

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 curricula for students entering as of Autumn 2021 and Autumn 2022 follows. Students who entered Autumn 2020 and earlier have different curricular requirements; anyone who is interested in seeing the historical documents should contact the Graduate Program Advisor.

Students Entering Autumn 2022-Winter 2023

The core consists of 32 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 MUP Program Director before they are taken. In addition to the core curriculum courses, students must take 11 credits of restricted electives on a graded basis, and 20 credits of unrestricted electives, for a total of 72 credits to complete the MUP program.

Winter Quarter Entry

Students who start the MUP program in Winter quarter are expected to take all Autumn quarter courses the following Autumn quarter.

Core Curriculum – Students Entering Autumn 2022-Winter 2023.

<i>Course Number</i>	<i>Topical Area</i>	<i>Credits</i>	<i>Quarter Taken</i>
URBDP 500	Survey of Urban Planning	4	Autumn, 1 st Year
URBDP 598	History, Ethics, Form and Theory 1 (HEFT 1)	3	Autumn, 1 st Year
URBDP 520	Quantitative Methods	5	Autumn, 1 st Year
URBDP 501	Comprehensive Planning and Implementation	4	Winter, 1 st Year
URBDP 506	Planning Studio Prep	3	Winter, 1 st Year
URBDP 573	Digital Design Practicum	4	Winter, 1 st Year
URBDP 598	History, Ethics, Form and Theory 2 (HEFT 2)	3	Winter, 1 st Year
URBDP 580	Legal and Administrative Framework	3	Spring, 1 st Year
URBDP 512	Research Seminar	3	Autumn, 2 nd Year
URBDP 700	Master's Thesis or URBDP 547 Professional Project	9 minimum	2 nd Year
		41	

Restricted Electives.

<i>Distribution Requirements</i>	<i>Credits</i>	<i>Quarter Taken</i>
Advanced Methods	3	variable
Urban Development/Economics	3	variable
Urban Planning Studio	5	Spring, 1 st Year
		11

Unrestricted Electives.

<i>Should be in Area of Specialization</i>	<i>Credits</i>	<i>Quarter Taken</i>
Typically 5 or 6 courses.	20	Typically Winter, 1 st Year onward

Total Credits Required for the MUP Program	72
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Students Entering Autumn 2021-Winter 2022

The core consists of 29 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 MUP Program Director before they are taken. In addition to the core curriculum courses, students must take 14 credits of restricted electives on a graded basis, and 20 credits of unrestricted electives, for a total of 72 credits to complete the MUP program.

Winter Quarter Entry

Students who start the MUP program in Winter quarter are expected to take all Autumn quarter courses the following Autumn quarter.

Core Curriculum – Students Entering Autumn 2021-Winter 2022.

<i>Course Number</i>	<i>Topical Area</i>	<i>Credits</i>	<i>Quarter Taken</i>
URBDP 500	Survey of Urban Planning	4	Autumn, 1 st Year
URBDP 505	The Urban Form	3	Autumn, 1 st Year
URBDP 520	Quantitative Methods	5	Autumn, 1 st Year
URBDP 501	Comprehensive Planning and Implementation	4	Winter, 1 st Year
URBDP 506	Planning Studio Prep	3	Winter, 1 st Year
URBDP 573	Digital Design Practicum	4	Winter, 1 st Year
URBDP 580	Legal and Administrative Framework	3	Spring, 1 st Year
URBDP 512	Research Seminar	3	Autumn, 2 nd Year
URBDP 700	Master's Thesis or URBDP 547 Professional Project	9 minimum	2 nd Year
		38	

Restricted Electives.

<i>Distribution Requirements</i>	<i>Credits</i>	<i>Quarter Taken</i>
Advanced Methods	3	variable
History/Theory/Ethics of Planning	3	variable
Urban Development/Economics	3	variable
Urban Planning Studio	5	Spring, 1 st Year
	14	

Unrestricted Electives.

