

**DEPARTMENT OF  
URBAN & REGIONAL PLANNING**

*Graduate Student's Program  
Policies and Procedures Handbook*



School of Policy and Planning  
College of Public Service  
Jackson State University

Academic Years 2011 – 2014

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## INTRODUCTION

Jackson State University seeks to develop persons who can and will assume prominent roles in the dynamics of societal growth and change. The University is committed to research and scholarship as integral aspects of its total mission and as vital components of teaching and learning. Research, particularly on topics which are of potential value to the urban areas served by the institution, is also essential to advance knowledge and facilitate community development. It is the Department of Urban and Regional Planning's (DURP) mission to support these efforts.

The Master's program received accreditation in January 2010 from the Planning Accreditation Board. DURP is the only graduate program in the State of Mississippi to offer a degree in planning. Jackson State University, in addressing its urban mission, is contributing to the profession by expanding its cadre of planners who will bring innovation to the planning of developing areas and to the revitalization of deteriorating areas in the State.

The Department of Urban and Regional Planning seeks to produce leaders in the field of city planning. The Master of Arts and Doctoral programs provide students with learning opportunities that enable them to develop the intellectual qualities necessary for meeting the broad and varied range of problems and challenges associated with urban growth and development.

The focus of each program is on the empirical analysis of current topics and problems in the natural and built environment, with special emphasis on urban issues. DURP has a focus on increasing the number of underrepresented groups in the planning profession, especially in the realm of university faculties and research institutes. DURP scholastic achievements receive professional recognition at the state, regional, and national levels.

### **Mission**

The mission of the Department of Urban and Regional Planning (DURP) at Jackson State University, "Mississippi's Urban University" and only planning degree granting program in the State, is to specialize and train students to pursue exciting careers in community development and housing, environment and land use, and urban design; to create a diverse learning community in the field of planning; to provide students with the skills and knowledge to lead and contribute to the improvement of urban and regional environments; to prepare students to understand and serve a diverse and multicultural society; and to increase the number of members from under-represented groups in the professional ranks.

### **Vision**

Become a planning program of choice that prepares the next generation of urban and regional planners.

**Goals**

**Goal 1.** To develop a learning community that will support practice and leadership in the field of planning

**Goal 2.** To attract and retain a larger student base to complete the program and contribute meaningfully to the planning profession

**Goal 3.** To evaluate, enhance, and maintain a master's curriculum and program that meet evolving planning and development issues

**Goal 4.** To pursue research opportunities that supports the DURP's mission as well as faculty expertise

**Goal 5.** Increase public service and civic engagement activities of faculty and students

**Goal 6.** Develop the Center for Urban Planning and Policy Assessment (CUPPA) as a research and public service arm of DURP and the School of Policy and Planning

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# **PART ONE**

## **PROGRAM REQUIREMENTS**

## A. MASTER OF ARTS DEGREE PROGRAM

### III. Program Description

The Master of Arts Degree program in Urban and Regional Planning is a two-year full-time curriculum requiring completion of 49 semester hours, including internships, community-based learning experiences and planning studios.

#### a. ADMISSION REQUIREMENTS

Applicants for the Master of Arts Degree in Urban and Regional Planning must meet admissions requirements for the Graduate School and receive endorsement of the planning faculty. The following criteria must be met before assigned deadline:

*Submit to the Division of Graduate Studies:*

- Completed JSU Graduate School Application for Admission
- Two Official copies of transcripts of all academic work (3.0 GPA required)
- Immunization record showing proof of immunization compliance for measles and rubella, if born after December 1957
- Out-of-state applicants must submit a \$25 application fee using a money order
- International students must also supply indication of adequate financial support and satisfactory performance on the TOEFL demonstrating oral and written proficiency.

*Submit directly to the Department of Urban and Regional Planning:*

- Three letters of recommendation and rating sheets (available on the JSU website for Graduate Admissions) which conform to the Department format
- Scores from the Graduate Record Examination less than five year old
- Personal statement of professional goals (include area of academic concentration)

*\*DURP may additionally request an interview with faculty members when necessary*

#### b. ADMISSION STATUS

Students admitted to the Department (and the Graduate School) are classified as: (1) regular status, (2) conditionally admitted status, or (3) non-degree status.

**Regular Status** is awarded to students who have complied with all Graduate School and Department requirements (see section a).

