

## **Greetings!**

Thank you for your interest in the graduate programs of the Urban and Regional Studies Institute (URSI). The Institute faculty has a diverse range of interests and skills; in addition, there is a sizable group of adjunct faculty who are professionals in their fields. Please feel free to contact your URSI advisor or any of the other faculty when you have questions.

Minnesota State University has a toll-free number which you may call to get general information. This number is 1-800-722-0544. If you want to speak to someone at the Institute, our number is 1-507-389-1714; office hours are from 9:00 a.m. to 4:00 p.m. Online you can find us at <http://sbs.mnsu.edu/ursi/>. Also online at the Graduate Studies and Research home page ( <http://grad.mnsu.edu/> ) you will find graduate student forms, the graduate bulletin, and guidelines for helping you through the program.

Once again, welcome to our program. We look forward to meeting you, and we extend our best wishes that your experience will be successful and enjoyable.

# THE GRADUATE URBAN STUDIES PROGRAM

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## **INSTITUTE BACKGROUND & PHILOSOPHY**

The Urban & Regional Studies Institute of Minnesota State University was founded in 1966 as a response to the growing need for trained professionals to deal with urban related problems. The Institute takes an interdisciplinary approach to prepare generalists who have the problem-solving skills to address the complex problems facing large and small cities and regions. The program was the first such interdisciplinary graduate degree to be approved in the nation.

In addition to course work, we encourage graduate students to be involved in community projects and to complete an internship as a key part of the degree program. The program requirements are defined in a way that allows the student to be flexible in designing an individualized program to meet his or her own specific needs and interests.

The philosophical basis for the graduate degree programs in the Urban & Regional Studies Institute are as follows:

1. The program should be interdisciplinary in nature with a core faculty which guides students through a variety of university-wide courses and professional experiences to develop in the student the professional capabilities for planning and managing cities and other local governments.
2. The program emphasizes terminal professional degree programs.
3. The program is geared toward creative applied problem solving rather than theoretical research.
4. The program has a local government/community emphasis.
5. The program emphasizes individualized academic program design, with opportunities for innovative learning environments through community based problem solving and individual research.
6. The program includes an emphasis on practical learning experiences such as internships and studio courses.

## ADMISSION REQUIREMENTS

### **Undergraduate Degree**

Only those students holding a 4 year Bachelor's Degree from a college or university accredited by the appropriate regional or national accrediting agency will be admitted to the graduate program.

### **Grade Point Average**

Minimum GPA standard for admission to Master's Degree programs is as follows:

2.75 GPA overall or

3.0 GPA or better during the last two years of undergraduate work

If an applicant's undergraduate GPA is below 2.75, the graduate dean will either deny the application or permit the student to enroll as a "special" student (permitted to take graduate courses but not admitted to a graduate program) until he/she satisfies the conditions of admission.

### **"Special" Graduate Students**

"Special" graduate students are those students who have been permitted to take graduate courses but have not been admitted to a graduate program. A maximum of **eleven** semester hours earned at Minnesota State University as a "special" graduate student may be applied to a graduate program.

### **Departmental Action on Admission to a Graduate Program**

In addition to the requirement of being admitted by the College of Graduate Studies and Research to take classes at the university, a student must be accepted into the Institute before being admitted to the program.

### **Deficiency Courses**

As a general minimum prerequisite to admission to the Institute, a student must have met the requirements of this university (or his/her undergraduate College of Graduate Studies and Research), for an undergraduate minor in Urban & Regional Studies, unless the student can demonstrate through professional experience that he/she is competent at that level of proficiency. An applicant who lacks the necessary prerequisites may be assigned "Deficiency Courses" when admitted to the program.

Credits earned for deficiency courses do not count towards the minimum credits needed for the master's degree. It is suggested that deficiency courses be taken at an undergraduate level because: (1) undergraduate credits are less expensive than graduate credits; and (2) all graduate credits taken for a grade will be used in determining a student's overall GPA, even though the credits are not counted as credits toward the degree. It is further recommended that the student employ the pass/no credit grade option for these courses.

### **Admission to the College of Graduate Studies and Research**

When a student is admitted to a graduate program, he/she is also admitted to the College of Graduate Studies and Research.

## **Undergraduates Taking Graduate Courses**

Students who have not yet earned an undergraduate baccalaureate degree will ordinarily be prohibited from taking graduate courses.

Undergraduate students who have one semester or less left to complete an undergraduate degree may enroll in graduate courses if their grade-point average for the last two years has been 2.6 or better. They must petition the Graduate Dean for permission to do this.