<i>Should be in Area of Specialization</i>	<i>Credits</i>	<i>Quarter Taken</i>
Typically 5 or 6 courses.	20	Typically Winter, 1 st Year onward

Total Credits Required for the MUP Program 72

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 the specializations is available to students on the MUP program website. The student is expected to select a specialization during winter quarter of their first year, in consultation with the student's faculty advisor and/or other faculty. Furthermore, students are expected to receive their academic advisor's consent in their selection of elective courses for their specialization. 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. 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.

Thesis and Professional Project

All MUP students pursuing a thesis must take a minimum of 9 credits of URBDP 700 Thesis.

All MUP students pursuing a professional project must take a minimum of 9 credits of URBDP 547 Professional Project.

If a student enrolls in more than 9 credits for their thesis or professional project, only 9 will apply to the degree requirements. Excess thesis or professional project credits will not apply to the degree and cannot fulfill elective credit requirements for the degree.

If a MUP student is advised by their committee that their thesis is actually a non-thesis professional project or their non-thesis professional project is actually a thesis, then the MUP Graduate Program Advisor will petition the Graduate School via MyGrad Program to retroactively change the course number of URBDP 700 Thesis or URBDP 547 Professional Project to the more appropriate course number if advised and recommended by the MUP student's thesis or non-thesis professional project committee. *Note: This change may only be allowed to occur in exceptional circumstances.*

Thesis and professional projects are available to the public, and are accessible to the public via online searches and the UW library.

Specific Guidelines for both the MUP thesis and professional project are located on the MUP program website.

Preparatory Coursework

Students are required to enroll in URBDP 512 Research Seminar in autumn quarter of their final year. URBDP 512 is designed for MUP students specifically, and guides students through the research process through a series of assignments to develop their thesis or professional project. Prior to enrolling in URBDP 700 thesis, students must be enrolled in or have completed URBDP 512 Research Methods.

URBDP 598 Research Design for Urban Science may be taken as a substitute for URBDP 512 Research Seminar, although it is designed for PhD students. This course is acceptable for MUP students who have previous research experience, will pursue future doctoral study, or who are pursuing the Environmental Planning specialization (for which the course is a foundational requirement). If you are considering enrolling in URBDP 598 Research Design for Urban Science, talk to your faculty advisor, Prof. Alberti (instructor of URBDP 598 Research Design for Urban Science) or Prof. Branden Born (instructor of 512) about the appropriate class for you.

Supervisory Committee

Each student must assemble a supervisory committee to oversee their work. The Supervisory Committees for theses and professional projects shall consist of two to four members. At least two of the committee members must be graduate faculty members; and at least one of the graduate faculty members must be from the Department of Urban Design and Planning. See the Thesis and Professional Project Guidelines for further details, and the UW Graduate Faculty page to confirm graduate faculty status: <https://grad.uw.edu/for-faculty-and-staff/graduate-faculty-locator/>

Students should start to think about their committee in summer and autumn quarter of their final year. The student, rather than the Department Chair/MUP Program Director/program faculty/staff, is responsible for assembling their supervisory committee, although the Department Chair/MUP Program Director/program faculty/staff can advise on it. For a list of eligible faculty to serve on the thesis/professional project committee, please see the Thesis and Professional Project Guidelines on the MUP program website.

Registration for Thesis or Professional Project Credits

Students must complete a Thesis/Professional Project Agreement Form prior to enrolling in thesis or professional project credits.

Students need only submit the Thesis/Professional Project Agreement Form once. They do not need to keep submitting it for subsequent quarters. The only exception is if the student changes their committee members. If any committee member is added/dropped to the committee, then the student must submit a new Thesis Agreement Form signed by all committee members.

Students will be issued an add code specific to their committee chair, and may continue to use the add code to register for thesis credits in subsequent quarters. The only exception to this is if the student changes their committee chair. If so, they will need to submit a new Thesis/Professional Project Agreement Form signed by all committee members, and receive a new add code from the GPA.

Students are responsible for enrolling in URBDP 700 or URBDP 547 credits each intended quarter with the add code provided. Enrollment is not automatic, and staff do not enroll students in the credits.