**Conditional (or Probational) Status** may be determined at the will of the department based on a marginal deficiency. Conditional students are limited to 6 hours the first semester and must earn regular status by the end of that first semester.

**Non-Degree Status** may be requested if all Graduate School admission requirements have been met. Only 9 hours can be taken in DURP. Non-degree students who may wish to earn a degree at a later date must meet all admissions (regular or conditional) criteria as listed above and has a 3.0 average for any graduate courses completed as a non-degree seeking student.



## **c. REGISTRATION POLICIES**

### **i. New Students**

All new students to the program are required to attend *Orientation*, held during the first week of registration.

### **ii. Late Registration**

Students who complete their registration late (including paying tuition) will be assessed a late registration fee by the University. The academic calendar stipulates the last day for completing registration.

### **iii. Normal Loads**

The course load for a full-time graduate student during each semester will be nine (9) semester hours. Additional credits must be approved in writing by the Master Program Coordinator.

### **iv. Auditing of Courses**

Under special circumstances, a student may be permitted to audit a course. Permission from the course instructor is required and space in the class must be available. Fees for auditing will be charged at the rate of regular tuition. No credit is given, but such courses appear on the transcript as "AUDIT."

### **v. Transfer of Credits**

A maximum of nine (9) graduate credit hours may be transferred from other accredited universities and colleges, or other graduate degree programs at JSU. However, all core curriculum and studio courses must be taken in DURP.

Only relevant course work at a grade of B (3.0 on a 4.0 scale) or better will be eligible for transfer. The course must have been completed within the past five (5) years.

The Department Chair is responsible for approving transfer of credits. Requests for transfer of credit of first semester courses should be made during the summer to avoid last-minute planning and possible confusion at the time of first registration.

Requests for transfer of credit for first semester courses should be submitted by **August 1** through the mail or by making an appointment with the Master Program Coordinator of Urban and Regional Planning. A formal request for transfer credit must include supporting documentation. (An official transcript from the student's transferring university.)

Sufficient documentation should be presented to allow for evaluation of the student's previous course work. This may include course notes, syllabi, and other supporting material.

Only course work taken at the graduate level will be considered for transfer into the Master's Degree program. It is the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Transfer credits will be awarded when the course being evaluated meets all of the following criteria:

- It is a graduate-level course taken at an accredited college, University or professional school as a post-baccalaureate student. This must be verified through the institution's official catalog, or a letter from the chair of the department an **official** transcript.
- It was completed no longer than 5 years prior to enrollment in this program.
- A grade of B or higher was received. A grade of P (Pass) or CR (Credit) or other such grades **cannot** be accepted as equivalent to B.
- The course is evaluated as equivalent to one offered by the Urban and Regional Planning Program at Jackson State University. Documentation of equivalency must be provided when the request for transfer credit is made. Documentation should include, at a minimum: a university catalog description of the course, a course syllabus, and/or course notes.
- In order to receive credit for a statistics course, a competency examination must be passed.

Upon approval by the Department Chair, both the Department's and the University's Transfer of Credit Forms must be completed for all courses to be transferred. Those are both described in the Required Forms section.

Credits *earned* at Jackson State University are transferable only at the discretion of the department. Such credits may not exceed nine (9) credit hours if the student is transferring from another accredited graduate program at Jackson State University.

#### **d. WITHDRAWAL FROM PROGRAM**

Formal withdrawal from the University is processed through the Office of the Vice President for Student Affairs. No withdrawal is official until the student has processed the appropriate forms. The procedure for formal withdrawal from the DURP program requires the student to first submit a letter to the Chair and then meet with his or her advisor.

#### **e. ACADEMIC ADVISING**

Each Master's student will be directed by the Interim Chair and the lead faculty member in their areas of concentration. The Department Chair will assist the student through the program as required.

If the Master's student chooses to write a thesis/project, a committee of at least two graduate faculty members will be selected in consultation with the Committee Chair and the student to direct the thesis.

#### **f. ACADEMIC STANDING**

A graduate student may be classified in the following categories:

##### **i. Good Standing**

A student is judged to be in good standing when making adequate progress toward completion of degree requirements, has a cumulative GPA of 3.0 and is not on probation or subject to dismissal.

## **ii. Probation**

Failure to complete the required hours and maintain the grade point average of 3.0 will result in a one semester probationary period. Probation is intended to provide a student whose performance is less than fully satisfactory, a period-of-time to bring his/her performance up to a level consistent with the minimum standards enforced by the Graduate School and/or the program in which the student is enrolled.

