

**Florida State University  
Department of Urban & Regional Planning  
Graduate Programs Guide**

**2024-2025 Academic Year**



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## **PART I. OVERVIEW, PROGRAMS, AND FACULTY**

### **Why Study Planning?**

While traditionally organized to coordinate the physical layout of cities, the profession of Urban and Regional Planning has grown to encompass all aspects of the systematic and equitable development of human settlements, including the use of land, protection of the environment, economic productivity, and the future allocation of physical and social public resources.

As an institutional and professional activity, planning is now practiced in both the private sector and within the public sector at all levels of government. At each stage in its development new skills and knowledge have been called for, creating new employment opportunities and an expansion of the backgrounds held by professionals in the field. Today, planners have ties to the various social sciences, natural sciences, law, engineering, business, the design professions, and others.

Above all, planners are committed to **improving the quality of life of all residents**. Planning's concern with the form and structure of cities continues but has grown to include all aspects of the formulation and implementation of public policy, at all levels of society. This extends to employment, schools, health, housing, community facilities, and the physical, social, and natural environments. While any single professional may focus on a narrower range of issues, planning focuses on the full scope of issues affecting the livability of our environment. Planners recognize a particular responsibility to address systemic and institutionalized inequality and environmental degradation and thus focus on equity of marginalized populations, sustainability and resilience, and the well-being of all people. Planners attempt to address these issues in ways that recognize the differing and legitimate concerns of many diverse interests.

Accordingly, planning is an exciting field. It is beset by the challenge of finding solutions to complex problems and in obtaining a consensus among diverse interests on common policies and programs. At the same time, it is a rewarding field. Planners have the assurance of knowing that they are making significant contributions to the well-being of their cities, states, and nations.

### **Department Overview**

The Department of Urban and Regional Planning (DURP) offers graduate degree programs that lead to the Master of Science in Planning (MSP) and Doctor of Philosophy (PhD) degrees. The Department was created in 1965 in response to the growing national demand for persons trained in planning, urban affairs, and policy analysis, and the rapid population and economic growth occurring within the Sunbelt. Florida has been one of the fastest growing states in the US and recently surpassed New York to become the third most populous state in the nation. This growth has raised important issues about land development, housing, transportation and infrastructure, environmental protection, health care, and others, and the state has adopted a comprehensive series of laws that mandate planning at all levels of government. This has put Florida in the forefront of the national planning movement and has provided the department with a strong, exciting, and supportive environment within which to offer a professional program.

The department has made strategic efforts to ensure diverse representation in the student body. While a large proportion come from Florida, students come to DURP from across the nation and from many foreign countries and U.S. territories. In recent years, the department has been relatively balanced in

terms of men and women. Students of color are increasingly represented and the department has recently been approaching targets to mirror state racial and ethnic diversity. International students from Asia, Latin America, Africa, Europe and the Middle East tend to comprise around 10% of the incoming student body each year. Student academic backgrounds are highly diverse: many come from the social sciences, engineering, architecture and the design arts, social work, or the physical sciences. The program is able to accommodate students from a wide variety of disciplines that are relevant to the issues addressed by the planning field.

DURP is the largest graduate planning program in Florida. Approximately 30-45 students matriculate into the master's program each year with an historical average of about 35; about 3-5 enter the doctoral program. The total number of students in residence at any time numbers about 80 to 120. With 11 permanent faculty, plus adjunct instructors, this produces a favorable faculty-student ratio. At the same time, the Department is sufficiently large to reflect the diversity of the field and to allow students the opportunity to study a number of different problem and policy areas.

To date, over 2,000 students have graduated from the Department's graduate programs. These graduates are now employed in every state in the US mainland and more than 20 foreign nations as professional staff in private consulting firms; for major developers; in law firms, universities, research organizations, business and industry and in local, state, regional, and national agencies.

### **Values Statement**

FSU DURP is:

*Inclusive*—We create a supportive learning community based on a diverse group of faculty, staff, and students.

*Engaged*—We engage with and empower communities to build a more sustainable, equitable, resilient, and socially just world.

*Transformative*—We respond innovatively to complex planning challenges through our high-quality teaching, outstanding scholarship, and impactful service.

### **Vision Statement**

FSU DURP is an inclusive academic community that documents, generates, and shares knowledge that inspires planners to foster sustainability, equity, resilience, and social justice. We aspire to be a top-10 planning program in the US.

### **Mission Statement**

FSU DURP is a nurturing and diverse community that empowers students, staff, and faculty to achieve their full human potential. We educate the next generation of planning leaders to be technically adept, ethical, innovative, and culturally aware. Our cutting-edge research and engaged service transform planning scholarship and practice. We work with communities to foster sustainability, equity, resilience, and social justice.

### **Master's Degree Programs**

DURP offers the following master's degree programs:

1. Master of Science in Planning (MSP)

2. Joint master's pathways the following joint-degree areas, allowing you to earn two Masters degrees (or MSP/JD) and save a year of coursework. For each of these you, students take 33 hours of MSP courses and the required hours for each other program as specified in the handbook and joint pathways graduate checksheets:

- Planning and Demography (MSP/MSD)
- Planning and Law (MSP/JD)
- Planning and Public Administration (MSP/MPA)
- Planning and Public Health (MSP/MPH)
- Planning and International Affairs (MSP/MA or MS)
- Planning and Geographic Information Systems (MSP/MSGIS)

Because of the breadth and diversity of the field, graduate study is considered essential for assuming professional positions and for advancing within the profession. The 'standard' professional degree is the master's degree, and master's graduates in planning now hold the overwhelming majority of planning positions. The joint pathway programs prepare professionals to work in positions at the nexus of their component professions.

All of the programs respond to the educational challenge of recognizing the breadth and diversity of the field and, at the same time, providing students with training in the common aspects, concerns, and approaches of the field. They offer the student an opportunity to study the core of knowledge that is common to all planning activities and to develop specialized knowledge in particular problem and issue areas. Graduates of the programs are equipped to function both in generalist and specialist roles and to adapt to new challenges as the nature of the issues and preferred policy responses change. The master's degree program is accredited by the Planning Accreditation Board. More details about the Master's Program can be found in Part III of this handbook, and details about the Joint Pathways Program can be found in Part IV of this handbook.

### **Pre-Doctoral Program**

DURP master's students who are interested in pursuing a doctoral degree may apply for admission to the department's pre-doctoral program. Pre-doctoral students complete all requirements for the MSP degree but are also able to take courses that may count towards their doctoral degree requirements. Pre-Doctoral students could save up to 12 semester hours of study compared to obtaining first an MSP degree followed by a PhD degree. More details about the Pre-Doctoral Program can be found in Part V of this handbook.

### **Doctoral Program**

DURP's doctoral (PhD) program educates scholars to teach and conduct research concerned with urban and regional systems, planned change, and the enhancement of the ability of society to deal effectively with the future. Applicants are expected to possess aptitude for contributing to knowledge in such areas and to seek subsequent employment as researchers and/or teachers in universities, research organizations, and public service. More details about the Doctoral Program can be found in Part V of this handbook.

## **Departmental Setting**

The Department is located in Tallahassee, Florida's state capital, thereby offering students opportunities for interacting with the central executive, legislative, and judicial offices of the state. The school maintains close ties with state, regional, and local planning agencies, the state legislature, and the governor's office, and these agencies provide substantial support services to the department in the form of internships and field placements, data and research reports, visiting lecturers and adjunct faculty, and permanent employment positions.

The Department is centrally located on the Florida State University campus in the Bellamy Building, adjacent to Strozier Library, FSU's main library. DURP is located in the west wing of the third floor of the Bellamy Building. The Bellamy Building is the home of Florida State University's College of Social Sciences which, besides DURP, includes Economics, Geography, Public Administration and Policy, Political Science, and Sociology.

## **Faculty**

***Jeffrey Brown***            *Professor and Associate Dean*

Professor Brown's research interests include the early professionalization of transportation planning, the changing nature of street and highway planning in the United States, transportation finance, and the relevance of different service strategies for making public transit more successful in decentralized urban areas. He teaches courses on the transportation planning process, transportation planning methods, transportation and land use, transportation theory, planning statistics, and geographic information systems.

***William Butler***            *Professor and PhD Program Director*

Professor Butler's teaching and research are generally in the field of collaborative environmental planning and management. He teaches courses in environmental planning and policy, food systems planning, collaborative governance, and doctoral planning theory. His research examines how to design, implement, and manage collaborative planning processes to respond to complex environmental challenges. He works nationally on collaborative forest management, in the state of Florida on sea level rise adaptation planning, and locally on food systems planning related topics.

***Timothy Chapin***            *Professor and Dean of the College*

Professor Chapin's teaching and research interests are in the areas of comprehensive planning, economic development, and downtown development. As Dean of the College, Dr. Chapin continues to be engaged in the department and advocates for planning in the College, University, and state.

***Christopher Coutts***    *Professor*

Professor Coutts's research focuses on the influence of the built environment and ecologically-sensitive land use practices on community health and health behavior. He teaches courses on public health epidemiology, health behavior and education, environmental planning methods, and geographic information systems.



**Michael Duncan**     *Professor and Department Chair*

Professor Duncan's research focuses on transportation planning as it relates to creating environmentally and socially sustainable cities. His work examines: the relationship between the built environment and automobile dependence, the effect of transportation systems (of varying modes and sizes) on development patterns, and how lifestyle preferences, market forces, and government policy interact to shape the auto-oriented metropolitan areas that predominate in the US. He teaches courses on transportation and land use, sustainable transportation, geographic information systems, and planning alternatives evaluation.

**John Felkner**     *Associate Teaching Professor*

Professor Felkner's research interests focus on international urban and regional planning, particularly in less developed countries and areas (including in Africa, Asia, Europe, the Americas, and in former Soviet countries). His work includes research on international transportation planning and in measuring the economic, energy and environmental impacts of alternative transportation planning options. He has worked as a consultant or researcher on projects for the World Bank, USAID, the Millennium Challenge Corporation and the National Science Foundation in a number of countries (Sri Lanka, Russia, Republic of Georgia, Honduras, Ghana, Benin, Egypt, Kenya, Thailand, Cambodia and the Philippines). He teaches courses in developing areas, international transportation, Forecasting, and Geographic Information Systems.

**Kelly Kinahan**     *Associate Professor and Master's Program Director*

Professor Kinahan's research focuses on historic preservation, community development, neighborhood planning, and housing. She teaches courses on the growth and development of cities, neighborhood planning, housing, and historic preservation planning for FSU DURP. She is a member of the American Institute of Certified Planners.

**Tisha Holmes**     *Associate Professor*

Professor Holmes' research interests include the impacts of climate change and adaptation strategies in coastal zones, promoting socio-ecological resilience in marginalized communities, and planning in ecologically sensitive areas. She teaches courses on climate change and community resilience, land use planning, environmental planning, and participatory planning and engagement approaches.

**Meaghan McSorley**     *Assistant Professor*

Professor McSorley's on the question of how planners and communities can work together towards healthy, equitable, and thriving communities for all residents. My research spans theory, practice, and pedagogy to explore the role that planners can play in supporting equitable local decision-making processes by cultivating a reflective practice and intentional, strategic action. I also work on community-based projects that explore healthy community development topics such as urban agriculture and physical activity. Ultimately, my work aims to support planners and communities in

creating spaces to collaboratively imagine thriving futures and identify steps we can take right now towards those futures.

***Dennis Smith***          *Planner-in-Residence*

Professor Smith is the Planner-in-Residence within the Florida State University Department of Urban and Regional Planning's Mark and Marianne Barnebey Planning and Development Lab and Studio. He directs studios, manages projects, and teaches courses in the department. Mr. Smith is an AICP certified professional planner. Prior to joining FSU, he was the Growth Management Coordinator at the Florida Department of Transportation. He teaches infrastructure planning and oversees the studio capstone courses for the department.

