

# MASTER OF URBAN PLANNING (MUP) 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 <https://grad.uw.edu/grad-school-policies/>).

Students are responsible for reading the MUP Administrative Manual when they begin the MUP program, and each subsequent autumn quarter they are enrolled; and students returning from on-leave status or reinstatement are responsible for reading the MUP Administrative Manual upon their return, as information is updated.

## CURRICULUM AND REQUIREMENTS

### Course Credit Requirements

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

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 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 Autumn 2023/Winter 2024 and Autumn 2024/Winter 2025 onward follows. Students who entered Autumn 2022/Winter 2023 and earlier have different curricular requirements; anyone who is interested in seeing these documents should contact the Graduate Program Advisor.

#### **Students Entering Autumn 2024-Winter 2025 onward**

The core consists of 40 credits in eleven courses listed below, all of which must be taken on a graded basis, plus 9 credits of capstone (thesis, professional project or capstone studio) 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 GPC/Program Director before they are taken. In addition to the

core curriculum courses, students must take six credits of restricted electives on a graded basis, and 17 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 are expected to take all Autumn courses the following Autumn.

### *Core Curriculum – Students Entering Autumn 2024-Winter 2025 onward.*

| <i>Course Number</i> | <i>Topical Area</i>                                                                                | <i>Credits</i> | <i>Quarter Taken</i>         |
|----------------------|----------------------------------------------------------------------------------------------------|----------------|------------------------------|
| URBAN 500            | Survey of Urban Planning                                                                           | 4              | Autumn, 1 <sup>st</sup> Year |
| URBAN 520            | Quantitative Methods                                                                               | 5              | Autumn, 1 <sup>st</sup> Year |
| URBAN 527            | History, Ethics, Form and Theory 1 (HEFT 1)                                                        | 3              | Autumn, 1 <sup>st</sup> Year |
| URBAN 501            | Comprehensive Planning and Implementation                                                          | 4              | Winter, 1 <sup>st</sup> Year |
| URBAN 506            | Planning Studio Prep                                                                               | 3              | Winter, 1 <sup>st</sup> Year |
| URBAN 528            | History, Ethics, Form and Theory 2 (HEFT 2)                                                        | 3              | Winter, 1 <sup>st</sup> Year |
| URBAN 573            | Digital Design Practicum                                                                           | 4              | Winter, 1 <sup>st</sup> Year |
| URBAN 507            | Urban Planning Studio                                                                              | 5              | Spring, 1 <sup>st</sup> Year |
| URBAN 512            | Research Seminar                                                                                   | 3              | Spring, 1 <sup>st</sup> Year |
| URBAN 580            | Legal and Administrative Framework                                                                 | 3              | Spring, 1 <sup>st</sup> Year |
| URBAN 518            | Qualitative Methods                                                                                | 3              | Autumn, 2 <sup>nd</sup> Year |
| CAPSTONE             | URBAN 700 Master's Thesis, URBAN 547 Professional Project, or URBAN 598 or 544/545 Capstone Studio | 9              | 2 <sup>nd</sup> Year         |
|                      |                                                                                                    | <b>49</b>      |                              |

### *Restricted Electives.*

| <i>Distribution Requirements</i> | <i>Credits</i> | <i>Quarter Taken</i> |
|----------------------------------|----------------|----------------------|
| Advanced Methods                 | 3              | variable             |
| Urban Development/Economics      | 3              | variable             |
|                                  |                | <b>6</b>             |

### *Unrestricted Electives.*

| <i>Should be in Area of Specialization</i>        | <i>Credits</i> | <i>Quarter Taken</i>           |
|---------------------------------------------------|----------------|--------------------------------|
| Typically 5 or 6 courses.                         | 17             | Typically Spring Year 1 onward |
| <b>Total Credits Required for the MUP Program</b> |                | <b>72</b>                      |