## **Transfer Credits**

### **Maximum Transfer**

A maximum of **ten** semester hours of graduate credit (B grade or better) may be transferred from a college or university accredited by a regional accrediting association. All transfer credit must be approved before admission to candidacy. All graduate credit earned in the previous six years at other colleges or universities and not used on a previous graduate degree shall be recorded on the student's permanent record and used in determining the grade-point average.

## **Credit Applicability**

### **Time Limitations**

Only those credits earned in the six years or less prior to the receipt of a graduate degree shall apply toward graduation.

All graduate credits earned in the six years prior to earning a degree will be used to calculate a student's grade-point average.

### **Repeating Courses**

Graduate courses may be repeated but credit for the course is applicable toward a degree only once. However, all grades earned for that course will be used to calculate the grade-point average.

Graduate seminars can be repeated for credit if the subject of the seminar has changed.

If a dual numbered course (4xx/5xx) is taken at the undergraduate level, it cannot be taken at the graduate level and counted toward a graduate degree program.

### **Deficiency Courses**

Credits earned from deficiency courses do not count toward the master's degree.

## **Credit by Examination**

A student who would like to receive credit for a course, and thinks he/she has had previous experience which covers the coursework involved, may request an examination for credit (up to 6 credits). The examination must be approved by the department chair and the graduate dean.

## **Extended Learning**

A person residing in the Twin Cities Metropolitan Area may take required and elective courses for a master's degree through the university's Extended Learning Program. Extended campus courses are offered in convenient locations in Edina. Each course usually meets once a week for three hours beginning at 6 p.m. For more information, contact the Extended Learning Office at 507-389-2572.

MSU has a toll-free telephone number where messages to the Urban & Regional Studies Institute may be left. Upon receipt of the message, the Institute staff will return your call as quickly as possible. The toll-free number is 1-800-722-0544.

## **ADVISOR**

### **Advisor**

Every applicant for admission to a graduate program will be assigned an initial advisor from the Institute.

### **Change of Advisor**

A student may request a change of advisor at any time in the program. If this request is endorsed by the new advisor and the director of the Urban & Regional Studies Institute the change becomes effective. Do not hesitate to request a change of advisor if you desire such a change. You need not disclose any reason for the change. The Change of Advisor form can be found online at <http://grad.mnsu.edu/>.

### **Chairperson of the Examining Committee**

The student's permanent advisor will be chairperson of his/her examining committee.

## **PROGRAM PLANNING**

The Institute does not prescribe a set pattern for the individual's program, but does recommend that the individual acquire and work with an advisor when doing program planning. The exception to this policy is the requirement that all deficiency courses be completed or scheduled before the student completes his/her 20th semester hour. Students entering the master's degree program with no deficiencies typically spend three to four semesters in full-time study in order to complete the required and elective courses. Students usually undertake an internship for six months. The thesis student normally begins work on his/her thesis after course work is finished. Naturally, this scheduling does not apply to the part-time student. At least 50% of the course work for a graduate degree must be at the 600 level (excluding deficiencies).

The following courses are listed by group to give the student suggestions of courses that might be applied to the specific career goals that head each listing. These lists are designed to show broad fields of course work from which courses of specific interest to the individual might be selected. It is also necessary to point out that Management and Planning are not the only career applications of the Urban Studies graduate professional and that many of the same courses listed

here could be regrouped under a variety of other headings that reflect specific positions within the field such as environmental planner, social services planner, economic development planner, planning and design consultant, local government administrator, regional government administrator, and community development director. See following Suggested Course Sequence for recommended program of study.

## **RECOMMENDED PROGRAM OF STUDY**

### **Suggested Course Sequence**

#### **Urban Planning M.A.** (36 credits)

##### *Year One*

##### **FALL SEMESTER**

501 Foundations in Urban Mgmt & Planning  
602 Planning Process  
604 Zoning & Legal Issues

##### **SPRING SEMESTER**

502 Urban Analysis  
661 Long Range & Strategic Planning  
662 Operational Planning

##### *Year Two*

##### **FALL SEMESTER**

667 Urban Studies Studio  
Electives

##### **SPRING SEMESTER**

Electives

#### **Urban & Regional Studies M.A.** (36 credits)

##### *Year One*

##### **FALL SEMESTER**

501 Foundations in Urban Mgmt & Planning  
512 Public Information & Involvement  
603 Environmental Organization

##### **SPRING SEMESTER**

502 Urban Analysis  
650 Urban Administrative Services  
651 Urban Finance

##### *Year Two*

##### **FALL SEMESTER**

667 Urban Studies Studio  
Electives

##### **SPRING SEMESTER**

Electives

## ACADEMIC PLANNING WORKSHEET

### Year One

	Course Number and Title	Credits
F	1	
A	2	
L	3	
L	4	
S		
P	1	
R	2	
I	3	
N	4	
G		
S	1	
U	2	
M.	3	