### **Affiliated Faculty**

***Lisa Turner de Vera***   Teaching Professor

Professor Turner de Vera teaches in the international planning specialization. She also directs the Interdisciplinary Social Sciences program.

***Tom Taylor***              Adjunct Faculty Member

Professor Taylor teaches URP 5122 Planning Dispute Resolution for the department. He also teaches other courses on related topics for the College of Social Sciences and Public Policy.

***Crystal Taylor***        Teaching Faculty

Professor Taylor teaches URP 3000 Introduction to Planning for the department. She also teaches other courses for the College of Social Sciences and Public Policy.

***Lindsay Stevens***      Adjunct Faculty

Professor Stevens co-teaches the Planning and Real Estate course for the department with a faculty member in the College of Business.

### **Staff**

***Jennifer Barron***        *Administrative Specialist*

Jennifer Barron serves as the DURP Administrative Specialist. She facilitates the employment process, handles HR-related inquiries, and oversees the business operations of the department. She also assists with travel expenses. In addition to these responsibilities, she is happy to provide pep talks and words of encouragement when needed.

***Susan Taylor***          *Academic Program Specialist*

Susan Taylor serves as the department's Academic Program Specialist. She is responsible for graduate student admissions. Among her other duties, she maintains a database and keeps up with our over 1,600 alumni.

**Billie Ventimiglia**     *Senior Planner*

Professor Ventimiglia serves as the Senior Planner for the Mark and Marianne Barnebey Planning and Development Lab and Studio. She assists with student capstone studios and applied research projects conducted under the auspices of the Lab.

**Chrissy Abate**             *Administrative Assistant*

Chrissy handles financial accounting and processing for the Department.

**DURPSA (Department of Urban and Regional Planning Student Association)**

*DURPSA*, the graduate student organization, is a vital part of the academic and social programs of the Department. Through a variety of programs, it offers students, faculty, alumni, and professionals a rich source of intellectual stimuli, social activities, and administrative and employment services. Membership in *DURPSA* is open to all students; they are encouraged to take an active role in the organization.

Some specific activities of *DURPSA* include: sponsorship of guest lectures, speakers and visitors to the Department; sponsorship of special events and symposia; organizing student input and contributions into departmental affairs and providing for the discussion of issues and policies; advising entering students; conducting social and sports activities; aiding students in locating internships and permanent job placements; conducting a used-book mart for incoming students; and others.

*DURPSA* is also represented in local, state, and national units of the American Planning Association and the local chapter of the Florida Planning and Zoning Association.

## **PART II. APPLYING FOR GRADUATE STUDY AT DURP**

### **Admissions Requirements**

Applications for admission to the master's (MSP) program are welcome from persons holding a bachelor's degree from an accredited institution of higher learning in the United States, or the equivalent from an institution abroad. Applications for admission to the doctoral (PhD) program are welcome from persons holding a master's degree from an accredited institution of higher learning in the United States, or the equivalent from an institution abroad. No specific prior major is required for admission to either degree program. Our graduate students come from a wide diversity of majors in the social sciences, design professions, sciences, business, and humanities.

The minimum university criterion to be considered for admission to graduate school is an upper division grade point average (GPA) of 3.0 or higher for previous undergraduate study. **Please note that for FSU, it is not required to take the Graduate Record Exam (GRE).** In making admissions decisions, the department also carefully considers other credentials including statements of interest and analysis of planning problems, letters of recommendation from faculty, work experience, and extracurricular and civic activities.

Official English Language Proficiency results are required of all international applicants whose native language is not English. The following are the minimum scores required for admission to the University:

- Internet based TOEFL ([IBTOEFL](#)): 80
- Paper based TOEFL ([TOEFL](#)): 550
- Michigan English Language Assessment Battery ([MELAB](#)): 77
- International English Language Testing System ([IELTS](#)): 6.5
- Pearson's PTE Academic examination: 55

In addition, international graduate applicants seeking teaching assistantships are required to pass a test of spoken English.

Ultimately admission is based on judgment that the applicant is capable of successful graduate work and their interests align with departmental offerings.

### **Admissions Deadlines**

Admission decisions are made on a rolling basis. Students usually begin their studies in the fall term in late August. For fall admission, all required application materials from U.S. students must be received to the department no later than July 1 of the year in which the student wishes to enroll. **Applicants who wish to be considered for department financial aid must submit all required application materials to the department by February 15 of the prior spring.** Application materials for fall admission of international applicants must be received by the prior June 1.

We admit a few highly qualified applicants on a space-available basis to begin graduate studies in the spring term, which begins in January. To be considered for spring admission, all required application materials from U.S. students should be received by the department no later than November 1 of the preceding year. Materials from international applicants must be received by October 1. Ordinarily little to no financial aid is available to students beginning graduate studies in the spring term.

Applicants for the joint pathways programs in planning and demography, planning and law, planning and public administration, planning and public health, planning and international affairs, or planning and geographic information systems, should apply to both departments simultaneously.

### **Application Process**

**The required materials that must be submitted to apply for any planning program at Florida State University are:**

- University Graduate Application Form All applicants must submit an application online by starting at the [University's Online Graduate Admissions website](#).
- **Transcripts of all Prior University Courses Work.** All applicants should have official copies mailed directly to the [University Office of Admissions](#). International applicants may be required to provide certified translations of their transcripts and degree certificates with certified translations.
- **Letters of Recommendation** via the University Graduate Application Form These recommendations should come from instructors who can speak to your performance as a student and your ability to complete graduate-level coursework.
  - Master's level applicants should submit 2 letters
  - Doctoral level applicants should submit 3 letters
- **The Department's Supplemental Form** for MSP or Ph.D. Applications as applicable. This is a WORD document that should be saved to your computer, completed, and then submitted online via the University's Online Graduate Admissions website. To submit this document, go to the "Supporting Documents" section of the University's Graduate Admissions website and upload your completed form under "Document 1" in this section. Joint Graduate Pathway applicants should note the pathway they intend to pursue on the Supplemental Form for MSP Applications.
  - Ph.D. [Supplemental Form](#)
  - MSP [Supplemental Form](#)

Applicants to any Joint Graduate Pathway must also submit any additional documents required by the partner program as well.

International applicants also are required to submit:

**TOEFL scores** (required only of international applicants whose native language is not English). Other English proficiency examinations that are accepted: the IELTS, MELAB, PTE, Cambridge C1 Advanced Level, Michigan Language Assessment, and Duolingo examinations. Official scores should be sent directly to the University Office of Admissions. University minimum scores may be found on FSU's [International Admissions page](#).

If you have any questions about the application materials or admissions process, please contact the Department Admissions coordinator at [durp@cosss.fsu.edu](mailto:durp@cosss.fsu.edu)

### **Department Financial Aid Opportunities**

Numerous programs exist that can help Urban and Regional Planning graduate students with the cost of graduate study.

The Department of Urban and Regional Planning nominates candidates for and directly offers a variety of aid programs all of which are based on the talent and abilities of the applicant. These competitive programs include research assistantships, teaching assistantships, cooperative internships with other organizations, tuition stipends, and fellowships. Many of these programs require that the recipient satisfy a work requirement of a professional nature under the direction of faculty or an internship sponsor; others are provided as support for study without work obligation and may have conditions limiting the non-school activities of the recipients. Awards to entering graduate students are primarily made for study beginning in the Fall term.

The **Legacy Fellowship** provides support for up to 5 continuous years for newly-admitted doctoral students, and support for up to 3 continuous years for newly-admitted qualifying MFA students (see list of qualifying major codes in the application). The Fellowship is a supplement to a half-time assistantship (required) per academic year, and provides the health insurance subsidy in accordance with the Graduate Assistants United Collective Bargaining Agreement.

The university's most prestigious award is the **Adelaide Wilson Fellowship**. Fellowship awards carry a substantial stipend for five years, plus full tuition waivers. These awards are highly competitive and are made on the basis of academic achievement alone. Candidates apply to and are nominated by the Department. Awards are made by a university committee.

The Florida Department of Transportation (FDOT) sponsors the **Transit Fellow Program**. The program places DURP students who plan to pursue a career in public transportation in a one-year apprenticeship position with a transit agency, the FDOT public transit office, or other public or private sector organization where they receive real-world, career-building work experience. Transit Fellows receive an annual stipend plus 24 credit hours of in-state tuition waiver. Persons interested in the Transit Fellow Program should contact Professor Duncan ([mdduncan@fsu.edu](mailto:mdduncan@fsu.edu) )

Florida State University provides the **Leslie N. Wilson – Delores Auzenne Assistantship for Minorities** to minority U.S. citizens who are pursuing a graduate degree in a field in which minority students have low representation, including planning. These awards include a stipend. Candidates are nominated by the Department.

### **PART III. MASTER'S PROGRAM**

The principal aim of the MSP program is to train students for professional careers in planning, allowing them to function in both generalist and specialist roles. The MSP degree is normally obtained after two years of full-time study (12 credit hours per semester), involving the completion of 48 semester credit hours and 400 hours of work as a planning intern. The maximum number of credits allowed for an MSP is 63. Students must maintain a minimum 3.0 grade point average to remain in good academic standing.

**For MSP students who started their program BEFORE Fall 2023**, coursework is organized into the following curriculum components:

- **Core curriculum:** 12 credit hours
- **Methods for policy and planning decisions:** 9 credit hours
- **Collaborative and participatory methods:** 3 credit hours
- **Specialization area(s):** 9-18 credit hours
- **Internship:** 400 hours (0 credit hours)
- **Capstone paper/project/thesis:** 3-6 credit hours
- **Electives:** 6-15 credit hours

**For MSP students who started their program IN FALL 2023 or after**, coursework is organized into the following curriculum components:

- Core Courses and Professional Topics (5 classes for 15 hours)
- Methods for Policy and Planning Decisions (9 hours)
- Collaborative and Participatory Methods (3 hours)
- Planning Specializations (9+ hours)
- Elective Courses (up to 9 hours)
- Internship – 400 hours
- Capstone Studio (3 hours)

#### **Core Curriculum**

The core curriculum is designed to provide all students with the basic skills necessary for understanding the field and preparing for more advanced work both in methods and in an elected area of specialization.

The core curriculum **for students who began BEFORE Fall 2023** consists of 4 courses (12 credit hours):

- *URP 5101 Planning Theory and Practice*
- *URP 5125 Local Government and Land Use Law*
- *URP 5211 Planning Statistics*
- *URP 5847 Growth and Development of Cities*

The core curriculum **for students who began in FALL 2023 or after** consists of 5 courses (12 credit hours):

- *URP 5101 Planning Theory and Practice*
- *URP 5125 Local Government and Land Use Law*
- *URP 5211 Planning Statistics*
- *URP 5847 Growth and Development of Cities*
- *URP 5939 Professional Development*

As part of the core curriculum, MSP students must also register for two semesters of *Professional Topics in Urban and Regional Planning* (URP 5930). This zero credit, zero tuition course provides students opportunities to hear speakers from academia and professional practice give presentations on a variety of planning topics. **Please note that joint-degree students must still take two semesters of URP5930.**

Students may not substitute other courses taught at FSU for core courses except under unusual circumstances that must be approved by their advisor, the relevant DURP course instructor, and the master's program director. This policy does not apply to students enrolled in the department's joint pathways programs for substitutions that are approved for those programs of study.

### ***Statistics Exemption***

All entering MSP students who have completed prior college-level coursework in statistics may qualify for an exemption from taking URP 5211. Exemption from URP 5211 is determined by the student and his/her advisor. If the student's faculty advisor deems an exemption is warranted, the student must complete the Statistics Waiver form available on the Department ORG: DURP MSP Students Canvas site reporting the prior statistics coursework (including course name, term it was completed, and course grade). This form must be signed by the faculty advisor. This procedure would exempt the student from taking a statistics course for their MSP degree requirement, but it does not reduce the student's minimum credit hours to graduate. The signed waiver form will then be placed in the student's file. Students in the department's joint pathways programs may be ineligible for this exemption, depending on the specific degree requirements of the other department.