Completing the Thesis and Professional Project

In general, the thesis or professional project is complete once the student:

- produces a defensible thesis, as defined by their committee
- has completed 9 credits of either URBDP 700 or URBDP 547
- has obtained signatures from their committee members on the Committee Signature Form
- Thesis only: upload thesis to the ETD by the quarterly deadlines
- Professional Project only: submit final project for binding per program instructions

Students are responsible for coordinating signatures of their committee members on the required forms for graduation, and submitting it by the deadlines. Students pursuing a concurrent degree must follow the other program's guidelines in addition to the MUP guidelines, as guidelines may differ across programs.

If a student has completed all degree requirements and has successfully presented and defended their thesis but are not able to meet the submission deadline, they may be eligible for the Graduate Registration Waiver Fee (also known as the two week extension). This option is only available for thesis students, not professional project students, and certain criteria apply. To determine eligibility, students should refer to the Graduate School's website and consult with their supervisory committee: <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>

International students must consult with International Student Services to confirm if they are eligible for the two week extension.

On Leave Status for Thesis or Professional Project

Students in the thesis and professional project stage of their degree are reminded to understand the UW's Leave of Absence and Reinstatement policies. In summary, if a student previously registered in the Graduate School has failed to maintain graduate student status (they did not maintain registration or secure on-leave status) they will need to file a request for Reinstatement with the Graduate School if they wish to resume studies and continue with their thesis/professional project within the same degree program. There is a fee to reinstate. Requests will first be reviewed and approved by the department. Students may be asked to submit to the Department Chair and/or MUP Program Director a written plan for completing any unfulfilled coursework and specialization requirements, and may be asked to confirm the members of their supervisory committee. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement. Please refer to the Graduate School's webpage on reinstatement: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/>

Students on leave, or those who have not maintained student status, are not entitled to extensive faculty and staff counsel, such as for their thesis/professional project.

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 MUP program website, prior to registering for Independent Study credits.

Independent Study may be taken either for a numerical grade or as credit/no credit. If it is numerically 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 to count towards degree requirements for MUP students.

Concurrent Programs

Students may 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 curricula are 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 options for MUP students include Public Policy and Governance (MPA); Landscape Architecture (MLA); and 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. 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. Informal concurrent degrees with the MUP program always include 72 credits for the MUP degree plus a minimum of 36 credits for the other degree program (108 credits). 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, 70 total required credits for the MSRE + 38 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. It may be possible to complete coursework in each program during the same academic year, to the extent that course sequencing and scheduling allow – students are advised to plan their schedules carefully.

Students enrolled in a concurrent degree in which both programs are tuition-based pay the higher of the two tuition rates, per UW policy. Students enrolled in the MUP/MPH-Community Oriented Public Health Practice Program (COPHP) concurrent degree pay two different tuition rates: generally speaking, they pay the fee-based tuition when enrolled in COPHP credits and the MUP tuition rate when enrolled in urban planning courses. This can cause complexity with finances and course planning.

Waiver of Required Core and Restricted Elective 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. Upper division undergraduate courses, a sequence of undergraduate courses, and graduate courses are most likely to be approved. Lower division undergraduate classes typically are not sufficient.

Requests for such core course waivers are reviewed on a case-by-case basis, and require a written petition to the MUP Program Director explaining in specific terms why the student considers the waiver appropriate. The *Course Waiver and Substitution* form is online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>. The student shall obtain the review and signature of the regular faculty instructor for the MUP course. Then the request is reviewed by the MUP Program Director. 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 MUP Program Director. It is advised that students maintain a copy of these waivers for their personal records.

If a course requirement is waived, the credit requirement is not. Students must fulfill the credits in another way, such as by taking an elective class, so they fulfill the 72 credits needed to earn the MUP degree.

Substitution of Required or Restricted Elective Courses

In certain cases, a substitution for a required course or restricted elective course may be approved. Graduate courses are most likely to be approved. Lower division undergraduate classes typically are not sufficient.

