee.

ADVISING

Graduate Program Coordinator

The Graduate Program Coordinator, a faculty member, arranges for and oversees the academic advising of students, participates in the admission process, advises on successful completion of Departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. Concerning the latter, petitions to the Department and to the Graduate School must be acted on by the Department Chair. Currently, the Department Chair is the MUP Graduate Program Coordinator.

Graduate Program Advisor (GPA)

The Graduate Program Advisor, a staff member, provides a number of services to graduate students in the Department. S/he advises on course completion, conducts audits of students' coursework, assists students with registration matters, interprets Departmental and University policies and procedures, processes petitions and the Master's Degree Requests of graduating students, and more.

Faculty Advisor

The Faculty Advisor is an individually assigned Department faculty member whose advising focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree.

Faculty advisors are typically assigned to students in their first quarter of the degree program. These assignments are made based on ranked choices given by the student at the incoming advising session and overall distribution of advisee load for faculty members.

Students are required to meet with their faculty advisor during winter quarter of their first year and autumn quarter of their second year. Students are encouraged to meet with their faculty advisor on a quarterly basis;

MUP Degree Planning Forms must be signed by the faculty advisor at the required meetings and then returned to the Graduate Program Advisor. The original signed planning form stays in the student file and a copy is given to the student by the Graduate Program Advisor.

Detailed advising information and requirements are available online *MUP Advising in 7 Easy Steps for Students* at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>.

Professionals Council Mentor

The Professionals Council (PC) Mentor is an individually assigned member of the Department of Urban Design and Planning Professionals Council who focuses on the human relationships, commitments, and resources that help students find success and fulfillment in their professional pursuits.

Professionals Council Mentors are typically assigned to students in their first quarter of the degree program. These assignments are made based on ranked choices given by the student and overall distribution of mentoring load for PC members.

Students are encouraged to meet with their PC mentor regularly.

STUDENT STATUS

Full time or Part time

Full time. A graduate student is considered to be full time if taking at least 10 credits per quarter. Graduate students normally take 12 credits of coursework per quarter in order to meet the MUP degree requirement of 72 credits by the end of six quarters in the program. Students are expected to attend full time and complete the program in two years.

Part time. A part time student is one who is taking less than 10 credits of work per quarter. Part time status is by special permission only. Students who want to attend the program on a part time basis must discuss their plans with the GPC and GPA.

Leave of Absence

On-Leave. If a student is not going to enroll for a quarter s/he **must** go “on-leave” by filling out an On-Leave Petition form, which requires the approval of the Department Chair. A student may go on leave for a maximum of one quarter only, unless the circumstances are exceptional. Students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 5:00 pm on the last day of instruction. If a student discontinues enrollment and fails to go on-leave, s/he will be dropped from the University and will be required to apply for reinstatement in order to re-enter the program. If the student originally entered the graduate program without taking the GRE, s/he may be required to take the GRE in order to apply for re-admission. If the University’s maximum enrollment target has already been met, the Graduate School may not allow the student to re-enter until a subsequent quarter when space becomes available. Further information about On-Leave Status and the On-Leave Status Petition can be found on the Graduate School’s website at <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>.

Students requesting an additional quarter(s) of leave beyond the one quarter allowed may be asked to provide a plan for when they intend to return to the MUP program. For example, students in the thesis/professional project stage may be asked to provide a plan outlining the steps for completing their thesis/professional project once they return from leave, as signed off by their supervisory committee chair.