A student may not remain on probationary status for longer than **two semesters**. When a student is placed on probation, he/she will be notified in writing and will have one semester to correct the deficiencies that led to this action. If, at the end of this period, all deficiencies have been removed, and no other circumstances warranting probation have developed in the interim, the student will be returned to good standing. If the deficiencies have not been corrected by the end of this period, the student may become subject to dismissal.

## **iii. Unsatisfactory Work and Dismissal from the Department**

A student whose course work is unsatisfactory may be requested to withdraw from the program. The recommendation for dismissal must be made in writing by the Master Program Coordinator to the Department Chair, stating specific examples of unsatisfactory work, and must follow up with a conference held between the student and the Program Coordinator.

Automatic dismissal from the Master of Arts program in Urban and Regional Planning will occur when any of the following conditions exists:

- Academic probation extends beyond one year
- Scholastic dishonesty
- GPA drops below 3.0 and two grades of a “C” or below are received
- Failure to act in accordance with ethical guidelines, including anti-discrimination and harassment policies intended to protect students, faculty and outside partners

## **g. ACADEMIC POLICIES**

### **i. Repeating Courses**

A grade lower than a “B” in a core course does not satisfy curriculum requirements. If such a grade is received, the course must be repeated. If a grade lower than “B” is received in a concentration or elective course, the student has the option of repeating the course or taking another that will satisfy curriculum requirements. The student must request in writing to the Department that the lower grade be removed from the official transcript. The Department is required to request its removal by the University. Only one such repeat is allowed.

### **ii. Inactive Student/Leave-of-Absence**

Students who must interrupt their studies for an appropriate reason, such as illness, may be granted a leave-of-absence. If granted, the leave shall be for a stated period-of-time, not to exceed one year. Under normal circumstances, students should apply for a leave-of-absence no later than one month prior to registration for the next semester. In order to be considered for a leave-of-absence, the student must NOT:

- Have registered for any course
- Have been previously registered for thesis or dissertation credits
- Have an “I” on his/her record

- Be scheduled to take any examination (such as language, comprehensive, etc.)

Students on approved leaves-of-absence are not charged tuition. Time spent on an approved leave-of-absence is not charged against the **eight-year** time limit (see “Time Limits”) to obtain a leave-of-absence:

#### Procedure

- The student must write a letter outlining in detail the reasons for requesting a leave. This letter should be addressed to the Chair of the Department.
- The Chair will determine the appropriateness of giving the leave, add his/her recommendation to the letter and forward it to the Graduate Dean.
- After action by the Graduate Dean, the Division of Graduate Studies will notify the student, the Department, and the Registrar of the decision.

Students who interrupt their studies or who fail to register for a regular semester without a leave-of absence are considered to have **withdrawn** from the program. Such students must submit a formal application and complete the entire admission process if they wish to re-enter the program at a later date.

#### **iii. TIME LIMITS**

All students are expected to complete their program within eight (8) years from the date of first registration. This means that the student is expected to graduate with a Master’s degree within this period-of-time.

In the event that a student does not complete all requirements within the eight-year time limit, the student must petition the Graduate Council of Jackson State University for an extension and maintain continuous registration of at least three hours of course credit in order to maintain student status within the program. In the event that research requires faculty time during the summer, the student must also register for at least three hours of course work that session as well.

In order to remain an active and matriculated student, registration is required every semester (excluding summer) until the completion of degree requirements, unless a leave-of-absence has been granted. **Failure to remain in continuous registration will be deemed as the student’s formal written withdrawal from the program.**

#### **iv. RESIDENCY REQUIREMENTS**

The minimum period of residency for the Master of Arts Degree in Urban and Regional Planning is one year or the equivalent of two semesters. Students applying for financial assistance **MUST** clarify this with the Graduate School and the Office of Financial Aid.

#### **v. GRADING POLICY**

The following policies apply to all academic programs in the Department of Urban and Regional Planning. All degree programs in the department assign grades to course work according to the following system:

<u>Grade</u>	<u>Rating Quality</u>	<u>Points</u>
A	Excellent	4
B	Good	3
C	Unsatisfactory	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

In most courses, grades will be assigned based upon the instructor's assessment and evaluation of the student's work. Some courses, for example, the Thesis and Dissertation are graded in terms of Pass ("P") or Fail ("F").