### **Methods for Policy and Planning Decisions**

All MSP students are also required to complete three courses on methods for policy and planning decisions. These courses provide important methodological and analytical tools that are essential to successful completion of the student's degree capstone requirement.

For students who began their program BEFORE Fall 2023, the three courses are:

- *URP 5272: Urban and Regional Information Systems*
- *URP 5939: Planning Methods: Forecasting and Alternatives Evaluation*
- *URP 5316: Land Use Planning*

For students who began their program in Fall 2023 or after, the three courses are:

- *URP 5272: Urban and Regional Information Systems*



- *URP 5261: Population Forecasting and Economic Base Analysis*
- *URP 5316: Land Use Planning/Plan Making*

Students enrolled in the department's joint pathways programs may have different requirements for methods courses, and they should consult the relevant section of this handbook for joint pathways requirements.

### ***GIS (URP5272) Exemption***

All entering MSP students who have completed prior college-level coursework in GIS may qualify for an exemption from taking URP 5272. Exemption from URP 5272 is determined by the student and his/her advisor, with the approval of the URP5272 instructor. This procedure would exempt the student from taking the required GIS methods course for their MSP degree requirement, but it does not reduce the student's minimum credit hours to graduate.

### **Collaborative and Participatory Methods**

All MSP students are also required to complete **at least one** of two courses on collaborative and participatory methods. These courses may be taken at any time during the student's program of study. The two courses are:

- *URP 5123 Collaborative Governance*
- *URP 5059 Community Involvement and Citizen Participation*

Students should discuss the appropriateness of each course to their course of study and professional aspirations with their major professor.

### **Specializations**

MSP students are required to choose a planning specialization as the focus of their non-core coursework and identify a major professor by the time they have completed 24 credit hours of coursework in the program (typically at the end of the second semester). The department offers five **pre-designed** specializations in environmental planning, neighborhood planning and community development, international planning, real estate and economic development, and transportation planning. A student may declare two specializations and meet the course requirements for both. The department also offers a **self-designed** specialization option wherein a student works with their faculty advisor to develop a list of courses and rationale for the creation of a specialization that meets the student's needs for professional preparation within an area otherwise not already specified in the department's pre-designed specializations.

### **Pre-designed Specializations**

#### ***Environmental Planning***

Faculty: William Butler, Christopher Coutts, and Tisha Holmes

The environmental planning specialization deals with the protection and stewardship of air, water, land and other natural resources. Concerns include both the management of natural resources directly, as well as the mitigation of adverse impacts on these resources caused by human settlements and activities. The specialization offers an overview of key environmental issues, and provides the

theoretical, methodological, and legal background necessary for the planner to have an effective role in dealing with these issues.

All students in the specialization are expected to develop a broad competence in the range of environmental policy affairs through coursework in environmental ethics, economics, politics, impact assessment methods, pollution control technology, applied ecology, and environmental law.

Students are encouraged to develop competence in a specific policy area such as water, air quality, solid and hazardous waste, climate change, public and environmentally sensitive lands, coastal resources, or natural hazards mitigation. In-depth training in an area of concentration involves the use of the two specialty electives, plus two additional electives, to create a program that focuses on a specific policy issue. Additional course selections are available, both within the department and from other departments, to construct this concentration. Students are encouraged to consult with a specialty advisor in the design of this program.

*Required:*

URP 5421 Intro to Environmental Planning and Natural Resource Management

URP 5445 Planning for and Mitigating Climate Change

*Choose at least 1 of the following:*

URP 5422 Coastal Planning

URP 5425 Methods of Environmental Analysis

URP 5427 Environmental Legislation and Policy

URP 5407 Food Systems Planning

URP 5405 River Basin Planning and Management

Other appropriate environmental related courses as approved by environmental planning faculty.

***Real Estate and Economic Development***

Faculty: TBA

Real Estate and Economic Development specialization focuses on the ways in which public sector interventions and planning strategies can be leveraged to attract private investment for responsible and equitable economic development. We aspire to develop and implement economic development strategies that will enhance the quality of lives for existing and future community members.

Students in this specialization will learn:

- the knowledge and skill sets to pursue a career as planners, policy advisors, and economic developers to help communities create jobs, attract businesses, and encourage innovation and entrepreneurship by cultivating social capital;
- the fundamentals of land development and how to use this knowledge to encourage developments that are socially responsible, such as affordable and workforce housing and compact mixed-use projects;
- the art and science of deal-making in public/private partnership, community-driven, and private real estate development projects to maximize the benefit to the public;

- how to conduct planning needs analyses and formulate evidence-based economic and housing development strategies, and to tailor those strategies under different political and cultural settings;
- how to work collaboratively with land use, transportation, and environmental planning specialists to advance local real estate and economic development.

These knowledge and skill sets will be applicable in both domestic and international settings, preparing students for a wide range of rewarding career trajectories in the global job market.

*Required:*

URP 5547 Economics of Real Estate Development

URP 5540 Economic Development

*Choose at least 1 of the following:*

URP 5312 Growth Management

URP 5543 Public-Private Development

URP 5731 Planning of Community Infrastructure

URP 5873 Site Design and Land-Use Analysis

URP 5939 Urban Planning and Real Estate Development

URP 5940 Economic Development Practicum

URP 5939 Zoning for Equity

***Neighborhood Planning and Community Development***

Faculty: Kelly Kinahan, Meaghan McSorley, Tisha Holmes

The Neighborhood Planning + Community Development specialization is concerned with the creation, preservation, and revitalization of neighborhoods and other small-area places, including commercial and public spaces that serve resident populations. It focuses on building the economic, physical, social, and political capital necessary to effect change through neighborhood revitalization strategies that aim to design and plan for equitable places and build human capital. Neighborhood planning evolved from the failures of urban renewal and anti-poverty-based policies of the 1950s and 1960s. In response to the failures of top-down approaches to revitalizing urban neighborhoods, neighborhood planning emerged as a bottom-up, place-based strategy to incorporate community organizations and residents in the planning process. Community Development further shapes neighborhoods as planners work alongside community residents to derive place-based solutions that build human capital and promote equity and social justice.

Neighborhood Planning + Community Development-focused planners are employed in both the public, private, and nonprofit sectors with city agencies, planning consulting firms, neighborhood organizations, community development corporations, and other community-based organizations. They often deal with the formulation and implementation of neighborhood plans and housing and development initiatives for special population groups (e.g., low-income, elderly, persons with disabilities), as well as for mainstream populations. Community planners are increasingly being called upon to assist public officials in their pursuit of economic development, affordable housing, and

neighborhood revitalization. The courses in the specialization cover the variety of subjects necessary for practice within the field, including the actors found within the field of planning focused on neighborhood planning and community development and the study and critical evaluation of past and current policies. Students are also taught the basic methods of and tools for collaborating or partnering with a variety of organizations and actors, plan development and policy implementation tools, and civic engagement.

- Required courses:
  - o URP 5743 Neighborhood Planning
  - o URP 5749 Community Development
- Electives:
  - o URP 5885 Graphic Communications for Urban Planning and Design
  - o URP 5805 Multicultural Urbanism
  - o URP 5526 Healthy Communities
  - o URP 5939 Zoning for Equity
  - o URP 5540 Economic Development
  - o URP 5939 Urban Planning and Real Estate Development
  - o URP 5445 Climate Change and Community Resilience

Other appropriate courses as approved by neighborhood planning and community development faculty.

### ***International Planning***

Faculty: John Felkner and Lisa Turner de Vera

The International Planning specialization prepares students for the challenges of guiding economic and social development in the context of increasing globalization, commonly defined as the increasing interconnectedness of people, places, and institutions worldwide. This increasing interconnectedness brings with it particular challenges for urban and regional planning systems in the 21st century. These include the global challenges of climate change and other environmental issues, such as water provision, which threaten urban and regional planning systems in both developing and developed countries and require cross-border and international collaboration. They also include creating sustainable systems to manage rapid global urbanization, as well as the development of collaborative planning systems to respond to and mitigate other natural hazards, such as global pandemics.

An increasing number of issues transcend both highly developed and developing countries and require innovative urban and regional planning strategies. Global cities are now grappling with the effects of climate change, including rising sea levels, more frequent extreme weather events, and increased urban heat, necessitating resilient infrastructure and adaptive planning to withstand these changes. Environmental sustainability is imperative as urban areas have a substantial impact on resource depletion and pollution. Implementing sustainable practices such as green building, waste recycling, urban farming, and more sustainable national economic accounting systems such as natural capital accounting, are vital to reduce the ecological footprint of cities. Rapid urbanization is another significant challenge, particularly pronounced in developing countries: urban growth often outpaces the available infrastructure and services, leading to problems like overcrowded housing and inadequate sanitation facilities. This is closely tied to the issue of housing affordability: as demand for housing in cities grows, so too does the cost, leading to gentrification, homelessness, and economic segregation. At the same time, transportation and mobility are crucial for urban functionality: cities must manage traffic congestion, reduce emissions, integrate various transport modes, and expand public transit

access to maintain efficiency and sustainability. Moreover, urban areas are hotspots for economic inequality and social segregation, where close proximity of affluent and poor communities highlights stark disparities in living conditions. Public health and safety are major concerns, with planning needed to mitigate pollution and crime, and the threat of future pandemics. Additionally, the integration of technology in urban management, through the smart cities concept, offers opportunities for improvement but also introduces issues of privacy, security, cyber security and Artificial Intelligence (AI) resilience, and a digital divide. Effective governance and public participation in planning processes are essential for addressing these complex urban issues. Ensuring that governance is transparent and inclusive remains a significant challenge. These issues require a multifaceted approach that includes policy innovation, community engagement, and international cooperation to ensure sustainable and equitable urban development.

Courses address cross-cutting issues such as globalization, democratization, and sustainable development. They provide students with an understanding of the legal and institutional context within which planners operate and of sector-specific issues and strategies. The latter include regional economic development and connectivity, sustainable transport systems, participatory planning, housing and infrastructure, and the role and impact of population growth and distribution. Students also develop skills in the preparation of development plans, and in the design, management and implementation of development projects.

Students are encouraged to select a concentration in a particular issue area of international planning and development. Concentrations can be in one of the other Department specializations (such as Environmental Planning, Transportation Planning, or Neighborhood Planning and Community Development) or can consist of thematically selected electives from within, or outside the Department. Additional examples of appropriate concentrations include international housing, planning for poverty, resilient urban systems, planning for climate change, food systems planning, natural capital accounting, disaster planning and emergency management, green infrastructure, health planning, international organizations, environmental conflict and economic development, non-governmental or non-profit organizations, development administration and finance, and others. Students should consult with an advisor from the specialization for the coursework appropriate to different concentrations.