**Students Entering Autumn 2023-Winter 2024**

The core consists of 37 credits in ten courses listed below, all of which must be taken on a graded basis, plus 9 credits of capstone (thesis, professional project or capstone studio) 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 GPC/Program Director before they are taken. In addition to the core curriculum courses, students must take 6 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 2023-Winter 2024.***

| <i>Course Number</i>                                               | <i>Topical Area</i>                                                                     | <i>Credits</i> | <i>Quarter Taken</i>                          |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------------------------------------|
| URBDP 500                                                          | Survey of Urban Planning                                                                | 4              | Autumn, 1 <sup>st</sup> Year                  |
| URBDP 598/527                                                      | History, Ethics, Form and Theory 1 (HEFT 1)                                             | 3              | Autumn, 1 <sup>st</sup> Year                  |
| URBDP 520                                                          | Quantitative Methods                                                                    | 5              | Autumn, 1 <sup>st</sup> Year                  |
| URBDP 501                                                          | Comprehensive Planning and Implementation                                               | 4              | Winter, 1 <sup>st</sup> Year                  |
| URBDP 506                                                          | Planning Studio Prep                                                                    | 3              | Winter, 1 <sup>st</sup> Year                  |
| URBDP 573                                                          | Digital Design Practicum                                                                | 4              | Winter, 1 <sup>st</sup> Year                  |
| URBDP 598/528                                                      | History, Ethics, Form and Theory 2 (HEFT 2)                                             | 3              | Winter, 1 <sup>st</sup> Year                  |
| URBDP 507                                                          | Urban Planning Studio                                                                   | 5              | Spring, 1 <sup>st</sup> Year                  |
| URBDP 580                                                          | Legal and Administrative Framework                                                      | 3              | Spring, 1 <sup>st</sup> Year                  |
| URBDP 512                                                          | Research Seminar                                                                        | 3              | Autumn, 2 <sup>nd</sup> Year                  |
| CAPSTONE                                                           | URBDP 700 Master's Thesis, URBDP 547 Professional Project, or URBDP 598 Capstone Studio | 9 minimum      | 2 <sup>nd</sup> Year                          |
|                                                                    |                                                                                         | <b>46</b>      |                                               |
| <i>Restricted Electives:</i>                                       |                                                                                         | <i>Credits</i> | <i>Quarter Taken</i>                          |
| Advanced Methods                                                   |                                                                                         | 3              | variable                                      |
| Urban Development/Economics                                        |                                                                                         | 3              | variable                                      |
|                                                                    |                                                                                         | <b>6</b>       |                                               |
| <i>Unrestricted Electives: Should be in Area of Specialization</i> |                                                                                         | <i>Credits</i> | <i>Quarter Taken</i>                          |
| Typically 5 or 6 courses.                                          |                                                                                         | 20             | Typically Winter, 1 <sup>st</sup> Year onward |
| <b>Total Credits Required for the MUP Program</b>                  |                                                                                         | <b>72</b>      |                                               |

**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 faculty 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.

**Capstone Studio**

All MUP students pursuing the capstone studio must take it in two sequenced quarters, 3 credits in winter and 6 credits in spring, for a minimum of 9 credits.

*Preparatory Coursework*

Students pursuing the capstone studio are required to enroll in URBAN512 Research Seminar. URBAN 512 is a research methods class designed for MUP students specifically, and guides students through the research process through a series of assignments. Prior to enrolling in capstone studio, students must have completed URBAN 512 Research Methods.

URBAN598 Research Design for Urban Science may be taken as a substitute for URBAN512 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 URBAN598 Research Design for Urban Science, talk to your faculty advisor, Prof. Alberti (instructor of URBAN 598 Research Design for Urban Science) or Prof. Branden Born (instructor of 512) about the appropriate class for you.

*Registration for Capstone Studio*

Students pursuing the capstone studio are required to enroll in two sequential quarters in Winter (3 credits) and Spring (6 credits) of their final year. For example, students are not allowed to complete the winter course in one year and the spring course in another year. Students pursuing the capstone studio are not eligible for the Graduate Registration Waiver (two-week extension on the graduation deadline).

*Considerations for Urban Design Certificate/Specialization Requirements*

The MUP capstone studio can satisfy the Urban Design Certificate/Specialization thesis requirement, if the capstone studio has an urban design component as approved by the urban design faculty.

The MUP capstone studio cannot serve as the Urban Design Certificate advanced studio requirement.