A "W" grade is assigned when a student withdraws from a course *after* the last day to drop courses indicated in the academic calendar and *prior* to the 11<sup>th</sup> scheduled class. A grade of "W" will appear on the student's official transcript. Students who stop attending class and who fail to officially withdraw prior to the 11th scheduled class will be assigned a failing grade.

#### **vi. INCOMPLETES**

When circumstances beyond a student's control prevent the completion of a course satisfactorily, the student has two options. One is to withdraw, if the 'drop' deadline has passed. The other is to request a grade of incomplete, "I", which allows a time extension. Such a request must be made before the semester ends and before the final exam, and the granting of this privilege is entirely at the instructor's discretion.

A student may not make the choice to take an incomplete. Both the student and instructor must agree upon the following:

- The academic requirements will be given by the instructor for the student to complete in order to remove the incomplete.
- The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed six (6) weeks from the end of the semester.
- The student will receive a grade if the incomplete is not satisfied by the conclusion of the specified time period. Should the instructor choose not to assign an incomplete, the grade assigned will be the instructor's assessment of the quality and quantity of work completed.

When the instructor is satisfied that all criteria has been met, the instructor will request a University "change of grade" that must first be officially authorized by the Department Chair.

A student will not be permitted to register for a sequential course when a grade of "I" (incomplete) has been received in a prerequisite course. When enrolled for thesis, research, or independent study, either "I" or the S/U (satisfactory/unsatisfactory) grade may be applied. No more than two "I" (incompletes) are allowed at any time unless otherwise granted by the Department Chair.

## h. **EXAMINATIONS**

Each graduate student who intends to earn a Master's degree must successfully take and pass the following examinations:

**Graduate English Competency Examination.** The Graduate English Competency Examination will be taken prior to registration or during the first term when the student begins work beyond the undergraduate level at Jackson State University. The test is designed to assess the strengths and weaknesses of each student in the areas of grammar and usage, logic, organization and content. The examination can be taken only once. Students who make an unacceptable score on the examination must enroll and receive a passing grade in *English 500-Advanced Laboratory Writing* by their second semester of enrollment.

**Graduate Record Examination.** The Department of Urban and Regional Planning requires that all applicants submit GRE scores. If scores are older than 5 years, the applicant must retake the test.

## i. **PROGRAM OPTIONS**

Degree programs vary in requiring a thesis, project, or additional coursework. It is the responsibility of the student to be knowledgeable of all departmental requirements. Students are strongly encouraged to consult with the Master Program Coordinator.

### **Thesis (6 hours)**

The thesis is designed to allow the student an opportunity to conduct and report research that integrates the theory, specialization knowledge, and studio experiences of the degree program. In writing a thesis, the student acquires specific knowledge and exposure with increased intensity. Opportunity to formulate a research topic, collect and analyze relevant data and information, and report the findings is essential to mature intellectual development.

The guidelines and procedures for preparation of the final thesis document will follow the latest requirements issued by the Office of the Graduate School at Jackson State University. Furthermore, the Chair of the Thesis Committee can provide additional guidelines that are appropriate to the research character and basic presentation quality of the data. A manual is designed to guide the prospective thesis-writing student through the requirements, schedule, courses, and document framework. All students are encouraged to review the guidebook and direct any questions to the chairman or faculty advisor. There is a **two-year limit** on completing the thesis.

### **Non-Thesis/Additional Coursework (6 hours)**

Every student may not find the thesis option desirable or necessary. For students in this category, a non-thesis option is offered by the Department. The non-thesis option is designed to permit the student to elect courses that are designed to expand the knowledge and skills relevant to the practice of planning.

The student, in consultation with his/her advisor will select at least two additional courses to extend, expand, or supplement his area of specialization.

**j. INTERNSHIPS (Professional Development Assignment)**

The Department is committed to providing well rounded education to students who seek careers in planning. Professional experience is a vital part of graduate education in the field. An Internship course (Professional Development Assignment) is offered for 3 credit hours. Master Degree students are required to participate in a formal professional planning internship or to demonstrate equivalent work/professional experiences. The purpose of the internship is to provide students with opportunities to engage in experiential learning with governmental agencies, non-profit organizations and private corporations that confront and respond to planning problems and related issues. A prerequisite of 12 semester hours consisting of a combination of core and concentration courses must be completed before taking the Internship course.