*Required:*

URP 5610 Introduction to Development Planning

URP 5611 Strategies for Planning in Less Developed Countries

*Choose at least 1 of the following:*

URP 5355 International Transportation Planning

URP 5805 Multicultural Urbanism

In addition to these required courses, a wide range of graduate courses offered in other Departments at FSU provide a rich array to support a broad range of student interests within the International Planning specialization. Students are encouraged to consider these courses and work with their advisors to select courses that will support their particular interests, within the realm of international planning. The following is a partial listing of related available courses at FSU:

INR 5936 Climate Change and Food

INR 5507 International Organizations

|          |   |
|----------|---|
| ECO 5005 | Economic Principles for International Affairs                     |
| ECS 5015 | Economic Development: Theory and Problems                         |
| Geo 5358 | Environmental Conflict and Economic Development                   |
| GEO 5453 | Global Health   |
| GEO 5417 | Race and Place  |
| INR 5036 | International Political Economy                                   |
| PAD 5142 | Managing the Non-Profit Organization                              |
| PAD 5173 | Nongovernmental Organizations                                     |
| PAD 5208 | Budget and Finance in Non-Profit Organizations                    |
| PAD 5310 | Disaster Management Planning for Poor Urban Communities           |
| PAD 5378 | Disaster Systems  |
| PAD 5389 | Disasters: From Shock to Recovery                                 |
| PAD 5397 | Foundations of Emergency Management                               |
| PAD 5398 | Emergency Management Programs, Planning, and Policy               |
| PAD 5475 | Women, Disasters and Conflict                                     |
| PAD 5828 | The Third Sector: Non-Profit, Non-Gov Organizations, and Disaster |
| PAD 5835 | International and Comparative Disaster Management                 |
| PAD 5836 | International and Comparative Administration                      |
| PAD 5845 | Public Health and Emergency Management                            |
| SYA 6933 | International Migration   |
| SYD 5046 | International Population Dynamics                                 |
| SYD 5105 | Population Theory   |
| SYD 5135 | Techniques of Population Analysis                                 |
| SYD 5215 | Health and Survival   |
| LAW 6260 | Public International Law  |

### ***Transportation Planning***

Faculty: Jeffrey Brown and Michael Duncan

The transportation planning specialization prepares students for responsible positions in both private and public sector positions in transportation planning. Transportation planners work for consulting firms, metropolitan planning organizations, transit agencies, local governments, state and federal agencies, and the non-profit sector. Many DURP students combine interests in transportation with growth management, environmental planning, or urban development.

Because transportation planning is a highly skill-oriented field, demand for transportation planners is always high. Due to the high demand for transportation planners in general and the high quality of instruction in the transportation specialization, the job prospects for our students have always been excellent. Most students receive job offers immediately after graduation. In recent years many have received offers even before completion of the degree requirements. Local consulting firms readily employ transportation planning students as interns, sometimes keeping the student as permanent employees upon graduation.

#### *Required:*

URP 5711 The Transportation Planning Process

URP 5717 Methods of Transportation Planning

*Choose at least 1 of the following:*

URP 5716 Transportation and Land Use

URP 5350 Pedestrian-Oriented Communities

URP 5731 The Planning of Community Infrastructure

URP 5355 International Transportation Planning

### ***Self-designed Specialization expectations and process***

Students also have the option to design their own specialization in accordance with departmental standards and with the approval of their advisor and the MSP Director. Self-designed specializations generally consist of a combination of three to five courses that are a unique but coherent combination with a common theme. For approval, the student must complete the self-designed specialization form. The student and their advisor determine a name for the specialization and develop a succinct explanation of the purpose of the proposed specialization and course combination. The description must provide a coherent rationale for why the selected courses were chosen and how they relate to the overall goal of the specialization. Students may use courses from outside DURP offerings to fulfill the degree requirements including specialization requirements, however, they must have a clear connection to planning and the chosen area of study. For those in joint pathways programs, the specialization will consist of the other degree program and thus a self-designed form is not necessary. Download the self-designed specialization form from the DURP Student ORG: DURP MSP Students Canvas site on the department website and complete the form with your advisor.

Examples of self-designed specializations:

- *Healthy Communities*
- *Land Use and Development*
- *Sustainable Transportation*
- *Multicultural Planning and Inclusive Communities*
- *Inclusive Participatory Planning*
- *Sustainable Land Development*
- *Hazards and Emergency Management*

### ***Declaring a Specialization and Selecting a Major Professor***

Students declare their specialization and identify their major professor by completing the “MSP Declaration of Specialty and Major Professor” form available in the Documents folder on the Department ORG: DURP MSP Students Canvas site. The student must also indicate their probable choice of capstone option: DIR, thesis, or studio. This indication is not binding but should be used by the would-be major professor in determining whether or not they have sufficient time to take on an additional advisee if the option indicated is a DIR or thesis. Second-year students admitted in the previous Fall semester should have completed this process by the end of the drop/add period during the first week of classes of their second Fall semester. Those students who have not filed the declaration form as of July 1 of the summer following their initial enrollment will receive a memo alerting them to this requirement.

Students should meet with their prospective major professor to discuss both the courses they have completed to date as well as their plans for the remainder of the MSP program. The major professor is responsible for approving the student's entire curriculum at the time of graduation by signing a completed copy of the Graduate Check Worksheet available in the Documents folder on the Department ORG: DURP MSP Students Canvas site.

### **Electives**

Beyond the core curriculum, methods courses, and specialization courses, master's students may elect to take other courses offered by the Department, by other units in the College of Social Sciences, as well as units on campus that provide coursework relevant to planning. These include the College of Business, the School of Social Work, the College of Engineering, as well as relevant courses in such diverse fields as history, geography, and law. Students are strongly encouraged to consult with their faculty advisor to discuss other courses that may be appropriate to their studies.

### **International Study Opportunities**

#### ***Graduate Student Exchange***

Students enrolled in Florida State University's graduate programs in urban and regional planning are eligible to participate in a graduate student exchange program with the Universiteit van Amsterdam or Aalborg University, Denmark. Under the exchange program, graduate students in their second year may study for a semester overseas and receive credit toward their MSP degree, subject to approval by a student's major professor.

Students interested in participating in the exchange program should contact Professor Christopher Coutts as early in their program of study as possible given the limited spots and important advising that must be attended to prior to their acceptance into the study abroad exchange program.

### **Full-time and Part-time Status of Master's Students**

Prior to completion of required coursework and 6 hours of thesis (if enrolled in a thesis master's program) a full-time master's student must enroll for at least 9 to 12 hours per semester. The standard full-time load for graduate students not receiving a university assistantship is twelve credit hours per semester. Students receiving assistantships (e.g., RAs and TAs) must enroll for a minimum of 9 hours and students on fellowships (internal or external) must enroll for at least 9 to 12 hours as stipulated by the fellowship requirements. Domestic master's students without an assistantship or fellowship may opt for part-time status with the approval of their program. Federal guidelines require that international students be enrolled full-time.

After completion of required coursework fulltime status requires that a master's student must enroll for a minimum of 3 hours per semester (of which at least 2 must be thesis hours) until completion of the degree. Students receiving assistantships e.g. RAs and TAs receiving a stipend and waiver must enroll for a minimum of 9 hours and students on fellowships (internal or external) must enroll for at least 9 to 12 hours as stipulated by the fellowship requirements. Domestic master's students without an assistantship or fellowship may opt for part-time status with the approval of their program in which case they must enroll for a minimum of 2 thesis hours. Federal guidelines require that international students be enrolled full-time.



### ***International Student Full Course of Study Requirements***

Under the U.S. Department of Homeland Security's Student Exchange Visitor Information System (SEVIS), the FSU International Center must report each semester on whether or not F and J visa students are enrolled in a full course of study. The Office of Graduate Studies defines "full course of study" as follows for master's students for these purposes:

- 9 hours minimum in both fall and spring with very few exceptions
- 2 hours minimum after course work completed, with approval of appropriate dean
- Reduced enrollment allowed in final semester - must request authorization from department and international student adviser before the end of Drop/Add using form available at the International Center or at [www.internationalcenter.fsu.edu](http://www.internationalcenter.fsu.edu).

Only one on-line or distance education class (or up to 3 credits) per semester is allowed to count towards the full course of study requirement for an F-1 student.<sup>1</sup>

If a department requires enrollment that exceeds the enrollment specified above, then the student must comply with the departmental policy.

For students at all levels, immigration regulations allow an international student adviser from the International Center to authorize reduced enrollment for the following reasons:

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course level placement

Reduced enrollment for any of the reasons listed above is available for only one semester, and a student must undertake a full course of study in the next semester. The reduced course load must consist of at least six hours, or half the clock hours required for a full course of study. For example, a student beginning his/her academic program at FSU in the summer should enroll full time. If authorized for a reduced course load, that student could enroll in 3 hours if enrolling in a 6-week session, or for 5 hours if enrolling in the 13-week session, or a combination of sessions.

In addition, reduced enrollment may be allowed for medical reasons documented by a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. Such reduced enrollment must be authorized each semester, for a maximum one-year period.

Students must meet with an international student adviser to request the authorization before the end of the Drop/Add period, or before withdrawing from a class later in a semester.

### **The "Typical" Full-time Two-Year MSP Program of Study**

The standard curriculum is designed for full-time students to complete all MSP degree requirements in

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<sup>1</sup> Exceptions to this rule were being deliberated at the time of writing this guidebook during the Covid-19 global pandemic. It is unclear at this time whether any exceptions will be granted. International students should be in close contact with the International Center (the Globe) to obtain full guidance on what is required for this respective student visas.

two academic years. A typical full-time two-year program of study is shown in the table printed below. Also, the scheduling of courses depends upon faculty availability, alignment with other program offerings, and other factors that will lead to some changes to this course map for some matriculating classes.

The typical 2-year full-time program **for students who began the program BEFORE Fall 2023 is:**

| <b>Fall 1</b>                                  | <b>Spring 1</b>   | <b>Fall 2*</b>                                 | <b>Spring 2</b>                                |
|--|---|--|--|
| URP 5211 Planning Statistics                   | URP 5125 Local Government and Land Use Law                | URP 5101 Planning Theory and Practice          | CAPSTONE: URP 5342 or URP 5910 or URP 5971     |
| URP 5847 Growth and Dev of Cities              | URP 5939 Planning Methods: Forecasting/Alternatives class | URP 5316 Land Use Planning                     | Specialization, elective, or part method class |
| URP 5272 Urban and Reg. Inf. Systems           | Specialization, elective, or part method class            | Specialization, elective, or part method class | Specialization or elective class               |
| Specialization class, elective, or part method | Specialization or elective class                          | Specialization or elective class               | Specialization or elective class               |
| URP 5930 Prof Topics                           | URP 5930 Prof Topics                                      |  |  |
|  |   | <i>*capstone also option this term</i>         |  |

The typical 2-year full-time program **for students who began the program IN Fall 2023 or after is:**

| <b>Fall 1</b>                                  | <b>Spring 1</b>  | <b>Fall 2*</b>   | <b>Spring 2</b>  |
|--|--|--|--|
| URP 5211 Planning Statistics                   | URP 5125 Local Government and Land Use Law                 | URP 5101 Planning Theory and Practice                    | URP 5342 Adv Planning Problems (Capstone)                |
| URP 5847 Growth and Dev of Cities              | URP 5261 Population Forecasting and Economic Base Analysis | URP 5316 Land Use Planning/Plan Making                   | Specialization, elective, or participatory methods class |
| URP 5272 Urban and Reg. Inf. Systems           | URP 5939 Professional Development                          | Specialization, elective, or participatory methods class | Specialization or elective class                         |
| Specialization class, elective, or part method | Specialization or elective class                           | Specialization or elective class                         | Specialization or elective class                         |
| URP 5930 Prof Topics                           | URP 5930 Prof Topics                                       |  |  |

|  |  |                                    |  |
|--|--|------------------------------------|--|
|  |  | *capstone also option<br>this term |  |
|--|--|------------------------------------|--|

***Courses in the First Fall Semester***

Students enroll in three core courses and one specialization, elective, and/or collaboration and participatory methods courses for the first fall semester of the MSP program. The first fall semester core courses are: URP 5211 Planning Statistics, URP 5847 Growth and Development of Cities, and a URP 5272 Urban Information Systems. Students should also enroll in URP 5930 Professional Topics for 0 credit hours during each of their first two terms in the program.