### Year Two

	Course Number and Title	Credits
F	1	
A	2	
L	3	
L	4	
S		
P	1	
R	2	
I	3	
N	4	
G		
S	1	
U	2	
M.	3	

Deficiencies \_\_\_\_\_

Written Comprehensive Exam Date \_\_\_\_\_

Anticipated Internship/Thesis Period \_\_\_\_\_

Anticipated Oral Examination Date \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

## **MASTER OF ARTS IN URBAN & REGIONAL STUDIES**

The Master of Arts is a multidisciplinary degree program oriented toward examining and understanding the broad range of problems and opportunities associated with the nation's urban and regional areas. Students in the MA degree program may prepare themselves for professional careers in the public or non-profit sector, or use the MA degree as preparation for Ph.D. study. The program requirements are designed to provide students with flexibility while ensuring a multidisciplinary, problem-solving perspective.

### **36 Semester Hours**

The Master of Arts in Urban & Regional Studies requires 36 semester hours of graduate level coursework exclusive of deficiencies.

### **Core (12 credits)**

URBS 501 Foundations in Urban Management & Planning (3)

URBS 502 Urban Analysis\* (3)

URBS 667 Studio (capstone) (3)

URBS 697 Internship (3)

\*a previous course in statistics is expected

### **Graduate Focus (12 credits)**

Students will develop a 12-credit concentration in consultation with advisor.

### **Elective Concentration (12 credits)**

Student chooses 12 electives from URSI and other departments, with consent of advisor.

## **MASTER OF ARTS IN URBAN PLANNING**

The Master of Arts in Urban Planning is a professional program oriented towards the systematic, comprehensive approach to analyzing the social, economic, and physical change of neighborhoods, small towns, cities, suburbs, metropolitan areas, and regions. Planners work at the state and local government level and in the non-profit and private consulting areas as well. The program emphasizes a close working relationship that includes students, faculty, professional planners, and community leaders.

### **36 Semester Hours**

The Urban Planning Program requires 36 semester hours of graduate level coursework exclusive of deficiencies.

#### **Core (9 credits)**

URBS 501 Foundations in Urban Management & Planning (3)

URBS 502 Urban Analysis\* (3)

URBS 667 Studio (capstone) (3)

\*a previous course in statistics is expected

#### **Graduate Focus (12 credits)**

URBS 602 Planning Process (3)

URBS 604 Zoning & Legal Issues (3)

URBS 661 Long Range Planning (3)

URBS 662 Operational Planning (3)

#### **Elective Concentration (12 semester hours)**

Student chooses 12 electives from URSI and other departments, with consent of advisor.

#### **Free Electives (3 semester hours)**

The department recommends URBS 697 Internship. GEOG 673, GIS for Planners, is expected for students with no previous GIS training.

## **CERTIFICATES**

### **Graduate Certificate in Urban Planning**

This graduate certificate program provides the basic concepts, skills, techniques and values for pursuing a career in local government planning. The program is designed to meet the basic standards of professional competency specified by the American Institute of Certified Planners (AICP). The program is appropriate for students who wish to develop a local government planning focus within a graduate degree program, or as students who have already earned their degrees and wish to prepare for a career shift. Courses are offered in blocks of time during the afternoons or evenings.

#### Curriculum

URBS 602 Planning Process (3)  
 URBS 604 Zoning & Legal Issues (3)  
 URBS 661 Long-Range & Strategic Planning (3)  
 URBS 662 Operational Planning

### **Graduate Certificate in Local Government Management**

This graduate certificate program provides the basic concepts, skills, and values for pursuing a career in local government management. The program is designed to meet the basic standards of professional competency specified by the International City/County Management Association (ICMA). The program is appropriate for students who wish to develop a local government management focus within a graduate degree program, or for students who have already earned their degrees and wish to prepare for a career shift. Courses are offered in a single afternoon or evening each week.