The capstone studio is complete once the student completes two sequenced quarters in a year and receives a passing grade of CR for each class. If a student is unable to complete the capstone studio sequence in one year they will need to enroll in two sequenced quarters of the capstone studio in a future year, or they can also choose to switch to a thesis or professional project in the future for a total of 9 credits. Capstone studio credits cannot apply to thesis and

professional project credits, and vice versa. Capstone studio students do not have the option to use the Graduate Registration Waiver (two week extension).

### **Thesis and Professional Project**

All MUP students pursuing a thesis must take a minimum of 9 credits of URBAN700 Thesis.

All MUP students pursuing a professional project must take a minimum of 9 credits of URBAN547 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 wants to change their thesis to a professional project, please note that it is exceptionally difficult to retroactively change 547 credits to 700 credits and vice versa. Please consult with the Academic Advisor for options.

Theses 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 URBAN512 Research Seminar. URBAN512 is a research methods class designed for MUP students specifically, and guides students through the research process through a series of assignments. Prior to enrolling in capstone studio, students must have completed URBAN512 Research Methods.

URBAN598 Research Design for Urban Science may be taken as a substitute for URBAN512 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 URBAN598 Research Design for Urban Science, talk to your faculty advisor, Prof. Alberti (instructor of URBAN598 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 for theses or professional projects. The Supervisory Committee 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 GPC-Program Director/program faculty/staff, is responsible for assembling their supervisory committee, although the Department Chair/MUP GPC 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. The form is on the MUP website.

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/Professional Project 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/professional project 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 registering for URBAN700 or URBAN547 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 URBAN700 or URBAN547
- 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 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 or certificate 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: <https://grad.uw.edu/policies/3-6-graduate-registration-waiver/>

F-1 and J-1 students who are planning to remain in the U.S. after completing degree requirements must notify International Student Services (ISS) of the student's new expected degree conferral date and that the student is using the Graduate Registration Waiver. ISS may need to update I-20 or DS-2019 documents to reflect the completion of degree requirements.

The thesis or professional project is complete once the student produces a defensible thesis AND has completed 9 credits of URBAN700 or URBAN547 AND all of the committee members have signed the Committee Signature Form, which is issued by the Department staff during the graduation quarter.

### *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. 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 GPC/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/reinstatement/>

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

Students returning from on-leave status or reinstatement are responsible for reading the MUP Administrative Manual upon their return, as information is updated.

### **Independent Study/Research –URBAN 600**

Independent Study coursework provides an opportunity for individual readings or study, including independent study in preparation for research, etc.

Since URBAN600 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 URBAN600 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 URBAN 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. See UW Graduate School [Policy 1.5: Concurrent Degree Programs](#).

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 degree options for MUP students include Public Policy and Governance (MPA); Landscape Architecture (MLA); and Public Health (MPH) in three different tracks – Environmental Health Sciences, Health Services: General Program, and Community-Oriented Public Health Practice. 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 websites for further information.

Informal concurrent degrees are those that 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 students enrolling in Autumn 2023 or later, if the other degree program requires more than 36 credits, up to 12 of the credits beyond 36 may be 'shared' and applied to both sets of degree requirements. Theses and thesis credits may not be shared. Students need to fulfill the thesis or capstone requirements of both programs. It is the responsibility of the student to submit a written list of courses which apply toward each respective degree at the time the student files an application for the master's degree. This list must be approved by both programs.

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 the 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 or capstone requirements. It may be possible to pursue 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 a fee-based program (such as MUP/MPH-Community Oriented Public Health Practice Program) pay two different tuition rates: generally speaking, they pay the fee-based tuition when enrolled in fee-based 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. Course waivers granted on professional work experience are rare. The work experience must be highly matched to the course content to 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 or MUP GPC/Program Director explaining in specific terms why the student considers the waiver appropriate. The *Course Waiver and Substitution* form is online at <https://urbdp.be.uw.edu/programs/mup-graduate-degree/forms/course-waiver-and-substitution-form/>. The student shall obtain the review and signature of the regular faculty instructor for the MUP course. Then the request is reviewed by the Department Chair or MUP GPC/Program Director. When a decision is made, the it will be conveyed to the student by email. It is advised that students save the email of these waiver decisions 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 Department Chair or MUP Program Director explaining in specific terms why the student considers the substitution appropriate. The *Course Waiver and Substitution* form is online at <https://urbdp.be.uw.edu/programs/mup-graduate-degree/forms/course-waiver-and-substitution-form/>. The student shall obtain the review and signature of the regular faculty instructor for the MUP course. Then the request is reviewed by the Department Chair or MUP Program Director. When a decision is made, the it will be conveyed to the student by email. It is advised that students save the email of these waiver decisions 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) typically will 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 1.1 regarding credits: <https://grad.uw.edu/policies/1-1-graduate-degree-requirements/>