Students should *generally* enroll in an introductory specialization course as one of their first fall semester courses although that may not be possible for all students. **Most of the introductory courses are offered in the fall semesters, although sometimes they are offered in spring semesters.**

The **specialization introductory courses** are:

URP 5421 Intro to Environmental Planning and Natural Resource Management

URP 5610 Introduction to Planning in Developing Areas or URP5611 Strategies for Planning in Less Developed Countries

URP 5711 The Transportation Planning Process

URP 5743 Neighborhood Planning or URP5749 Community Development

URP 5547 Economics of Real Estate Development or URP 5540 Economic Development

***4000-Level Courses***

The university's Graduate Bulletin states that a graduate student may apply up to 6 hours of 4000-level credit, ***taken as a graduate student***, to the master's degree. The student must submit a memorandum, addressed to the MSP Director and co-signed by their advisor, indicating that enrollment in a specified 4000-level course is necessary for the student to complete their degree and that no comparable graduate course is available. Where the graduate student has a tuition waiver, a copy of this memo must be provided to the DURP Office Manager, no later than Monday of the first week of classes, so that they can obtain formal permission from the Dean's Office for the student to apply their tuition waiver to an undergraduate course. This permission must be obtained before the student registers for the course.

**Course Exemptions**

Students may be granted an exemption from one or more of the department's required courses, e.g. one of the core MSP courses or one of the required courses in the student's specialization. Course exemptions do not reduce the total number of credit-hours required for graduation but allow the student to take additional electives. Exemptions may be based on several circumstances beyond those described for Combined Pathways, Special Student Enrollment, or students transferring credits from another institution. The most common is previous course work at another institution that *did* apply toward another degree or prior coursework in planning at the undergraduate level that mirrors content at the graduate level and for which the student received high marks.

The student must submit a memorandum, addressed to the MSP Director and co-signed by their

advisor, requesting such an exemption, accompanied by a copy of the course syllabus. The advisor acts on the request, signs the memo, and forwards it to the MSP Director for signature. The principal criteria for judging such requests are the comparability of course content and the student's performance in the course. Advisors should consult with faculty who teach the course in question to ascertain syllabus comparability. The minimum grade required is a B.

### ***Extensions of Incompletes***

Extensions of incompletes for all courses other than dissertation hours must be submitted to the DURP Office Manager no later than the last day of exam week. Currently, FSU rules allow incompletes to be extended for a maximum of one calendar year starting with the commencement of the next semester.

### ***FSU Graduate Credits from Outside the MSP Degree***

A graduate student who "changes majors" may have graduate credits from a previous FSU graduate degree program counted towards their MSP degree. The registrar will include all graduate courses taken by the student on the student's transcript and in their grade point average (G.P.A.) base. However, for purposes of completing the MSP degree and for calculating the student's G.P.A., the department only counts those courses which have been formally approved (via a memo to the student's file by the student's advisor, co-signed by the MSP director) towards the 48-hour requirement.

### ***Late Drops/Withdrawals***

The deadline for drops and withdrawals without grade penalty or required permission from the Dean is the end of the seventh week of the semester. After the seventh week of classes (or equivalent date in Summer), students may not drop a course unless they have a personal emergency or extenuating circumstances. In other words, they may not drop a course after the seventh week because they are performing poorly, unless the poor performance is the result of a personal emergency or extenuating circumstance.

### ***Medical Course Drops/Withdrawals***

Students who must drop a course or withdraw from the university because of a medical or mental health condition should be advised to complete the form for that purpose (available from the College of Social Science Dean's Office) in consultation with their medical health professional. The completed form is submitted to either the Mental Health Course Drop Committee or the Medical Course Drop Committee at Thagard Student Health Center. The student is not required to get permission from the instructor, their advisor, or anyone else.

### ***Combined Bachelor's/Master's Pathways Credits***

The Combined Bachelor's/Master's Pathways program is designed for qualified undergraduates who intend to enter the Master's of Science in Planning (MSP) degree program at Florida State University. Students must complete URP 3000 Introduction to Urban Planning and Development **OR** URP 4022 Collective Decision Making and earn a grade of B or better in those classes prior to admission into the Combined Bachelor's/Master's Pathway . By being admitted to the Combined Pathways program, undergraduate students may take selected graduate-level planning courses for University undergraduate degree credit, and the department will then apply these courses against our MSP credit hour requirements (12 credit hours maximum) assuming a student earns a grade of B or better. In this case, the total number of credit hours required for these students to graduate with the MSP is reduced

up to 12 credit hours. **These courses will show up as graduate 5000-level courses in the undergraduate (not graduate) portion of the student's official transcript.**

**It is important to emphasize that these courses count towards the student's undergraduate degree from the University's perspective; our MSP degree credit hour reduction is an internal matter. Combined Pathways course grades are not part of a student's graduate transcript or GPA; they do count as part of the undergraduate transcript and GPA.**

Joint Pathways students may have specific MSP course requirements waived if they have completed a graduate course under the Combined Pathways Program, but they may not apply the Combined Pathways credit hours against the Joint Pathways minimum credit hour requirements, which are already at the University minimum. Combined pathways 5000-level courses taken as an undergrad CANNOT count towards any joint degree graduate program requirements. These courses can only count towards the MSP as a stand-alone degree.

The minimum grade earned must be a B for the course to count towards the 48 hours required for the MSP degree. If a student earns a grade of B- they are not required to take the course again, but the credit hours do not count. If they receive a grade of C+ or lower, they must retake the course after they matriculate in the MSP degree program to receive credit for it.

A memo to the student's file, addressed to the MSP Director, and signed by the student, the faculty advisor, and the MSP director must list the courses, grades, and credits to be applied to the MSP degree. The faculty advisor should confirm the date of the student's entry into the Combined Pathways program when determining courses eligible to be counted for Combined Pathways credit. A copy of the student's letter of admission to the Combined Pathways program should be placed in the student's file, if not already present. Only graduate-level courses apply as Combined Pathways credits; undergraduate courses do not count as Combined Pathways courses.

### ***Provisional Admittees***

Graduate students who do not meet university minimum admission criteria, and who are admitted on a provisional basis, must register for at least nine hours of graded graduate level courses during the provisional semester and earn at least a 3.0 GPA. In rare extenuating circumstances, the MSP Director may approve provisional status for students who enroll part-time (at least 6-credit hours). In some cases, other criteria may apply. A list of provisionally admitted students will be sent to the faculty prior to the advising period for the Fall and Spring semesters.

### ***Special Student or Non-degree Seeking Credits***

Individuals who have not been matriculated into a degree-granting program at the university may enroll in graduate courses as a "Special Student" or "Non-degree Seeking Student." When such an individual subsequently is admitted into the MSP Program they may petition to have up to 12 hours of special student course credits posted to their graduate degree. Course credit can be granted only where the grade received in such a course is a B or higher. Where students earn a grade of B- they may be excused from taking the same course again, but the credits do not count against the 48 hours required for the degree. Where a grade of C+ or lower is received, they must retake the course to have it count towards meeting the degree requirements.

To have such course work applied to the degree, the student should write a memorandum addressed to

the MSP Director requesting so, which must be signed by the student's advisor and the MSP Director and then submitted to the DURP Academic Specialist. The Academic Specialist then processes the request to apply these courses toward the MSP degree.

### *S/U Credits*

According to the Graduate Bulletin, “With the permission of the major professor or chair of the student’s major department, a student may enroll in as many as six credit hours during the master’s degree program, or up to nine credit hours during the doctoral program, on a satisfactory/unsatisfactory basis. A student’s registration in a class under the S/U option must be indicated on the proper form to the Office of the University Registrar from the major professor or chair of the student’s major department. A student may change to a letter-grade (A, B, C) or S/U basis during the first seven weeks of the Fall/Spring term or, in the case of Summer terms, by the prorated deadlines published in the Summer ‘Academic Calendar’ in the Registration Guide. Please note that some courses are offered for S/U grade only and are not available for a letter grade. Credit hour restrictions as stated above on the S/U option do not apply to classes normally offered on the basis of the S/U grading system, including classes in the College of Law for students of other graduate programs. Such hours are exempt from the total stipulated as permissible in the preceding paragraph. In individual study, thesis, dissertation, recital, supervised research, and internship credit, as well as for classes taken with the S/U option, the assigned grade will be “S” (satisfactory) or “U” (unsatisfactory). Although class hours with a grade of “S” will be credited toward a degree, the “S” and “U” grades are not used in determining grade averages for admission to candidacy or for conferral of a degree”

<https://registrar.fsu.edu/bulletin/graduate-bulletin>

### *Transfer Credits*

University policy states that graduate students may transfer a maximum of 6 hours of approved graduate credit from another institution to an FSU graduate degree. Because the DURP MSP degree envelope is larger than the university minimum of 33 hours, the Department allows a student to transfer up to 12 hours into the MSP Program *if* (1) those credits were not applied towards another conferred degree, (2) the grade for each course is a B or better, and (3) the student's advisor and the MSP Director agree that the credits are appropriate for application to the MSP degree.

The student must submit a memorandum, addressed to the MSP Director, requesting such a credit transfer accompanied by (1) copies of the course syllabi and (2) a copy of the student's official transcript from the other institution (unless a copy of the relevant transcript is already on file with the department). The advisor acts on the requests, signs the memo, and forwards it to the MSP Director for signature. The signed memo, plus a completed University Transfer Credit Form, signed by the MSP Director *or* the student's advisor, must be submitted to the DURP Academic Specialist.

The Academic Specialist transmits the form to the Registrar for approval and places copies of both the signed memorandum and the form in the student's file. Students may transfer up to 12 hours of graduate credit from another degree program within FSU if those hours were not applied toward a conferred degree and the above conditions also are met. There are no provisions for applying credits from previously completed undergraduate courses towards the MSP degree.

## **MSP Student Academic Performance**

MSP students are required to maintain a minimum 3.0 GPA to remain in good academic standing at the university. Failure to maintain a 3.0 GPA will result in a student being placed on academic probation.

### ***Grade Point Average Calculations***

For the purpose of determining a student's academic standing within the department's MSP Program, the department includes all courses taken as a graduate student and credited towards the required number of hours for the MSP degree, including transfer credits from other universities and special student credits posted to the student's transcript. Note, however, that the university does not include transfer hours in computing a student's official graduate GPA. Courses completed under the Combined Pathway program are not counted in computing a student's GPA for the master's degree.

Where students are enrolled in a joint pathway program, only courses taken to satisfy the requirements for the URP portion of the joint pathway are counted in calculating the student's GPA for the MSP degree: typically 33 hours in each degree program.

An FSU student who transfers into the MSP program from another FSU graduate program must maintain an overall graduate GPA of 3.0 to remain in good standing with the university. Student standing within the MSP program is determined solely by grades earned in courses that are counted towards the MSP requirements.

### ***Minimum Grades***

The minimum grade a matriculated graduate student must receive for a course to count towards a graduate degree is a C- (*General Bulletin Graduate Edition 2003-2005*, "Graduation of Master's and Doctoral Students," p. 57). Different rules may apply for undergraduates and special students.

### ***Probations/Dismissals***

Department policy for students on Academic Probation or who have been Dismissed for Academic Reasons is as follows:

*When a student is placed on academic probation*, the student and her/his advisor should prepare and sign a memorandum in which they agree to a strategy for improving the student's G.P.A. to at least a 3.0. Such an agreement might include reductions in the student's course load, specification of a particular sequence of courses to be taken, agreement to reduce the number of hours worked at a job or internship, or other changes in the student's time management, study habits, etc. Such a memorandum of agreement should be signed by both the student and the advisor and a copy placed in the student's file prior to her/his enrollment in any additional courses. If this is not done, or if the student violates the terms of the agreement, and the student is subsequently dismissed for academic reasons, this failure will constitute a presumption against reinstatement.