Leave Policy for Students Not in Good Standing. During the course of graduate studies, students may periodically request a formal leave of absence. The Graduate School of the University of Washington has developed a formal policy to address such requests and that policy shall be applied to students enrolled in a program in the Department of Urban Design and Planning. As such, students must meet the Graduate School requirements related to such items as timing, application processes, fees, and eligibility (e.g., in good standing). At times the Graduate School may grant waivers if requested by the academic program and/or department in which it is domiciled. The Department of Urban Design and Planning recognizes the importance of such policies, as well as the periodic need to grant waivers. If students are not in good standing or fail to meet other criteria, they must obtain a recommendation to submit a waiver request from their appointed faculty advisor. This recommendation should be based on some hardship conditions and/or compelling circumstances that warrant an exception. Due to their sensitive nature, such

recommendations will be made on a case-by-case basis and will not establish a precedent. The inability to obtain such a waiver recommendation is not to be construed as a denial of the requested leave by their graduate program or the Department. Rather, it is a deferral to the Graduate School which will make such determinations.

Academic Standing

Students must maintain a cumulative 3.0 grade point average (GPA). Student records will be reviewed at least annually, and typically quarterly, to determine those students who have not maintained a cumulative 3.0 grade point average, have less than a 3.0 grade point average for the preceding quarter, and/or have not been making adequate academic progress toward completion of the degree. Students who have less than a 3.0 average in core and restricted elective courses will also be asked to consult with the Department Chair about taking remedial work. After review of each student who meets the low scholarship conditions stated above, the Department Chair consults with appropriate graduate faculty and then recommends one of the following actions:

1. No Action
2. Warn
3. Probation
4. Final Probation
5. Drop.

The Graduate School Memorandum #16 on unsatisfactory performance and progress (revised March 2010) outlines the normal sequence through which low scholarship action may be taken:

FINAL PROBATION "After at least one quarter of probation, a graduate program may recommend final probation. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program. Exceptions to this policy will be considered by the Graduate School in extenuating circumstances.

1. Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.
2. Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program."

The recommendation DROP means immediate drop from the University. For further explanation of the University Policy concerning the low scholarship review process and appeal procedures, please see <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>.

Satisfactory Progress

The Department Chair will conduct a review of all graduate students in the Department at least once each year. At this time s/he may send a warning letter to a student or recommend other action to the Dean of the Graduate School (including probation, final probation, or drop) if a student has not been making adequate progress toward completion of the degree.

Any of the following circumstances may constitute inadequate progress toward the degree:

- a. Completion of 9 credits of URBDP 547 Professional Project or URBDP 700 Thesis registration without having presented an acceptable final draft to the supervisory committee and scheduled an examination.
- b. Passage of one calendar year from the date of first registration for URBDP 547 Professional Project or URBDP 700 Thesis credit without having presented an acceptable final draft to the supervisory committee and scheduled an examination.
- c. Failure to successfully complete at least 15 credits in each calendar year, beginning at the time of admission to the program, exclusive of time when on-leave.
- d. Failure to complete core requirements within two calendar years of admission. This requirement may be waived by the Department Chair if the student presents a plan of study which s/he intends to follow and which is approved in advance by the Department Chair.
- e. Failure to remove incomplete grades by the end of the quarter following the one in which they are received. Incomplete grades include I and X grades.

- f. Accumulation of a large number of incomplete grades in any one quarter or development of a pattern of incomplete grades which indicates the inability of the student to handle the academic work required in the MUP program.

Any of the above circumstances will generate a warning letter from the Department Chair which will explain what the student needs to do to satisfy the provisions of satisfactory progress and the time frame for accomplishing this. If these requirements are not met within the time stipulated, the Department Chair will recommend probationary status to the Dean of the Graduate School.

The Department of Urban Design and Planning will normally carry a student on probationary status for only one quarter. If the conditions causing the Probation are not eliminated within that quarter, a recommendation of Final Probation will be made to the Dean of the Graduate School. After one quarter on Final Probation a student must have satisfied the conditions of Probation and changed his/her status to a graduate student in good standing or be dropped from the University.

If the student has formed a supervisory (thesis or professional project) committee, the Department Chair will confer with the members of the committee before making any recommendation to the Graduate School. Probation, Final Probation, and Drop are actions which are recorded on the student's permanent transcript.