This procedure requires a formal petition to the Department Chair or MUP GPC/Program Director. See *Course Waiver and Substitution* form at <https://urbdp.be.uw.edu/programs/mup-graduate-degree/forms/course-waiver-and-substitution-form/>.

### 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 (GNM) 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 (<https://urbdp.be.uw.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 or other professional connections 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 GPC/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/grading-practices-for-graduate-students/>

## Incomplete Grades

In accordance with University of Washington policy, an Incomplete may be given only when the student has been in attendance and has done satisfactory work to within three 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.

In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the next quarter in residence. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete "I" grade received by the graduate student remains as a permanent part of the student's record if the grade is not converted.

Students need to request an Incomplete grade from their instructors via the Incomplete Grade Request form (see <https://registrar.washington.edu/grades/incomplete-grade-policy/>). The form will open at 8:00 a.m. and close at 5:00 p.m. on designated dates for each quarter. You should do this no later than the last day of the quarter, but before that is better. Your instructor needs to have enough time to review your request and discuss it with you before grades are due. Grades are due on the Tuesday after the last day of the quarter (refer to the Academic Calendar). You will need to make a separate request for each course you want to request an Incomplete grade in.

After you submit the form, you must follow up with the instructor to discuss your request for an Incomplete grade and what steps you would take to complete the work for the course by the time the Incomplete grade expires. It is your responsibility to discuss your request with your instructor to be clear on what needs to be made up. It is 100% up to the instructor to make the decision on whether you will earn an Incomplete grade or not.

"I" Incomplete grades are not completed credits for financial aid purposes. Students receiving federal financial aid courses who have been assigned an "I" for Incomplete grades will not have these courses counted as completed credits. This can be detrimental for meeting their Satisfactory Academic Progress.

Graduate students must complete 67% of their attempted credits in order to not jeopardize their eligibility for financial aid. Students receiving state and institutional aid must complete 36 credits a year, with at least 6 completed credits for the quarter to continue to receive financial aid.

Students having all of their grades for a quarter of 0.0, "X" annotation, or "I" for Incompletes may owe funds under the Return of Title IV regulations and may have to pay back borrowed funds awarded.

The VA education benefits do not cover "I" Incomplete grades for graduate students, and graduate students will have to pay back the funds provided for that course.

Federal regulations require F-1 and J-1 international students to maintain full-time enrollment and make academic progress. An "I" on the transcript could have a negative impact on a student's F-1 or J-1 future benefits/status.

Please refer to the Registrar's webpage for full details at <https://registrar.washington.edu/grades/incomplete-grade-policy/>

## 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/gencat/front/Grading\\_Sys.html#GRADING](https://www.washington.edu/students/gencat/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.

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 need to complete a color-coded degree audit in the quarter they graduate (see <https://grad.uw.edu/policies/concurrent-degree-graduation-requirements/>) and should consult with the advisors in each program to ensure they are on track to for completion of both degrees/certificates routinely. 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 may be notified of remaining requirements as a courtesy.

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 (<https://grad.uw.edu/policies/3-6-graduate-registration-waiver/>), they must register for the following quarter and again submit a master's degree request to the Graduate School.

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 (two week extension), the student must register for a future quarter.

Professional Project students are responsible for submitting their professional project per instructions 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 (two week extension).