Requests for substitutions are reviewed on a case-by-case basis, and require a written petition to the MUP Program Director explaining in specific terms why the student considers the substitution appropriate. The *Course Waiver and Substitution* form is online at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>. The student shall obtain the review and signature of the regular faculty instructor for the MUP course. Then the request is reviewed by the MUP Program Director. 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 MUP Program Director. It is advised that students maintain a copy of these substitution requests for their personal records.

Substitution courses at the graduate level (500-and above) may fulfill the credit requirement; substitution courses at an undergraduate level (400-and below) will typically not.

Transfer Credits

The equivalent of a maximum of 6 quarter credits or 4 semester 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. 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 UW Graduate School Policy on transfer credits: <https://grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/>

This procedure requires a formal petition to the MUP Program Director. See *Course Waiver and Substitution* form at <http://urbdp.be.washington.edu/programs/mup-graduate-degree/forms/>.

Graduate Non-Matriculated (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. See UW Graduate School policies: <https://grad.uw.edu/admission/understanding-the-application-process/graduate-non-matriculated-students/>

Internship

An internship is recommended but not required. MUP students are encouraged to join the MUP program's LinkedIn page (<http://urbdp.be.washington.edu/about/social-media/>), to pay attention to the weekly digests of internship postings and other announcements compiled by the Planning Student Association, and to network with their Professionals Council mentor for internship opportunities.

GRADES AND GRADING

Grade Requirements and GPA

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 and/or MUP Program Director 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/>

Incomplete Grades

In accordance with Graduate School policy, an Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

Please refer to the Graduate School webpage at <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>.

Grade Appeal Process

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.

Student transcripts are audited by the Graduate Program Advisor during the summer of the first year and again in the quarter of graduation, and students are notified of remaining requirements as a courtesy. However, it is the responsibility of the student to ensure they are on track to degree completion through their own proactive credit tracking. Students in the MUP degree can generate their own audits anytime in MyPlan. Students pursuing multiple degree programs and/or graduate certificates concurrently with the MUP degree will not be able to generate an audit

in MyPlan, and will need to consult with the advisors in each program to ensure they are on track to degree completion.

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.

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 <https://grad.uw.edu/for-students-and-post-docs/mygrad-program/>. If the student does not graduate during that quarter, and is not eligible for the Graduate Registration Waiver Fee (<http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>), s/he must register for the following quarter and again submit a master's degree request to the Graduate School.

The thesis or professional project is complete once the student produces a defensible thesis AND has completed 9 credits of URBDP 700 or URBDP 547 AND the committee members have "signed off" on the Warrant, which is issued by the Department staff during the graduation quarter.

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 a future quarter.

Professional Project students are responsible for submitting their professional project for binding, paying for the 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, per policy of the Graduate School.

Students wishing to use the Graduate Registration Waiver fee (sometimes referred to as the Two Week Extension) may do so only after consulting with their thesis committee and reviewing the policy: <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/>. International students must consult with International Student Services to determine their eligibility.

If a student is not able to complete their thesis or professional project in their final quarter or by the two-week extension, then they must register for a minimum of 2 credits or formally request a leave of absence for the following quarter (summer excepting) in order to maintain their student status. If a student fails to maintain their graduate student status they will need to file a request for Reinstatement with the Graduate School if they wish to resume studies and continue with their thesis/professional project within the same degree program. There is a fee to reinstate. Requests will first be reviewed and approved by the department. Students may be asked to submit to the Department Chair and/or MUP Program Director a written plan for completing any unfulfilled coursework and specialization requirements, and may be asked to confirm the members of their supervisory committee. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement. Please refer to the Graduate School's webpage on reinstatement: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/>

Students on leave, or those who have not maintained student status, are not entitled to extensive faculty and staff counsel, such as for their thesis/professional project.

ADVISING

Graduate Program Coordinator

The Graduate Program Coordinator (GPC), a faculty member, also known as the MUP Program Director, 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 MUP Program Director or the Department Chair.