All recommendations to the Dean of the Graduate School will be made by the Department Chair. A student wishing to appeal any such recommendation may do so by writing to the Department Chairperson and explaining his/her reasons. The Chairperson will then ask the MUP Committee (excluding the ex officio members, Department Chair and Department Chairperson) to review the record, interview the student and make an independent recommendation to the Chairperson.

This recommendation is not binding on the Chairperson. The Chairperson may decide to support the Department Chair's recommendation, in which case s/he need take no action, or make another recommendation to the Dean of the Graduate School. The Chairperson will inform the student, the MUP Committee members and the Department Chair of his/her decision within five days of receiving the recommendation from the Committee.

Students dissatisfied with the Chairperson's decision may then have recourse to the Academic Grievance Procedures described in Graduate School Memorandum #33, <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure/>.

FACILITIES AND EQUIPMENT

Student Files

Each student and graduate of the program has a confidential file that may contain admissions materials, degree planning forms, and copies of correspondence. See the "University Policy on Student Education Records" (Washington Administrative Code 478-140-010—available online at <http://apps.leg.wa.gov/wac/default.aspx?cite=478-140-010>), for specifics on student access. Student files are private, and access is available only to those persons and for those purposes specified by University policy.

Building Use Permits and CAAMS Building Access

Building Use Permits are issued annually in autumn to currently enrolled students through their program's Graduate Program Advisor. Students should carry their Building Use Permit during hours when the building is not open to the public.

Architecture and Gould Halls both utilize the CAAMS monitoring system. Outside of regular operating building hours, entry is restricted to Built Environments College students with CAAMS access. Architecture Hall is limited to students with studios in Architecture Hall or students with ArchNet accounts. College of Built Environments students will be programmed into CAAMS each quarter. Should you find that you do not have the access you need, talk with the MUP Graduate Program Advisor. Should you lose your Husky Card, you can obtain a replacement card through the Husky Card Office.

Equipment

The Department of Urban Design and Planning has equipment to lend to enrolled students. At the time of publication, the equipment includes: four Microsoft Surfaces, four I pads, one Apple lap top, one PC laptop, one Canon Pro camera, and approximately six easels.

Equipment is available for check-out from the UDP office. It is expected that the equipment will be used for course-related projects or assignments (eg, students in a studio course may want to use the I pads to conduct surveys). The equipment is not intended for students' personal use. The lending period is intended to be short term (eg, a couple of days at a time) and not long term (eg, the entire quarter).

Students who do not return the equipment or lose the equipment are responsible for the replacement cost. A hold may be placed on their record (eg, cannot register for classes, graduate, etc) until the student replaces the equipment or pays for the replacement.

Mail

There are no facilities available for MUP students' mail; either personal or program-related. Students should coordinate with their professors and/or TA's for retrieval of course assignments. Under no circumstances should students use the MUP program office address for their personal mail.

Lockers

A limited number of lockers are available for MUP students' use. Locker assignments are coordinated through the MUP program office typically in Autumn quarter every year. Students should only use lockers assigned to them, and may not use unoccupied lockers. Items cannot be placed on top of the lockers due to safety regulations. Students are responsible for cleaning out their locker at the end of their rental period. Any items left behind in a locker are subject to disposal.

Email

The MUP program staff will correspond with MUP students via their UW email address (ending in @uw.edu). Students whose preferred email differs from their UW email address should take appropriate measures to ensure that MUP program announcements reach them, such as setting up email forwarding, etc.

UW email is considered public record, and may be subject to public records requests.

OTHER DEPARTMENTAL INFORMATION**Departmental Meetings**

Regularly scheduled and publicized Departmental meetings are held, usually on a bi-monthly basis, for discussion of Departmental matters and for all Departmental policy making. Departmental meetings are open to students with the exception of some promotion and tenure meetings.

STUDENT CONDUCT

Students are expected to comply with the University of Washington Student Conduct Code. Please familiarize yourself with the Conduct Code, available at <http://www.washington.edu/cssc/for-students/student-code-of-conduct/>