Thesis students wishing to use the Graduate Registration Waiver (two week extension) may do so only after consulting with their thesis committee and reviewing the policy: <https://grad.uw.edu/policies/3-6-graduate-registration-waiver/>. F-1 and J-1 students who are planning to remain in the U.S. after completing degree requirements must notify International Student Services (ISS) of the student's new expected degree conferral date and that the student is using the Graduate Registration Waiver. ISS may need to update I-20 or DS-2019 documents to reflect the completion of degree requirements.

If a student is not able to complete their thesis or professional project in their final quarter or by the two-week graduate registration fee waiver deadline (available for thesis students only), 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 GPC/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/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 GPC/Program Director or the Department Chair. The Department Chair acts as the MUP GPC/Program Director if a GPC/Program Director is not appointed for any reason.

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 provided by the student and overall advisee load of 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 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 [MUP Forms - Urban Design and Planning \(uw.edu\)](#) under the Advising Tab.

### **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 a 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. Students apply in their first quarter to be matched with a Professionals Council Mentor. 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/MUP Program Director 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 no later than the last Monday of the quarter. They 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 (<https://grad.uw.edu/policies/graduate-on-leave-status/>) as well as Graduate School Policy 3.5: On-Leave Policy to Maintain Graduate Student Status (<https://grad.uw.edu/policies/3-5-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 GPC/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/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.

International students should still contact ISS to discuss how their graduate on leave may impact their immigration status. Students who request graduate on leave without consulting ISS may put their immigration status in jeopardy.

ISS recommends that F-1 and J-1 students review the rules of their visa annually to ensure they continue to understand their obligations to enroll while studying in the U.S. on nonimmigrant student visas.

Students returning from on-leave status or reinstatement are responsible for reading the MUP Administrative Manual upon their return, as information is updated.

*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 PERFORMANCE AND PROGRESS

A student admitted to the Graduate School may continue graduate study and research at the University of Washington as long as the student maintains satisfactory performance and progress toward completion of the student's graduate degree.

### 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 GPC/MUP Program Director consults with appropriate graduate faculty and then recommends one of the following actions:

1. No Action
2. Notification (formerly Warning) – if the student has failed to meet expectations for performance or progress.
3. Academic Alert (formerly Probation)– if the student has failed to resolve problems with student performance or progress that the program has previously documented and communicated to the student. Academic Alert notices are filed with the Graduate School.
4. Final Academic Alert (formerly Final Probation)- if the student has failed to resolve the documented problems in the student's academic alert status as submitted to the Graduate School. Final academic alert notices are filed with the Graduate School.
5. Academic Drop (formerly Drop) -- is an official action that terminates a student's enrollment from a graduate program because the student has failed to resolve documented problems in the student's final academic alert status. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted.

### Satisfactory Progress

The Department Chair and/or MUP GPC/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 Academic Alert, Final Academic Alert, or Academic 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 URBAN547 Professional Project or URBAN 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 URBAN 547 Professional Project or URBAN 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 or failed grades in any one quarter or development of a pattern of incomplete grades or failed grades which indicates the inability of the student to handle the academic work required in the MUP program.
- g. Failure to register in a course after the 10<sup>th</sup> day of the quarter while continuing to attend the course

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

The Department of Urban Design and Planning will normally carry a student on Academic Alert status for only one quarter. If the student has failed to resolve problems with student performance or progress, a recommendation of Final Academic Alert will be made to the Dean of the Graduate School.

Final Academic Alert may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. After one quarter on Final Academic Alert the student must have satisfied the conditions of Academic Alert and changed his/her status to a graduate student in good standing or the Department Chair will make a recommendation of Academic Drop and the student will be dropped from the program.

Academic Drop is an official action that terminates a student's enrollment from a graduate program because the student has failed to resolve documented problems in the student's final academic alert status. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted. For further explanation of the University Policy, please see <https://grad.uw.edu/policies/3-7-academic-performance-and-progress/>

If the student has formed a thesis or professional project supervisory committee, the Department Chair will confer with the members of the committee before making a recommendation to the Graduate School. Academic Alert, Final Academic Alert, and Academic 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 Policy 3.8: Academic Grievance Procedure, <https://grad.uw.edu/policies/3-8-academic-grievance-procedure/>

A graduate program may recommend a student be placed on academic alert status while the student is on leave. The program may not change a student's academic alert status while the student remains on leave. The student must apply for leave status each quarter which is then approved by the department (see Policy 3.5: <https://grad.uw.edu/policies/3-5-on-leave-policy-to-maintain-graduate-student-status/> ).