Students completing an Internship (Professional Development Assignment) funded by the Department through a Graduate Assistantship Award must be enrolled in URP 570 Internship for one semester in order to receive three semester hours of credit. Students with prior experience in planning or a closely related field may take an additional three semester hours of electives in lieu of the internship with the approval of the Master's Program Coordinator and the Department Chair.

The internship must offer participating students actual professional planning experiences. The acceptable definition for the position of professional planning practice is any activity that employs the knowledge, skills, and products typically found in a public or private office that is sanctioned or consulted for planning actions. This experience may include, but not be limited to, social planning, transportation, housing or human settlements, land use regulation, environmental planning, urban design and architecture, and policy analysis.

The minimum period-of-time required for the student's internship involvement at the job site is 220 contact hours during the semester the student is enrolled in the course. There is no requirement set by the Department for the amount of pay, if any, to be offered by the agency. However, the Department strongly encourages competitive internship wages for graduate students.

**k. TIMELINE FOR SIGNIFICANT DEADLINES**

(Review those set by JSU in "Guidelines For Preparing Projects, Thesis and Dissertations").

**l. REQUIRED FORMS** (consult your Master's Program Coordinator for the following)

- *Forms 1 & 2 are available on-line*
- *Forms 3 & 4 are available in Department*
- *Request for Transfer of Credit (Form A)*
- *MA Degree Plan (Form B)*
- *Petition for Graduate Application for Degree (Form C)*
- *Graduate School Application for Clearance (Completed on-line)*

## 2. CURRICULUM

*The curriculum is designed to produce leaders for the planning profession. Students will acquire the technical competence, social and political awareness, and substantive understanding of city planning as practiced in the United States. Courses are designed to meet the objectives for professional development in the field of city planning. The program is tailored to produce practicing planners for the public and private sectors.*

### a. CORE AREA (16 hours)

*The curriculum of Core Courses consists of five courses designed to provide a fundamental understanding of planning principles and practices. Each course is designed to enhance the student's understanding and appreciation of the basic foundations of the profession and the contributions of other fields to the profession.*

**URP 500- History of Planning (3 hours):** Introduction to the historical roots, periods, and personalities which have shaped the profession. It is a study in the development of the profession within the context of urban American history.

**URP 502- Planning Theory and Practice (3 hours):** Overview of theories that have contributed to the development of contemporary urban planning; theories introduced include rationality, advocacy, and critical; also studied are issues related to professional ethics, race and class, and urban development.

**URP 504- Quantitative Analysis and Computers (4 hours):** Introduction to the use of quantitative reasoning and statistical techniques to solve planning and policy problems. This course focuses on the application of techniques in inferential statistics, sampling, regression analysis, and modeling.

**URP 506- Legal Aspects in Planning (3 hours):** Introduction to the basis in constitutional, common, and statutory law for the authority of plan effectuation. This course delineates the legal and legislative basis for planning at the local, state, and federal levels.

**URP 508- Introduction to Urban Design (3 hours):** This course provides an understanding of the dynamics that created contemporary urban and regional spatial patterns, elements of physical planning in relation to social, economic, and political forces as well as the role of the urban designer in the planning process.

### b. CONCENTRATION AREAS (15 hours)

A minimum of five courses in one of the three areas of concentration is required. A concentration will be selected from 1) Community Development and Housing, 2) Environment and Land Use, and 3) Urban Design. Each area of concentration is designed to provide the student with a higher degree of knowledge and skills in a focused professional area of urban planning. The Master's Coordinator, with assistance from faculty in each concentration, will assist students in preparing courses of study. Students will be permitted to take related courses in other departments with the approval of the Program Coordinator.



## **Community Development and Housing**

*Community development is an encompassing term which includes all the facets of human effort to improve the quality of life in the environment. The term typically anticipates initiatives by members of the community to make these improvements with the assistance of advocates and government. The dynamics of the social, economic, and political spheres are included.*

*A major element of community development is housing and its associated human settlement issues. The roles of the public and private sectors in determining the location, design, construction, and management of housing are central to the city planning function.*

**URP 520- Housing Policy (3 hours):** This is a required course for this concentration. It is a thorough review of the problems and issues related to housing planning and policy dealing primarily with inter-relationships and interdependencies among socio-cultural, economic, and physical aspects of housing. This course focuses on the social, political, and economic aspects of housing policy in the United States.

**URP 521-African American Community (3 hours):** This course investigates processes of community development for their application in community development building in African American communities. Explores the development of a model for development and discusses various roles of participants in the community development process.