#### Curriculum

URBS 512 Public Information & Involvement (3)  
 URBS 603 Organization Environment (3)  
 URBS 650 Urban Administrative Services (3)  
 URBS 651 Urban Finance Systems (3)

### **Graduate Certificate in Nonprofit Leadership**

This graduate certificate program provides

NPL 673 Survey of Nonprofit Leadership and Management (3)  
 URBS 513 Urban Program Evaluation (3) **OR** SOC 566 Program Planning (3)  
 RPLS 573 Admin of Leisure Time Programs (3) **OR** SOC 517 Program Admin (3)  
 URBS 553 Grants Administration **OR** RPLS 565 Event Management (3)

URBS 697 Internship (3)

## SCHEDULE FOR COMPLETION OF PROGRAM REQUIREMENTS

### CREDITS

#### COMPLETED

#### REQUIREMENT TO BE COMPLETED

- 0     \_\_\_ Applied for admission to graduate study  
       \_\_\_ Transcript for previous degree sent to College of Graduate Studies  
       \_\_\_ Admitted to take graduate courses  
       \_\_\_ Admitted to Urban & Regional Studies or Urban Planning Program  
       \_\_\_ Less than 10 hours earned before admission to program
- 8     \_\_\_ Any transfer work added to student's permanent record  
       \_\_\_ Deficiency courses completed  
       \_\_\_ Applied and approved Plan of Study
- 20    \_\_\_ Applied for written comprehensive examination  
       \_\_\_ Completed written comprehensive examination  
       \_\_\_ Ten or more graduate hours earned after approved Plan of Study
- 33-45 \_\_\_ Application for Graduation form submitted before end of semester prior  
       to graduation

At least 50% of courses in degree must be at 600 level.

- \_\_\_ Submitted draft of alternate plan paper or detailed annotated outline of  
    thesis to advisor (if applicable)  
 \_\_\_ Applied for oral examination (if applicable)  
 \_\_\_ Completed all course work listed on Plan of Study  
 \_\_\_ Submitted final paper to committee (if applicable)  
 \_\_\_ Completed oral examination with committee (if applicable)  
 \_\_\_ Thesis/alternate paper turned in to College of Graduate Studies (if applicable)  
 \_\_\_ Application for Graduation form turned in to College of Graduate Studies  
 \_\_\_ Graduate

(See College of Graduate Studies for forms and deadlines: <http://grad.mnsu.edu/> )

## GRADING POLICIES

### Definition of Grades

Grades will reflect the degree to which the student has achieved the objectives of the course. They will ordinarily differentiate the degree to which these objectives have been achieved by different students.

### Grading System

All graduate grades will be assigned on the A-F basis except those authorized under the P-N policy.

### Minimum Grades

No grade below a "C" earned at Minnesota State University is applicable toward a graduate degree program, but are counted for GPA.

No grade below a "B" may be transferred to Minnesota State University and applied toward a graduate degree program.

Each student must have a minimum grade point average of 3.0 or better when accepted into the program and when receiving a degree.

### Incompletes

Incompletes must be removed within one semester of the student's enrollment. If the Incomplete is not made up in the specified time, the grade automatically becomes an "F."

Incompletes will be given only in special cases when, *for reasons beyond his/her control* the student has failed to meet a specific and important requirement in the course, but has in other respects done passing work for the semester and presents proof of progress to the instructor *before* the final examination. The request for an Incomplete is made by the student to the instructor as soon as the student recognizes the need for it. A specific plan must be filed with the instructor as to when and how the Incomplete will be removed.

### Grade Point Average Determination

All graduate grades earned in the six years prior to receipt of a graduate degree and not utilized on another graduate degree (except for a graduate certificate) are utilized in determining the graduate grade point average. When the same course is repeated, the grades earned each time the course is taken are counted in determining the grade point average.

### Pass-No Credit Policy

1. Under the system commonly referred to as P-N, a student may choose to register for a course so designated with the understanding that he/she will receive credit, indicated by the letter P, if he/she earns the equivalent of a B grade or better. If he/she earns less than the equivalent of a B, he/she will receive no credit, but an N will replace the traditional grade on his/her record. Whether the grade is P or N, the hours taken will not enter into the computation of the student's grade point average.
2. Students may elect to exercise the drop-add procedure if they wish to change the grade status of their enrollment.

3. Graduate students may take deficiency courses on a P-N basis.
4. P-N grades may be utilized only for individual study, workshops, tours, and internships.
5. No more than one-third of a Master's program shall consist of pass-no credit grades.

## **ELIMINATION FROM A PROGRAM**

Students may be eliminated from a graduate program for cause by the Graduate Dean on the basis of recommendations from the advisor, examination committee, and department graduate coordinator.