A student in academic alert status who is not on an approved On-Leave status may submit a request for reinstatement. If reinstated, the department may reinstate the student with the academic alert status in place when the student left the university. See Policy 3.5 for leave policy to maintain graduate student status: <https://grad.uw.edu/policies/3-5-on-leave-policy-to-maintain-graduate-student-status/>.

## 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 or certificate program 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, such as any degree program that is "fee-based", pay two different tuition rates. Generally speaking, they pay the fee-based tuition when enrolled in fee-based credits and the MUP tuition rate when enrolled in URBAN 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.

Students with mobility issues may use the free Dial-a-Ride shuttle for transportation around campus. Preregistration is necessary: <https://depts.washington.edu/uwdrs/current-students/accommodations/dial-a-ride/>

Students with mobility issues who rely on the elevator in Gould Hall are encouraged to contact program staff to establish a contingency plan in case of elevator failure in the building.

### **Prayer/Meditation/Nursing Mothers Space**

The College of Built Environments Deans Office offers a private space in Gould Hall for students to use for prayer/meditation or for nursing mothers. Information is provided by the Dean's Office. The contact is Meegan Amen, the college facilities coordinator: [meegan@uw.edu](mailto:meegan@uw.edu).

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/>

### **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/>

### **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.

## 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

## Building Access

Architecture and Gould Halls are open to the public during regular business hours. Outside of regular operating building hours, entry is restricted to Built Environments College students (including MUP students). Both use an electric monitoring system for entry into the buildings during restricted hours. College of Built Environments students will be programmed into the system 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/wp-content/uploads/2015/10/BE-Computing\\_computer-purchase-tips.pdf](https://be.uw.edu/wp-content/uploads/2015/10/BE-Computing_computer-purchase-tips.pdf)) and free (or reduced cost) software deals for UW/CBE students (<http://be.uw.edu/spaces/computing/software-application-server/>).

## Software

Access to the following software is required, and is used for the URBAN 573 Digital Design class in winter quarter. Students are responsible for their access to the software indicated below, some of which may require the purchase of individual licenses:

- **Canvas, Zoom, Miro.** These are free and supported by the university. Miro is a web-based tool for sharing work with the class, and is used in the first week of the 573 class.
- **Adobe Illustrator, Photoshop, InDesign, and Acrobat.** If you want to use these on your own computer, you will need to purchase a license for Creative Cloud. At the time of writing, the student license is \$19.99 per month and requires an annual contract. Note that the license includes lots of programs, but you'll only need to install these for class. <https://www.adobe.com/creativecloud/buy/students.html>
- **SketchUp Pro (including 3D modeler and 2D LayOut).** If you want to use these on your own computer, you will need to purchase a license. The free version of SketchUp is insufficient for this class. The student license for SketchUp Studio (which includes more than you need) is \$55 per year at the time of this writing: <https://www.sketchup.com/en/plans-and-pricing#higher-education-title>

The software is available for free on the computers in the CBE digital commons labs, either in-person or by remoting in (about 12 computers have a remote-in option). Many students find it helpful to have the software on their own computers as it facilitates progress during 573 class time.

## 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**

The CBE Dean's Office 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](mailto:meegan@uw.edu).

### **Photo Board**

MUP students will be invited to have their photos posted on the departmental photo board outside of Gould 410. Students who wish to opt out of this for privacy or any other reason may do so. If a student opts in to having their photo posted on the photo board, but then later opts out after the photo is posted, it is their responsibility to contact the program staff in writing to remove the photo.

### **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 the 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 will correspond with MUP students via their UW email addresses only; we will not use personal emails. Students who prefer to use alternate emails should take appropriate measures to set up email forwarding. Please see the email guide from UW-IT: <https://it.uw.edu/guides/email-calendaring/email/#email-options>

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://www.washington.edu/admin/rules/policies/SGP/SPCH209.html#7>)

## 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)

## 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 except for some promotion and tenure meetings.