All students can reach out to the GPC/MUP Program Director for administrative and general curriculum questions throughout their studies even though they might not be their designated academic advisor.

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 who's 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.

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/>.

Thesis/Professional Project Committee Members

The thesis/professional project committee members (which consists of a chair and one or more members) may differ from the assigned faculty advisor. Unlike the assigned faculty advisor, the student is responsible for assembling their thesis/professional project committee. Students assemble their thesis/professional project committee in summer after completing their first year, or in autumn quarter of their second year.

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 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. Students who want to attend the program on a part time basis must discuss their plans with the GPC and GPA. International students must maintain full-time enrollment, and may consult the UW International Student Services Office for exceptions (such as taking fewer credits in their final quarter of enrollment). For tuition purposes, part-time status is considered 2-6 credits. 7-18 credits is considered full-time. See the UW tuition dashboard: <https://www.washington.edu/opb/tuition-fees/current-tuition-and-fees-dashboards/>

Leave of Absence and Reinstatement

On-Leave. If a student is not going to enroll for a quarter s/he may go “on-leave” by submitting an online Request for On-Leave Status via MyGrad Program, which requires departmental approval. Each 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 p.m. PST on the last day of the quarter. Students can apply for only one quarter of leave at a time, except for certain conditions. Students do not need to apply for on-leave status for summer quarter. For further details, please refer to the Graduate School’s webpage for On-Leave status (<http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>) as well as Graduate School Memo 9 (<http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>)

Students in the MUP program may request up to three quarters of leave. Students seeking leave may be asked to meet with the MUP Program Director, Graduate Program Advisor and/or Department Chair to discuss their options. Students may be asked to draft a statement to confirm their quarter of return, or, for students in the thesis/professional project stage, 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.

If a student discontinues enrollment and fails to change their status to “on-leave”, they are withdrawn from the University and are required to file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. If the department approves the request and the Graduate School has confirmed the student’s eligibility for reinstatement, the student will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement.

Students who have left the program for one academic term or longer and have not filed for on-leave status through the University must meet all University requirements for [readmission](#) and provide the Department Chair with the following materials:

- 1) a written plan for completing any unfulfilled coursework and specialization requirements, as outlined and defined by the current MUP degree requirements;
- 2) written confirmation from the members of their supervisory committee (if students are returning to complete the thesis/professional project).

Please refer to the Graduate School’s webpage on reinstatement: <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/>

Students on leave, or those who have not maintained student status, are not entitled to extensive faculty and staff counsel, such as for their thesis/professional project.

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 and/or MUP Program Director about taking remedial work. After review of each student who meets the low scholarship conditions stated above, the Department Chair and/or MUP Program Director 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 <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-academic-performance-and-progress/>

Satisfactory Progress

The Department Chair and/or MUP Program Director 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 may 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/>.

TUITION

A complete list of tuition rates, student fees and a per-credit-hour breakdown of tuition rates is available at the University of Washington's Office of Planning and Budgeting tuition dashboard: <https://www.washington.edu/opb/tuition-fees/current-tuition-and-fees-dashboards/>

MUP students pay the Urban Design and Planning tuition. Select "Urban Design and Planning" from the Graduate Program drop-down option on the tuition dashboard to find the correct rate, as each graduate program's tuition may differ.

For tuition purposes, part-time status is considered 2-6 credits and full time status is 7-18. Credits 2-6 are charged on a per-credit rate, and credits 7-18 are charged the same tuition rate. 19 credits or above incurs a higher tuition rate.

Students enrolled in a concurrent degree in which both programs are tuition-based pay the higher of the two tuition rates, per UW policy. Students enrolled in the MUP/MPH-Community Oriented Public Health Practice Program (COPHP) concurrent degree, or any other degree program that is "fee-based", pay two different tuition rates. Generally speaking, they pay the fee-based tuition when enrolled in COPHP credits and the MUP tuition rate when enrolled in URBDP courses. This can cause complexity with finances and course planning.