## **EXAMINING COMMITTEE**

### **Composition**

Each graduate student admitted to the graduate degree program must have an Examining Committee.

1. This committee should consist of at least two *graduate* faculty members of Urban & Regional Studies. Additional faculty members may also serve.
2. The chairperson of the committee is the student's advisor and must be a regular member of the Urban & Regional Studies graduate faculty. The other member of the Examining Committee may be either a regular member of the graduate faculty or one approved to teach specific graduate courses.

## **COMPREHENSIVE EXAMINATIONS**

### **Scope of Comprehensive Examinations**

Comprehensive examinations are designed to examine the student's broad understandings of his/her field of study and specific areas of possible weakness.

### **Requirement of Comprehensive Examinations**

Every candidate for a Master of Arts degree in Urban & Regional Studies must take the written comprehensive examination. The oral comprehensive examination is required for those students taking alternate plan paper or thesis credits.

### **Application for Written Comprehensive Examination**

The student should apply to take his/her written comprehensive examination on the appropriate form available online at <http://grad.mnsu.edu/forms/>. This application must be submitted at least two weeks prior to taking the examination.

### **Notice and Results of Written Comprehensive Examinations**

Each student taking a written comprehensive examination is required to complete the "Written Comprehensive Request and Report" form. After the examination has been graded, the Urban & Regional Studies Institute office records the results and returns a copy of the form to the College of Graduate Studies and Research and notifies the student.

### **Guidelines for Written Comprehensive Examinations**

1. The examination will be administered by the Urban & Regional Studies Institute with questions solicited from the Examining Committee members.
2. The examination will be scheduled during the 12th week of fall and spring semesters. Written comprehensive exams are not offered during summer session.
3. The examination may cover course work taken, but is not limited to courses taken.
4. The examination will be taken during the semester the candidate is enrolled for his/her 20th credit.
5. The examination will be given between 8:00 a.m. and 4:00 p.m. The questions will be emailed to the student in the morning and responses are due by 4:00 p.m. that same day.
6. The examination will be graded "pass with honors", "pass," "pass with reservation," or "unsatisfactory." Each examining committee member will grade his/her portion of the examination.
7. If a student receives more than one "pass with reservation," he/she must take a six hour readings course or program which is a recognized deficiency. This is in addition to the minimum requirements for the degree. At the completion of the readings course, the student will retake the exam. He/she must pass in order to be eligible for an internship or capstone experience.
8. If a student receives one "pass" rating and one "unsatisfactory," he/she must retake the portion of the exam on which he/she received the "unsatisfactory."
9. Results of the examination shall be reported to the student and to the College of Graduate Studies and Research on the form available for that purpose.

### **Guidelines for Oral Comprehensive Examinations**

1. An oral examination will be conducted by the candidate's Examining Committee after the approval of the draft of the thesis or alternate plan paper. The examination will deal intensively with the portion of the candidate's field of specialization in which his/her thesis falls, though it need not be confined exclusively to the subject matter of the thesis.

2. No time restrictions are placed upon the Examining Committee, but normally the oral will require a minimum of one hour and not usually more than two hours.
3. The time and place of the oral will be set by the Institute administrative assistant after consultation with the Examining Committee.

### **Repeating the Comprehensive Examinations**

The written and/or oral examination may be taken a second time by filing the necessary request and allowing sufficient time between the first and second examinations to correct weaknesses discovered. Comprehensive examinations may be taken a third time only with the consent of the graduate faculty in Urban & Regional Studies Institute.

## **CAPSTONE EXPERIENCE**

A part of each graduate student's program is the demonstrated ability to do creative and/or investigative research in an area related to the student's major field, considered the "capstone experience." Studio is considered the accepted capstone experience for URSI's Master of Arts in Urban Planning degree, and a core requirement of the program. In some cases, however, students would like to conduct additional, independent academic research, producing a thesis. Students may choose to do a thesis if they plan to go on to a doctoral program, or perhaps if they hope to submit the research for publications. *M.A.U.P. students who opt to do a thesis are still required to do the Urban Studies Studio (URBS 667) as part of their core requirements.* Thesis credit is considered elective.

### **Thesis Plan**

#### **Content of a Thesis**

A thesis involves extended research resulting in a significant contribution to new knowledge. The thesis content must be relevant to Urban & Regional Studies.

#### **Credit Hour Requirement on the Thesis Plan**

The thesis plan requires a minimum of 33 semester hours of graduate credit.