**URP 522- Introduction to Community Development (3 hours):** This is a required course for this concentration. It is an overview of the elements of the community development process including housing, economic development, education, public safety, social services, transportation, infrastructure, the environment, citizen participation, and leadership. This course places an emphasis on the application of planning methods and theory to the resolution of community problems.

**URP 523-Social Policy Planning (3 hours):** This course offers an introduction to the theory and practices of *social* policy planning with attention to spatial, policy, resource, and advocacy relationships. This course focuses on matters of social services, income maintenance, education, and health.

**URP 524- Neighborhood Revitalization (3 hours):** This studio course is an exploration of planning and political activities that contribute to the restoration of older neighborhoods. It investigates the impacts of economic, social, and political processes that govern decision making and funding for revitalization efforts.

**URP 525-Land Development Dynamics (3 hours):** This course emphasizes private decision-making and development, public/private relationships, and regulatory activities. It explores patterns of land utilization from the perspectives of the neighborhood, city, and metropolis.

**URP 526- Citizen Participation (3 hours):** This course is an introduction to the issues, policies, and techniques related to the role of citizens in the public decision-making process. Consideration will be given to legislative requirements for public involvement as well as the role of survey research in the citizen participation process. Techniques for developing local capacity through citizen mobilization and a focus on community building are explored.

***URP 527-Public Finance Planning (3 hours):*** This course provides an overview of the principle of public finance strategies. It considers local development and fiscal decision-making, as they relate to project planning, revenue sources and project evaluation.

***URP 528- Economic Development Planning (3 hours):*** This course looks at strategies and tools for developing employment, business ownership, and investment in local, state, and regional economies. This course focuses on contemporary economic development patterns and practices in central cities and urban areas in the South.

***URP 529- Planning in Local Government (3 hours):*** This course is an examination of the role of local government in the city planning process. Special consideration is given to the functional areas of planning such as transportation, housing, neighborhoods, environmental constraints, and land use.

### **Environment and Land Use**

*Environmental planning correctly relates to measures that conserve, preserve, and equitably distribute the ecological and social elements of the natural and built environment. The role of natural systems in efforts to achieve a sustainable environment is included in the study of environmental planning. In the investigation of environmental systems, planning seeks to identify and document the economic, political, and social outcomes of policies and programs that engage protective and preservative environmental measures.*

***URP 530-Introduction to Environmental Planning (3 hours):*** This is a required course for this concentration. This course gives a comprehensive over-view of the field and the efforts being made to organize, control, and coordinate environmental, aesthetic, and uses of nature and man made substances. It focuses on the problems, potential solutions, and methodologies of public policy, law, and economics as they affect environmental issues in planning.

***URP 531-Growth Management (3 hours):*** This is a required course for this concentration. This course looks at techniques employed to manage growth-related change and to implement plans. It focuses on matters of capital investment strategies, development impact analysis, impact mitigation, ethical implications, and alternative growth potentials.

***URP 532-Environmental Planning Ethics (3 hours):*** This course investigation of the issues and effects of decision-making related to environmental justice. This course focuses on the history of the development, cases, and advocacies for ethical decision-making related to the environment.

***URP 533-Rural Land Use Planning (3 hours):*** Small town planning, rural populations and development dynamics are explored. This course focuses on the social, economic, political, and environmental factors that are employed by planners to assist citizens' plans for quality of life in the future.

***URP 534-Environmental Impact Assessment (3 hours):*** This course reviews the theory and methodology of evaluating the potential impacts of development on the natural and social environments. It gives attention to the legal and planning practice elements of assessing environmental impacts.

***URP 535-Comprehensive Planning (3 hours):*** This studio course is an introduction to the theory and practice of urban and regional planning. It discusses a method of decision-making and strategic choice, goal setting, alternative development, and implementation solutions.

***URP 536-Developing Nations Environmental Planning (3 hours):*** This course examines urban development issues and impacts in Third World nations. It explores issues of environmental quality, policy responses, housing production, biological diversity, agriculture, conservation, wildlife management, and socio-economic pressures.

***URP 537-Plan Implementation (3 hours):*** This course explores interactive community and government dynamics in plan implementation. It focuses on the use of land use regulatory tools and community facilities in implementing the plan.