*When a student is dismissed for academic reasons*, a similar memorandum is to be prepared, signed, and filed. Again, if this is not done, or the student violates the terms of the agreement and the student is subsequently dismissed for academic reasons, this failure will constitute a presumption against reinstatement. Reinstatement requires completion and processing of a reinstatement form, obtained from the Dean's Office, which must be accompanied by a memorandum from the Department Chair supporting the reinstatement request. The form must be signed by the advisor and then submitted to the

Associate Dean of the College of Social Sciences for signature. The Dean's Office will then fax the form to the Registrar's Office. If reinstatement is initiated after an enrollment lapse of two or more semesters (including summer), an application for readmission, available from the DURP office, also must be completed. An application for readmission also may be completed on line at <https://admissions.fsu.edu/Readmissions/Readm.cfm>.

### **Internship Requirement**

All master's students must complete a zero-credit 400-hour internship in a planning or planning related agency. This may be a paid or unpaid position; in practice, however, they are usually paid. The intent of the internship is to give students a unique learning opportunity, allowing them to put many of the concepts and methods learned in the classroom into practice in a professional setting. The internship also serves to help students focus their interest area and course work for the remainder of their studies, and provides a maturity gained from relevant work experience. Typically, the internship is completed during the summer between the first and second year of study. Many students, however, fulfill this requirement through part-time employment during the school year.

While securing an internship is primarily the responsibility of the student, the Department provides substantial aid in locating a position and in insuring that the work experience is relevant and appropriate to the student's program of study. The large number of public and private planning agencies within the Tallahassee area, and the strong ties that the Department maintains with these agencies, help to insure that students will locate an interesting and rewarding position. A partial list of area agencies that are likely to employ planning students is provided elsewhere in this catalog. However, students are not limited to the local area for a position.

### ***Internship Requirement Waiver Requests***

Some students come to the program with professional experience in a planning job (or a related field, such as real estate development or non-profit work). These students may be eligible for a waiver of the internship requirement. To request such a waiver the student should obtain and fill out the *Request for Waiver of Internship Requirement* form, which is available on the Department's ORG: DURP MSP Students Canvas site. This form needs to be signed by the advisor and the MSP director and placed in the student's file.

### **MSP Capstone Project**

The Department of Urban and Regional Planning requires MSP students to complete and defend a capstone paper, project, or thesis prior to graduation. The idea behind the capstone requirement is to provide the student with an opportunity to undertake either a research paper or professional project that requires the student to draw on the body of knowledge and skills the student acquired through coursework for the master's degree.

### ***Capstone Eligibility***

Students are not eligible to undertake their capstone until they have completed 24 credit hours in graduate standing. The intent is for the student to obtain the necessary knowledge and skills for completing a capstone prior to undertaking it. Consult your faculty advisor for specific guidance.

**FOR STUDENTS WHO BEGAN THEIR PROGRAM BEFORE FALL 2023:** Students complete the capstone through one of the following three paths: studio (URP 5342 Advanced Planning



Problems), thesis (URP 5971), or Directed Individual Research, or DIR (URP 5910). **FOR STUDENTS WHO BEGAN IN FALL 2023 or after, Studio (URP 5342 Advanced Planning Problems) is required.**

**1. Studio** (URP 5342 Advanced Planning Problems, total 3 credit hours) entails production of a plan by a group of MSP students under the direction of the studio instructor for a specific client. The final product is a professional, practice-oriented product, much like one that would be produced in a planning office or consulting firm. The studio is typically offered two to three times a year. Student eligibility for capstone credit is determined by a studio advisory committee consisting of two DURP faculty members and a practicing planner. Studio may also be taken as a regular, not-for-capstone-credit course.

**For students who begin in Fall 2023 or after, Studio is required and they will be admitted.**

However, for students who began BEFORE Fall 2023, studio is a ‘permission to enroll’ course. Students must obtain the permission of their major professor and complete the studio consent for participation form (available on the department’s ORG: DURP MSP Students Canvas site) prior to enrollment. Students must sign up for studio seats during one of two enrollment periods. Enrollment for spring and summer studios occurs during the beginning of the preceding fall term. Enrollment for fall studio occurs during the beginning of the preceding spring term. In cases where more students wish to enroll than seats are available, a lottery enrollment process will apply.

*The lottery works as follows:* First, students will be selected (and given permission to enroll) who both: 1) have 36 credit hours (or more) at the conclusion of the term in which the lottery takes place and 2) not have been selected in a prior studio lottery. If there are more than 10 students in this category, their names will be placed in a drawing, and 10 student names drawn to be given permission to enroll in studio. If fewer than 10 students meet these two criteria, all students will be given permission to enroll in studio, and any remaining studio seats will be distributed in a second lottery. Second, other students who meet the department’s criteria for capstone eligibility will be selected, by drawing their names, to fill remaining seats in the studio.

*Note 1: International studios are exempted from this lottery process.*

*Note 2: At studio director’s discretion, one or two specialist seats can be withdrawn from the lottery to make sure students with needed skills are seated.*

**2. Thesis** (URP 5971, total 6 credit hours) entails completion of an individual research project, including research design, data collection and analysis, and preparation of the thesis document. The thesis is characterized by substantial student data collection and analysis, and is a valuable training experience for students who are interested in pursuing a PhD. The thesis is overseen by a supervisory committee that includes the student’s major professor (as chair) and a minimum of two additional faculty members, including one person from outside the Department. The thesis requires adherence to formatting guidelines and submission deadlines established by the Office of Graduate Studies.

Students may register for between 1 and 6 credits of URP5971 in any semester (Spring, Fall, Summer). A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum university requirement for full-time or part-time enrollment through other coursework. Students who are completing a thesis as their capstone must register for (a) thesis defense

(zero hours) (URP 8976) and (b) a minimum of two hours of thesis preparation (URP 5971) for the semester in which they complete their thesis. The minimum number of thesis hours required for the master's degree is six. Those with under load permission must register for at least two credit hours of thesis per semester. Under loads must be approved by the student's academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work."

**3. Directed Individual Research** (DIR, URP 5910, generally 3 credit hours) provides the opportunity for students to pursue either a professional, practice-oriented capstone project or a research-oriented capstone paper. All DIR capstones are overseen by a supervisory committee that includes the student's major professor and one other DURP faculty member. DIR capstones require substantial preparation that comes in the form of proposal or prospectus development. The development of an approved proposal or prospectus precedes the DIR work itself, and generally occurs in the academic term prior to the one in which the student enrolls in URP 5910 (or during the summer between the first and second years of MSP coursework).

There are four types of DIR products:

*a. Individual Professional Project* - The individual professional project is a single-student, student-initiated version of the studio. The project involves plan production. The plan may include a discussion of existing conditions, an analysis component, and a policy recommendations section. This option requires identification of a real (or hypothetical) client and preparation (and approval) of a scope of work by the student's supervisory committee. A student may develop an individual professional project from his/her internship experience, although the scope of the project must extend beyond the student's regular internship duties.

*b. Individual Research Paper* - The individual research paper is a research-oriented project that involves an alternatives analysis and evaluation of multiple alternatives. The research does not involve significant data generation by the student, who would work largely with existing sources of information. The paper has a length of between 30 and 35 pages. More ambitious analyses are theses. This option requires the development (and approval) of a paper proposal.

*c. Individual Reflective Analysis of a Practical Planning Problem* - This category includes individual DIR capstone papers that do not fit either of the models noted above.

*d. Multi-Student Professional Project* - The multi-student professional project is a student-initiated, group project. This option resembles the individual professional project, but includes multiple students, each of whom has a clearly defined scope of work.

Details about the content and expectations of Directed Individual Research Capstone options can be found on the Org: DURP MSP Students Canvas site.

### **FSU Guidelines about Editing Services and Statistical Assistance**

Florida State University has explicit guidelines on the use of editing services and statistical assistance by students in coursework, and the preparation of master's papers, master's theses, and doctoral dissertations. The Department of Urban and Regional Planning also applies these guidelines to studio

capstone projects. The FSU guidelines (taken from the Graduate Degree Requirements section of the Graduate Bulletin) are as follows:

1. University regulations are quite clear concerning plagiarism and inappropriate assistance; these regulations apply with particular force to theses and dissertations: “. . .violations of the Academic Honor Code shall include representing another’s work or any part thereof, be it published or unpublished, as one’s own” - Dean of Faculties Web site, Chapter 8, Faculty-Student Relations, 8.22 Academic Honor Code;
2. The ready availability of editing services and statistical assistance, and in particular of computer and statistical research design assistance, must not be seen as a substitute for required training and/or course work;
3. Professional editing services may not become a substitute for faculty advisement and should be confined to language structure;
4. The major professor must be informed and concur before a student seeks assistance in any or all of the editing or statistical assistance areas, and faculty concurrence should be documented as part of the student’s record. The particular scholarly work in question should be reviewed prior to such assistance, so that issues of scholarly form and content have been dealt with in advance of the use of such services. The student must confer with the major adviser before incorporating any advice obtained through the above-mentioned services into written work;
5. In all cases, such assistance must be noted in the acknowledgments accompanying the final version of a paper, thesis, or dissertation.

### **Graduation from the Master’s Program**

At the beginning of the term in which you plan to graduate, you must apply for graduation with the Office of the University Registrar ([registrar.fsu.edu](http://registrar.fsu.edu)). You may apply to graduate online. The Registrar’s website will post the deadlines for applying to graduate in a term. Please consult this website for details. If you are unable to graduate in the term for which you applied, you will need to apply for graduation again in the term to which you have delayed graduation.

You should also consult with your major professor to make sure you will have met all the degree requirements (courses, capstone, internship) and completed all necessary paperwork to enable you to graduate.

At the end of spring term, the Department hosts a departmental convocation at which the graduating class is recognized and student awards are presented. We encourage you to bring family and friends to this celebration.

## PART IV. JOINT PATHWAYS MASTER'S PROGRAMS

Joint Pathways Master's/JD Programs provide students an opportunity to pursue two complementary Master's degrees with a reduced set of requirements in each program. The Joint Pathways programs award two distinct Master's degrees upon completion, but due to strong relationships between degree programs and some course overlap, *students complete most of the programs in one year less than they would if they pursued each independently.*

As a point of departure, the MSP program in each Joint Pathways requires 33 credit hours to complete. Students are generally required to complete the core curriculum requirements, internship, and capstone with electives to fill in the remaining 33 required credit hours. The specialization requirements are usually relaxed given that the student is presumed to be a specialist in the other degree program they are pursuing. Also completing a Capstone is usually (but not necessarily always) required for only one program (in some cases the Capstone requirement is then waived for the other program). Further, other programs may have Internship requirements in addition to DURP's MSP required Internship. Each of the Joint Pathways has slightly different specific requirements, but this guidance serves as a foundation.

Graduate checklists showing all course, capstone and internship requirements for each Joint Pathways Master's/JD Program are provided on the Org: DURP MSP Students Canvas site. These graduate checklists have been approved jointly by each Joint Degree program, and they are indispensable tools to confirm that students are meeting the requirements for both programs. Please use these joint graduate checklists with your advisors in each program on a regular basis as you complete your degrees.

**Important to note:** when a student is completing a Joint Pathways Masters/JD, they must consult with each program independently to verify the required and elective courses, internship (if any), and capstone requirements for EACH graduate degree. Due to the nature of these partnerships with other departments, changes to course offerings and curricula may necessitate adaptations in the program of study for students pursuing the Joint Pathway. Students should seek regular guidance from their advisors in each of the respective programs as they make their way through their course of study to ensure that they are meeting the requirements of both degree programs. For example, required and elective course requirements in each program can and do frequently change.

**Again, it is crucial that Joint Pathways Masters/JD must consult regularly with (separate) advisors in EACH program, to confirm the requirements for each program.** Students are responsible for satisfying the requirements for each program separately.

## **PART V. DOCTORAL PROGRAM**

This section details the procedures and practices by which the requirements of study toward the PhD in urban and regional planning at Florida State University are administered. It is intended to supplement, and as such, is entirely secondary to the Florida State University Bulletin and any rules or regulations adopted by the University as a whole.