#### **Thesis Credits Earned**

Master of Arts students in Urban & Regional Studies earn 3 semester hours of thesis credit.

#### **Approval of a Thesis Plan**

A thesis proposal must be approved at least 3 calendar months before graduation. This proposal requires endorsement by the student's Examining Committee.

#### **Thesis Type**

No particular typescript is required, but a 12-point print size is recommended. With the exception of appendices, the same font and print size must be used throughout the paper.

#### **Thesis Paper**

The original laser printed copy of the thesis and all other copies should be on opaque white twenty-pound paper of at least 25 percent rag content. Copies produced must be clean, legible and permanent, and on the same kind of paper as the original copy.

#### **Copies Required**

The original and three copies of the thesis are required. All copies are delivered to the College of Graduate Studies and Research. The original and first copy are deposited in the university library. The second copy goes to the advisor and the third copy is returned to the student.

#### **Style Manual**

An appropriate style manual should be followed (e.g., Sage). The student is advised to consult the College of Graduate Studies and Research guidelines at <http://grad.mnsu/edu>.

**Abstract of Thesis**

A thesis abstract as specified in the catalog Masters Abstracts published by the University Microfilms at Ann Arbor, Michigan, is required of all students writing a thesis. This places a 350 word limit of the abstract. On the initiative of the student, a copy of the thesis abstract may be submitted for inclusion in University Microfilms for a fee.

**Deadline for Submission of Thesis**

A draft copy must be submitted to the student's advisor three weeks before he/she is scheduled to take the **oral exam**. Four copies of the unbound completed thesis must be delivered to the College of Graduate Studies and Research by their specified deadline.

**Thesis Binding**

Four copies of each thesis will be bound. The binding is arranged by the College of Graduate Studies and Research. The student is required to pay for the binding.

**Approval of the Completed Thesis**

The endorsement sheet in each thesis includes the signatures of all members of the Examining Committee.

**Alternate Plan****Alternate Plan Research and Credit Hour Requirement**

The alternate plan does not require a thesis but it does require an alternate plan paper.

**Style Manual**

The report should be written in accordance with an approved style manual (e.g., Sage). The student is advised to consult the College of Graduate Studies and Research guidelines at <http://grad.mnsu/edu>.

**Deadline for Submission of Alternate Plan Paper**

The student must turn in a draft copy or detailed annotated outline to the advisor during the fourth week of the academic semester in which the student intends to graduate. Final approved copy must be submitted to the College of Graduate Studies and Research by their deadline, which is generally 4 weeks before graduation. The **oral exam** of the alternate plan paper should be scheduled at least two weeks before the College of Graduate Studies deadline.

Copies of the completed paper must be delivered to the College of Graduate Studies and Research by their specified deadline.

**Alternate Plan Paper Binding**

A minimum of three copies and the original are delivered to the College of Graduate Studies and Research for binding and distribution. The student is required to pay for the binding.

**Review of the Alternate Plan Paper by the Examining Committee**

All members of the Examining Committee should be given copies of the alternate plan paper with sufficient time to review the paper and schedule the oral exam. Only if the paper meets the quality standards of the committee members should they endorse the recommendation for graduation.

## **Urban Studies Studio**

URBS 667 Urban Studies Studio is a required 3-credit course in the master's degree programs in Urban & Regional Studies. The Studio is an advanced learning experience working in small group settings on applied projects and problem solving. The student must have completed 18 graduate credits to enroll, or receive permission of the instructor. The student will participate in a group project which will produce a written report and defend their findings in a public forum (press conference, council or commission meeting, etc.). No separate oral exam is required.

## **GRADUATION**

### **Application for Graduation**

The student must complete an Application for Graduation form, have it signed by his/her committee and submit it to the College of Graduate Studies and Research by the deadline indicated by the College of Graduate Studies and Research. This application is necessary in making out the list of graduates for commencement.

### **Requirements**

No student shall be recommended for graduation who has not satisfactorily completed all course requirements, research requirements, and maintained a minimum grade point average of 3.0 on all graduate work taken in the past six years and not applied to another degree.

### **Final Action**

The Graduate Dean reviews the total program and approves or denies the recommendation for graduation. Those who may be denied are told why and given an opportunity to correct the problems involved.

### **Commencement**

The graduate is invited and urged to attend commencement ceremonies but he/she is not required to do so.

### **Diplomas**

After verifying the recommendation for awarding the degree or certificate submitted by the student's examining committee, the College of Graduate Studies and Research mails diplomas to the graduates. This process takes approximately 8 weeks after the end of the semester.