RESOURCES

Disability Resources

The Department of Urban Design and Planning and the University of Washington are committed to ensuring learning opportunities for students with temporary (e.g. a broken limb etc.) or permanent disabilities. Students are not required to notify their instructors directly of their disability to ensure student privacy. If a student has a disability he/she needs to contact the office of Disability Resources for Students (<http://depts.washington.edu/uwdrs/>) as quickly as possible. DRS will request the appropriate documentation from the student and contact all of the students' instructors informing them of the accommodation required, without notifying them of the type of disability. Instructors will comply with the request and accommodate the students. In case of any miscommunication between DRS and the instructors, the students need to notify their instructors that they will be receiving an email from DRS.

Prayer/Meditation/Nursing Mothers Space

The College of Built Environments is pleased to offer a private, carpeted office space in the Dean's Office in Gould Hall for students to use for prayer/meditation or for nursing mothers, during regular working hours. Contact Meegan Amen, the college facilities coordinator, for details: meegan@uw.edu.

The College of Built Environments Library has a similar room that can be used for prayer/meditation on a first-come first-served basis, during regular library hours.

Prayer/meditation and lactation areas are available elsewhere on campus; see

<https://hub.washington.edu/about/in-the-hub/hub-meditation-room/>

<https://hr.uw.edu/child-care/lactation-stations/>

Counseling & Wellness Resources

UW Seattle offers a wide range of health and wellness services, including medical care, counseling services, recreation classes, safety resources, peer health advocacy, trainings and more. Health, safety and well-being resources are all conveniently located on one site: <https://wellbeing.uw.edu/>

The University of Washington offers counseling services to students who might be dealing with stressful situations due to their studies or personal situations, while exercising full confidence. Students should not be hesitant to reach out to the UW professionals who are ready to help them through short or long-term difficult situations: <https://www.washington.edu/counseling/services/>

Writing Center

The University of Washington can help students who haven't done research before or otherwise experience various writing challenges through the Odegaard Writing and Research Center: <http://www.lib.washington.edu/ougl/owrc> Although the center mainly focuses on undergraduate students, it offers resources for graduate students as well.

For international students who experience challenges in writing, there is the Targeted Learning Communities (TLC) for English Language Learners through the Odegaard Writing and Research Center (<https://depts.washington.edu/owrc/resources/targeted-learning-communities-2/>). The program allows small groups of students who are enrolled in reading or writing-intensive courses to meet weekly with OWRC tutors. Together, they work to decode academic and cultural norms, practice language acquisition, and develop collaboration skills.

Religious Holiday Accommodations

A Washington state law requires that teaching faculty across the UW make accommodations for students observing religious holidays or traditions. Every course syllabus must include information informing students of this option. Students do not need to share their religious faith or affiliation when making the request, and privacy laws prohibit others from asking students about or requesting proof of their religious affiliations.

Any student seeking reasonable accommodations must provide written notice through the Office of the University Registrar Religious Accommodations request process within the first two weeks of the beginning of the course, of the specific dates of absence due to religious accommodation.

To learn more and access the form, see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>

DIVERSITY, EQUITY AND INCLUSION

The Department is committed to diversity, equity and inclusion, both within the professions of urban design and planning and within our community in the MUP program and Department. In Spring 2018, the Department voted on and approved the implementation of the UDP Diversity Plan, a guiding document to inform Departmental and program policies and practices on diversity, equity, and inclusion. This is a living document and is available to view here: <http://urbdp.be.washington.edu/community/diversity-committee/>

The Department has an Equity, Diversity and Inclusion (EDI) Committee, which consists of faculty, students, alumni, staff and Professionals Council members who are committed to acknowledging and serving the needs of our students. The EDI Committee works to create a stronger and more inclusive community by focusing on initiatives and events that recognize, engage, and benefit students across our Department's many types of diversity, including (but not limited to): race, ethnicity, age, nationality, sexual orientation, gender identity, religion, educational background, veteran status, and (dis)ability. To learn more about the committee, see:

<https://urbdp.be.uw.edu/community/diversity-committee/>

The College of Built Environments has outlined their key strategies for moving forward with EDI goals on their website: <https://be.uw.edu/about/equity-diversity-and-inclusion/>. Overall, they seek to increase intercultural competency and the ability to bridge across differences by using strategies outlined in the strategic plan. This page collects resources and captures the evolving dialogue around how we the College is building necessary skills and framing new mindsets with equity, diversity and inclusion topics in mind.