### **Full and Part-Time Status of Doctoral Students**

Prior to completion of the preliminary exam and 24 hours of dissertation, a full-time doctoral student must enroll for at least 9 hours per semester unless otherwise required by University, state, or federal rules or conditions of fellowships or assistantships. Students receiving assistantships, e.g. RAs and TAs must enroll for a minimum of 9 hours and students on fellowships (internal or external) must enroll for at least 9 hours as stipulated by the fellowship requirements. Doctoral students without an assistantship or fellowship may opt for part-time status with the approval of their program.

After completion of prelims and 24 hours of dissertation, a doctoral student must enroll for a minimum of 2 dissertation hours per semester until completion of the degree. Students receiving assistantships (e.g. RAs and TAs receiving a stipend and waiver) must enroll for a minimum of 9 hours (of which at least 2 must be dissertation hours) and students on fellowships (internal or external) must enroll for at least 9 hours (of which at least 2 must be dissertation hours) as stipulated by the fellowship requirements.

### **Supervisory Committee**

The supervisory committee guides the student in all aspects of their studies. They review the program statement, conduct the preliminary examination, hold a prospectus defense, and review the final dissertation. The chairperson of the committee is the major professor.

### ***Timing of Committee Construction***

The supervisory committee is normally constructed before the end of the first year in the doctoral program. No actual doctoral program of study can exist without a supervisory committee.

### ***Membership of Committee***

All doctoral supervisory committees consist of at least four persons who hold Graduate Faculty Status (GFS) at Florida State University. Included among these four members will be the University Representative who must not only hold GFS, but also be a tenured member of the faculty from another unit or degree program of the University. Additional committee members who hold GFS may be appointed if deemed necessary. At least two members of the supervisory committee, including the major professor, must be tenure track faculty in urban and regional planning. Membership of persons not on the faculty of Florida State must be approved by the Office of Graduate Studies (OGS) and must be in addition to (and not as a replacement for) the four faculty with GFS status at Florida State.

The supervisory committee is formally constituted by way of a doctoral supervisory committee approval form signed by all committee members (constructed by the student). A copy of the signed committee approval form is given (by the student) to the Academic Specialist who is responsible for entering the committee composition information into the Graduate Student Tracking (GST) system.

The supervisory committee may be reconstituted at any time deemed appropriate by the student and the Department chair. Reconstitution requires a new doctoral supervisory committee approval form signed by all committee members and the department chair.

### **Program Statement**

The process leading to the program statement and the statement itself are the means by which the flexible structure of the doctoral program is molded to fit the particular scholarly interests of an individual student.

### ***Timing of Program Statement Development***

The initial version of the program statement must be submitted to and approved by the student's advisor before the registration period for the student's second semester in the program. Subsequently, an updated program statement must be submitted along with the annual review form at the end of the academic year.

### ***Content of Program Statement***

The program statement consists of a student's responses to a series of prompts that ask them to describe:

1. their major and minor fields
2. a schedule of courses that will meet the program's required coursework, including prerequisites when necessary
3. their specific research interests and dissertation topic (this could be a tentative idea or something more final, depending on how far along the student is in the program)

Changes to the program statement are to be expected from year to year due to changes in a student's areas of interest or changes in the availability and timing of the courses being offered.

### ***Approval of Program Statement***

Each year, the program statement will be reviewed by the student's advisor/committee chair and all other current members of the student's program committee. Committee members may ask for revisions before approving the statement. Further, if deemed necessary, the committee can call for a meeting to discuss the program statement with the student. The program statement, once approved, is signed by all committee members. Unanimity is required. The student should provide a copy of the signed program statement to the Academic Specialist to place in the student's file.

### **Pre-Requisites for Required Doctoral Courses**

Within the first week of each doctoral student's program of study, they should meet with the professors of the three Master's level courses that are pre-requisites for the program to determine whether the student is generally familiar, at a Master's level, with the subjects reflected in them. These include URP5101 Planning Theory, required before taking URP6102 Seminar in Planning Theory; URP5847 Growth and Development of Cities, and URP5211 Planning Statistics. If they gained the necessary competencies through previous coursework, students must take these three courses (or equivalent courses), ideally within the first year of entering the program. When pre-requisite coursework is needed, a grade of at least B (3.0) is required to satisfy the pre-requisite. Coursework taken to satisfy a pre-requisite can NOT be credited toward the 36-credit hour minimum doctoral coursework requirement.

On admission, students are given a form, "Satisfaction of pre-requisites for doctoral courses". The student is responsible for meeting with each listed faculty member and obtaining their assessment. Faculty members should sign the form and make the appropriate entry. Alternatively, students can enroll in the prerequisite course(s) and note this on the form. When the form is complete, the student should give a copy to their faculty advisor, the PhD program director, and the Academic Specialist, who will place it in the student's file.

### **Doctoral Coursework**

The doctoral program requires the student to complete at least 36 credit hours. This includes 2 required core courses (6 credit hours) and advanced study in three areas: research methods (9 credit hours), a major substantive field (12 credit hours), and a minor substantive field (9 credit hours). Major and minor fields are defined by the student in consultation with committee members. In addition, the student is required to participate in an ongoing noncredit doctoral research colloquium (as discussed in more detail below).

The credit requirements are seen as a minimum. Supervisory committees may determine that adequate preparation to execute a dissertation may require study beyond the minimum. The maximum number of credits allowed for a doctoral degree is 134.

### ***General Requirements***

Except for pre-requisites, all coursework within the doctoral program must be **at an advanced level**. Advanced is defined for this purpose as being beyond the level of the core curriculum of the MSP program.

### ***Required Doctoral Courses***

There are two doctoral core courses. All students must complete URP6102: Advanced Seminar in Planning Theory and URP6202: Design of Policy-oriented Research.

### ***Research Methods Requirement***

Students are required to complete 9 additional credit hours of advanced analytical methods courses. An "advanced" methods course should be beyond the level of methods courses in the MSP core. Many courses offered by various programs across campus can count towards the research methods requirement, but selection of these courses should be done in careful consultation with the student's committee to assure that the student is obtaining the knowledge and skills necessary to develop and execute a methodology that is appropriate for a given dissertation topic. It is strongly recommended that students take at least one quantitative and one qualitative advanced methods course to develop a well-rounded understanding of methodological approaches. Courses that focus on teaching students how to use computer software will not count towards the research methods requirement.

### ***Doctoral colloquium***

The University's requirement for Scholarly Engagement is intended to ensure that doctoral students are active participants in the scholarly community. Within the doctoral program of the Department of Urban and Regional Planning, scholarly engagement is demonstrated by regular attendance at the Doctoral Colloquium (URP 6938), a zero credit course. Students must enroll in this course at least four times during their program. Unless otherwise approved by their advisor, this should be their first four semesters in the program. After four semesters, scholarly engagement can take several forms. students

can continue to participate in the Doctoral Colloquium, become actively engaged in Departmental faculty searches, as well as to attend relevant professional conferences.

### ***Advanced Standing***

A student may receive up to six hours of advanced standing toward the 36 hour minimum requirement for doctoral coursework at the discretion of the supervisory committee. To be awarded advanced standing, the student must have completed advanced level graduate coursework that is directly relevant to the program of study.

### ***S/U Credits***

Students may enroll in up to nine credit hours during the doctoral program on a satisfactory/unsatisfactory basis. However, classes that are normally offered on satisfactory/unsatisfactory basis are exempt this restriction (i.e., they don't count towards the 9-credit hour limit)

### ***Paperwork***

The doctoral program has no unique paperwork requirements associated with coursework.

### **Pre-Doctoral Program**

Analogous to the Combined Degree program for promising undergraduate students, the Department of Urban and Regional Planning provides a Pre-Doctoral program for promising MSP students who decide that they wish to enter the doctoral program. Applications for the Pre-Doctoral program are due one month prior to a student's final semester in the MSP program. The Graduate Programs Committee reviews such applications and admits to Pre-Doctoral status only those MSP students who show promise equal or better to that of students admitted into the PhD program under other means. Pre-Doctoral students are required to complete 48 semester hours of MSP course work and receive their MSP degree, and then they are admitted to the doctoral program.

Pre-Doctoral students can count up to 12 credit hours of courses completed during their MSP program towards their doctoral program course requirements. However, these courses must be directly relevant to their program of study and approved by their supervisory committee.

Admission to the Pre-Doctoral program does not guarantee financial aid during the doctoral program. To be considered for financial aid, Pre-Doctoral students must submit a formal application for doctoral studies in the Department of Urban and Regional Planning following the same deadlines as any other doctoral applicant. Further, Pre-doctoral students do not receive special consideration for financial aid during their second year as an MSP student.

### **Preliminary Examination**

The preliminary examination is intended to test the student's mastery of the knowledge and skills that should have been achieved during the coursework phase of the program of study. Students will be asked to demonstrate ability to assess the important literature and critically evaluate the central issues as well as conceptualize relevant and high-quality research with respect to these bodies of literature and issues.



### ***Timing of Examination***

Prior to taking the preliminary exam, the student must have completed their required coursework. Further, they must have their most recently updated program statement approved by their supervisory committee. In determining the timing of the preliminary examination, the student should be guided by the committee's perceptions of the student's level of preparation. **The student must register for URP 8969** during the semester in which they will take the preliminary examination. This is a non-credit course. Students may also sign up for up to 12 preliminary examination preparation hours (URP8960).

### ***Format and Content of Examination***

Students will be given one week to complete an initial, open-book written exam. They may use whatever resources are at their disposal but may NOT communicate with other individuals about the content of their exam. The use of generative AI in support of a student's work is not allowed.

While content of the written examination will vary to some degree based on what the supervisory committee determines is necessary for a given student, the exam will be designed so that the students must answer at least one question related to their major field. Committees also have the option to require students to answer additional questions related to their minor field or methods. They may also include questions where students must integrate knowledge of their major field, minor field, and/or methods in answering a single question. The breadth of topics that may be covered should be clearly communicated to the student at least one month prior to the exam and usually consists of developing a reading list of pertinent resources that the student should be familiar with and utilize on the exam.

Students that receive a grade of B- or lower in URP6102 (Advanced Seminar in Planning Theory) will also need to answer a planning theory question as part of their written exam.

If the student receives a pass or low pass on the written exam (based on the rubric described below), an oral exam will follow. For students that received a pass, the oral exam will serve to validate their performance on the written exam. For students that received a low pass, the student will be questioned about the aspects of their written exam that prevented them from getting a pass. It will also provide the committee with the opportunity to provide feedback to the student on how to improve their written exam. A revision of the written exam must then be submitted within one week of the oral exam date. If the student's performance in the oral exam suggests that they are not adequately articulate in their major field or other areas covered on the exam, even if they receive a pass on the written portion, the committee may determine that the student grade needs to be changed to a no pass. In this case, the student will need to retake the exam a second time as scheduled by the supervisory committee.

### ***Administration and Grading of Examination***

The supervisory committee will make its own arrangements for setting exam dates and then administering the exam. If the student must answer a planning theory question (as described above), the committee chair should coordinate with the instructor of URP6102 to design and grade this question.

The initial written exam will be graded by each committee member using the following rubric:

- Pass: directly addresses the prompt(s) and provides a clear and thorough synthesis of the theories, empirical evidence, methods, and other aspects of the literature that are relevant to the

- prompt. Simply summarizing the relevant material instead of synthesizing will not merit a pass.
- Low Pass: directly addresses the prompt(s) and demonstrates at least a basic understanding of the theories, empirical evidence, methods, and other aspects of the literature that are relevant to the prompt.
  - No Pass: does NOT directly address the prompt(s) and/or does NOT demonstrate a basic understanding of the theories, empirical evidence, methods, and other aspects of the literature that are relevant to the prompt

Committee members should make their assessment independently, before any discussion with the other committee members. To earn a pass on the initial written exam, more than half of the committee members must give it a pass. To earn a low pass, more than half the committee members must agree that it is a pass or low pass.

Revisions of the written exam should be graded pass or no pass (i.e., there is no “low pass” grading option for revisions). If the revision does not meet the above-described criteria for a pass, it is given a no pass. To earn a pass on the revised written exam, more than half the committee member must give it a pass.

If a grade of no pass is issued either on the initial written exam or the revised written exam, the student does not pass the preliminary exam and a grade of fail must be submitted for URP 8969. **The Graduate School permits only two attempts to take preliminary examinations, and each attempt requires registration for URP 8969.** If this was the first attempt, one retake of preliminary exam will be permitted. It is the responsibility of the supervisory committee to determine whether and what remedial work is required prior to the retake of the examination. The Graduate School has determined that any second attempt at the preliminary exam shall occur **no sooner than six full class weeks** after the results of the first attempt are shared with the student. A “full class week” is defined as a week with five days during which classes are held at FSU. An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee.

### ***Paperwork***

The major professor is responsible for creating a correct and complete record of the preliminary examination as part of the student's file in DURP offices. This will include copies of all questions and response papers, and memoranda describing the deliberations of all committees and the outcomes of those deliberations.

If students wish to convert prelim prep hours taken during the semester in which they pass the preliminary exam to dissertation hours, they should complete a DROP/ADD form, attach a copy of the Admission to Candidacy form, and send these to the Registrar’s Office. Retroactive conversion requires a memo from the major professor (model available from the doctoral program director) and approval of the Dean of Graduate Studies.

### **Candidacy**

Candidacy is achieved at the successful completion of the preliminary examination. It signifies that with the exception of the dissertation prospectus and dissertation, all requirements of the doctoral

program have been met.

### ***Paperwork***

At the time of the successful completion of the preliminary examination, the major professor should complete an Admission to Candidacy form and submit it to the doctoral program director.

After completion with signatures, the form should be submitted to the graduate school and added to the student's file in DURP.

### ***The Prospectus***

Following the successful completion of the preliminary exam, students are expected to develop and defend a prospectus, ideally within a year. The prospectus is developed in consultation with the supervisory committee, especially the major professor. The prospectus should review and critically assess the literature in a particular area, identify the question to be addressed in relation to this literature, and define the methodology for addressing the research question. While it is not expected that all problems of the research can be fully anticipated at the prospectus stage, the student should have a sufficiently firm grasp of the subject matter to be able to produce a strong and convincing argument for the particular research design.

### ***Supervision of Prospectus Development and Prospectus Approval***

When the supervisory committee believes that the prospectus is substantially complete, a prospectus defense meeting is held. This meeting, attended by the student and all members of the supervisory committee, serves as a formal review of the prospectus, as well as an opportunity to discuss issues concerning the execution of the research. Notice of this defense should be made to the PhD program director.

Approval of the prospectus by the supervisory committee must be unanimous. Committee members may request revisions before giving their approval. The dissertation defense cannot occur if the student's committee has not unanimously approved the prospectus. The approved prospectus should be signed by all members of the supervisory committee following the same format specified by the graduate school for dissertations. At the time of the successful defense of the prospectus, the student is to provide a copy of the signed prospectus to the Academic Specialist, who will place it in the student's file, and the PhD program director.

### ***Revision of the Prospectus***

Should the student and committee conclude at a later date that the approved prospectus is no longer appropriate, the student may prepare and defend a revision.

### **Sample Doctoral Program**

Because of the flexible structure of the doctoral program, no two doctoral course programs will look the same. However, for illustrative purposes a sample program is provided on the next page. It assumes the student does not need to complete any pre-requisites before starting doctoral coursework, and allows the student to meet the residency requirement with two semesters at 9 credit hours.. Please note that required doctoral courses are typically offered every other year, and that course scheduling is

subject to change.

**Sample Doctoral Program**

|                           |                        |
|---------------------------|------------------------|
| <b>Fall (Year 1)</b>      | <b>Spring (Year 1)</b> |
| Planning Theory (URP6102) | Major Field (2)        |
| Major Field (1)           | Minor Field (2)        |
| Minor Field (1)           | Methods (1)            |
| 9 hrs                     | 9 hrs                  |

|                           |                        |
|---------------------------|------------------------|
| <b>Fall (Year 2)</b>      | <b>Spring (Year 2)</b> |
| Research Design (URP6202) | Major Field (4)        |
| Major Field (3)           | Minor Field (3)        |
| Methods (2)               | Methods (3)            |
| 9 hrs                     | 9 hrs                  |

|  |
|--|
| <b>Fall (Year 3)</b>                             |
| Preliminary Exams followed by Prospectus defense |

## **Dissertation**

The dissertation serves a number of purposes, among them satisfying the supervisory committee, the University, and the academic community that the student is capable of undertaking and successfully completing independent scholarly activity of an important nature. This purpose helps to define the parameters of an acceptable dissertation.

### ***Content of the Dissertation***

The dissertation should address a significant question within the field of urban and regional planning. It should develop or apply relevant theory and methods so as to represent an original and important contribution to the advancement of knowledge.

While the specific literature used and the research question addressed in the dissertation may be drawn from related disciplines, the dissertation should present the choice of research question in the context of planning theory and/or practice and should discuss the implications of the research on that theory and/or practice.

### ***Supervision and Completion of the Dissertation***

The dissertation is conducted in consultation with the supervisory committee, especially the major professor, and within the context of the approved dissertation prospectus.

A large number of University-wide rules govern the conduct and approval of the dissertation. These are described in the [Florida State University Bulletin](#) and in the [Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers](#) available online from OGS. Students and supervisory committee members should become familiar with these rules. Several of the most pertinent rules include:

By OGS rule the dissertation must be defended and graduation must occur within five years of the completion of the preliminary examination. If this is not the case, the supervisory committee must require a retake of the preliminary examination.

The student must register for dissertation credit-hours, URP6980, as required by OGS and as described in the Florida State University Bulletin. The intent of these rules is to insure that registration reflects the proportion of full-time effort devoted by the student to the dissertation in any given semester, but certain minima apply.

The dissertation is viewed as a full-time project and is best undertaken while the student is in residence. Students who attempt the dissertation while away and/or while fully employed invariably cannot make the fullest and best use of faculty resources. Moreover, the attrition rate for students pursuing part-time dissertation research is high.

### ***Defense of the Dissertation***

When the supervisory committee is satisfied that the dissertation is near completion a defense will be scheduled. It is generally expected that each member of the supervisory committee will be given a copy of the draft to be defended at least four weeks in advance of the defense date. Notice of the defense must also be given to OGS in a particular format required by that office. The student must be

enrolled in their defense course at the time of their defense announcement in the Manuscript Clearance Portal, which should be at least two weeks prior to the date of the defense examination.

The defense is an open meeting of the supervisory committee at which other graduate faculty of the University and members of the public are permitted to attend and to participate in the presentation portion of the defense. . At this meeting the student is expected to defend, with considerable expertise, his or her research; an inability to do so may result in the need for revisions in the dissertation.

A unanimity rule is used for the decision of the supervisory committee to approve the dissertation. Without this the committee may come to a finding of fail or to-be-re-examined. As described in the university Bulletin, only one re-examination is permitted.

### ***Approval of the Dissertation***

The major professor should file a written record of any dissertation defense indicating the outcome in the student's permanent file in DURP offices. If the defense is successful, a copy of the completed signature page of the dissertation should be included as well.

Dissertations must be submitted electronically, following the guidelines posted to the Graduate School website under Electronic Theses and Dissertations. Graduating students are asked whether they wish to give permission for online access to their dissertations. If such permission is given, universal access is available through the Libraries website.

The Major Professor and PhD program director will be given a digital copy of the dissertation by the student. It is expected that each member of the supervisory committee will be given a copy of the final dissertation by the student in either electronic or paper form.

### **Annual Review of Doctoral Students**

In keeping with University requirements, all doctoral students in DURP are reviewed each year. The review takes place in April and covers the period of the previous academic year. This review gives the student an appraisal of his or her progress, and creates a framework for corrective action, if necessary.

The student initiates the annual review by completing the "summary of accomplishments" that is part of the form, "Doctoral Student Annual Review." Along with this, they should complete and submit an updated version of their program statement. They then submit this material to the major professor. It is the responsibility of the major professor to meet in person with the student, go over with all relevant material (including evaluation of assistantship or teaching), complete the written evaluation (based upon both quality of work and progress toward degree) and provide copies to the student, the student's permanent file in DURP offices, and all members of the supervisory committee. Any member of the supervisory committee may add to this evaluation. Failure by the student to submit a summary of accomplishments shall be considered an "unsatisfactory" review.

If a student receives two successive unsatisfactory annual reviews, the student's progress will be reviewed by the Graduate Programs Committee in consultation with the student's supervisory committee. Such a review may result in dismissal of the student from the doctoral program.

## **Graduation from the Doctoral Program**

The student initiates the graduation clearance process by applying for graduation through the Academic Dean's office during the first two weeks of the semester in which they expect to graduate. The advisor will review graduation clearance requirements once the Academic Dean's office has cleared the student or identified potential issues. The major professor is responsible to ascertain that all program requirements have been met. After doing so, the major professor signs the clearance form and submits it for review by the department chairperson and academic dean.

The student is welcome to participate in commencement exercises conducted by the University at the conclusion of each term. All doctoral graduates are also encouraged to participate in the department's annual convocation which takes place during commencement weekend of the Spring term.

## **PART VI. DISMISSAL FROM GRADUATE SCHOOL**

The University reserves the right to terminate progress in an academic program and dismiss a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

Program terminations (dismissal for a reason other than GPA) are processed at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Demonstration of behavior that is not acceptable with the general community in which the student would be practicing should he or she graduate (typically clinical or school settings),
- Failure meeting one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination,
- Failure to complete the doctoral degree/make progress towards the dissertation, or
- Extensive petitions for candidacy extension.

Graduate program handbooks should provide information about failure to meet specific milestone or behavioral requirements and the appeals process. At a minimum, the following elements must be addressed.

**Step 1:** A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

**Step 2:** The graduate student meets with his/her major professor and/or program director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives.

- The department should provide a written remediation plan or written academic "warning" to the student.

- The remediation plan/academic warning should be developed by the department/program for the individual student and documented accordingly. For doctoral students, the annual evaluation is one opportunity to document unsatisfactory progress.
- The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

**Step 3:** If the graduate student fails to resolve/remediate the specified and documented deficiency, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps must be completed **prior** to notification given to the student.

- The academic unit must consult with the academic dean (or designated individual) of the intent to pursue program termination. The consultation should include the remediation steps taken, the student's efforts to date to resolve or address the deficiencies and the grounds for the program termination.
- At the time of dismissal, the major professor and/or department chair may petition the academic dean for consideration of special circumstances that the professor/department chair thinks constitute justification for an exception to this termination
- The academic dean's office should inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
- Programs may offer the student the opportunity at this point to change his/her degree program level within the same major/plan (i.e., PhD to EdS, PhD to MS, etc.) or change his/her academic plan to another degree program, but this is at the unit's discretion.

**Step 4:** A written letter must be sent to the graduate student being dismissed which specifies the following information:

- The termination reasons,
- Benchmarks missed,
- The fact that an academic hold will be placed on registration on registration and effective date/semester,
- Dismissal from the program constitutes dismissal from the University,
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,
- Alternatives a student could request, e.g., graduating with a master's instead of Ph.D. (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any,
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal.

Units can work with the General Counsel for suggested language for program termination/dismissal letters. This letter should be sent to the student and copied to the dean's office, the Registrar's Office and the Graduate School for processing.