Respectful Environment

It is important for student to be respectful of the opinions of their classmates, other students, faculty, staff and others in the UW community and beyond. The University of Washington values and honors diverse experiences and perspectives and strives to create welcoming and respectful learning environments and promote access and opportunity. If students experience bias they should report it to the Director of Graduate Programs and the Department Chair. Students are also free to use the UW bias reporting resources as a second step, at:

<https://www.washington.edu/bias/>

FACILITIES AND EQUIPMENT

CAAMS Building Access

Architecture and Gould Halls both use 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.

Computers

Laptops are required for students in the MUP program. Please see the College of Built Environments' web site for Computer Purchase Tips (https://be.uw.edu/computing/computing-tutorials/be-computing_computer-purchase-tips/) and free (or reduced cost) software deals for UW/CBE students (<http://be.uw.edu/spaces/computing/software-application-server/>).

Equipment

The Department of Urban Design and Planning has equipment to lend to enrolled students. At the time of publication, the equipment includes: two Microsoft Surfaces, four I pads, one Apple lap top, 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 (e.g., 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 (e.g., a couple of days at a time) and not long term (e.g., 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 (e.g., 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 on the 4th floor of Gould Hall are available for MUP students' use. Locker assignments for the 4th floor 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.

The CBE Dean's Office also manages lockers in the basement of Gould Hall for all students in the College. These are available on a first-come, first-served basis. Contact Meegan Amen, the college facilities coordinator, for details: meegan@uw.edu.

Studio Clean Up Policy

At the end of each quarter all students must remove their personal belongings, drawings, models, materials, food, trash, etc from studios so that the custodians can clean the building. Nothing can be left on the floors and refrigerators must be emptied and cleaned. All materials must be removed from studio no later than 9:00 A.M. on the Monday following finals week. It is the responsibility of studio faculty to schedule, oversee and enforce studio clean up.

Email

The MUP program staff will correspond with MUP students via their UW email address. Students who prefer to use alternate emails should take appropriate measures to ensure the MUP program announcements reach them, such as setting up email forwarding, etc.

Please keep in mind that as a state university, UW email is considered public record, and may be subject to public records requests.

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.

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/>

The student conduct code requires students to practice "high standards of academic and professional honesty and integrity." Students who are suspected of cheating or plagiarism will be notified directly by the instructor, who will inform the appropriate parties within the Department, College, and University to determine if the student's actions warrant disciplinary action, which may include probation or dismissal. If you have any doubt about whether a specific use of material constitutes plagiarism or whether it is appropriate to work with others on a project or assignment, ask.

It is important for students to understand the meaning of plagiarism, which "occurs whenever someone uses the ideas or writings of another as their own without giving due credit" (<https://depts.washington.edu/pswrite/plag.html>)

STUDENT SAFETY

The safety of the University of Washington community is critical. Students are advised to refer to UW policies and procedures to ensure their safety and security on campus. For more information, go to: <http://www.washington.edu/safecampus/> To report threats, seek advice, or get counseling, dial 206-685-SAFE (7233)

COVID-19

The state of the pandemic is ever-changing, and the University of Washington's main webpage for COVID-19 is: <https://www.washington.edu/coronavirus/>. Students should bookmark this page and refer to it for facts, resources, and updated policies.

In addition, these pages also contain pertinent information and resources:

Coronavirus information for F1 & J1 students: <https://iss.washington.edu/travel-visas/coronavirus-information-for-f1-j1-students/>

COVID-19 Admissions FAQs: <https://grad.uw.edu/admission/covid-19-admissions-faqs/>

Extraordinary Circumstance Quarters: <https://registrar.washington.edu/students/ec-grading-change-request/>

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.