***URP 538-Zoning and Land Use Regulation (3 hours):*** This course discusses the theory, practice, and consequences of zoning as a land use tool in the implementation plans. This course includes the legal and administrative elements employed in zoning law, ordinance preparation, and other regulatory devices.

***URP 539- Risk Analysis (3 hours):*** This course introduces students to the concepts of risk and uncertainty and explores techniques for characterizing, framing, estimating, and communicating environmental risks. It covers both human-related and natural risks and hazards.

### **Urban Design**

*Urban design, broadly understood, is place-making. In urban design we consider the many aspects of development and come to understand multiple analytic paths through which we can engage urban issues and contexts. We approach urban design as a socio-political phenomenon, embracing urban design as a web of relationships between private, public, and nonprofit interests that influence the relational and spatial configurations of our cities. The primary emphasis of the urban design curriculum is to support the development of citizens, planners, and scholars who are able to identify and analyze both urban issues and contexts, who are prepared to use context sensitive design principles and social science frameworks, and who are committed to leading creative approaches for improving the quality of life of those who live and work in urban areas.*

***URP 540-Historic Preservation and Conservation (3 hours):*** This course explores issues of revitalizing and preserving historic resources. It focuses on the history, context, methods, and public policies related to historic preservation movements and programs.

***URP 541- Technical Skills of Composition and Communication (3 hours):*** This is a required course for this concentration. It is a studio course, introducing graphic communication (in two or three dimensions) as visual organization and sequencing of the complex and varied information considered in the decision-making process of planning. It emphasizes exercise of cognitive and aesthetic judgment by selective use and drawing of lines, planes, perspective, solids, shade, shadow and color; including introduction to the examination of aesthetic, symbolic, and cultural elements of design.

***URP 542-Infrastructure and Community Facilities (3 hours):*** This course examines planning and policy issues surrounding public services and facilities. Topics discussed include the distribution of the benefits and costs of various public services and fiscal, traffic, and environmental impacts of land development.

***URP 543- Computer-Aided Design I: Introduction (3 hours):*** This studio course introduces the concepts, issues, and methods of computer-aided design as a tool in the planning and urban design process. A previous knowledge of computers is not required (Prerequisite: URP 541).

***URP 544-Design of Cities (3 hours):*** This studio course investigates the development of physical form of cities through the examination of models, geographic landscape, and intentional human use. It focuses on the manner in which people exploit land and experiences that determine design principles.

***URP 545- Computer-Aided Design II: Applications in Urban Design (3 hours):*** This studio course stresses advanced concepts and methods in computer-aided design as applied in urban design and site development. Topics discussed include interactive and procedural approaches, parametric design, and integration of spatial modeling with other information-processing activities. Emphasis is placed on the creation of three-dimensional models (Prerequisite: URP 543).

***URP 546-Site Development (3 hours):*** This course is an introduction to site analysis, using environmental and engineering principles and modeling exercises to analyze and understand the use of land for developing purposes. It focuses on elements of grading, drainage, and landscape architecture.

***URP 547- Behavioral and Cultural Factors in Planning and Urban Design (3 hours):*** This is required course for this concentration. This is a seminar concerning the relationship of social patterns, cultural values, and the formation of urban patterns. It explores the complexities involved in giving expression to human needs and desires in provision of shelter and movement systems, possibilities and limitations of building forms and public policies, and issues involved in relating the human-made to the natural environment.

### **c. ELECTIVES (9 semester hours)**

Students may take a range of relevant courses as electives within and outside the department. These courses are designed to permit the student an opportunity to enhance special interests and strengthen areas of concentration. Electives must be approved by the Master Program Coordinator.

***URP 550-Special Topics (3 hours):*** Students may enroll in this course to conduct a special project topic. A maximum of three credits per semester are allowed for this course.

***URP 555-Independent Study (3 hours):*** Students wishing to explore an in-depth study of a topic not directly offered in the curriculum may enroll in this course for a maximum of six credit hours for independent study. Permission of the faculty is required.

***URP 560-Thesis Research (3 hours):*** This course focuses on the methodology and technique of writing a thesis, including the research and presentation of the document.

***URP 566-Master's Thesis (3 hours):*** Students electing the thesis option must obtain approval from the faculty for the prospectus. All requirements by the Graduate School for submission dates must be met.

**d. INTERNSHIP COURSE**

***URP 570 – Internship (3 hours):*** Students must satisfactorily complete a Professional Development Experience Assignment. The purpose of the Internship is to provide students with opportunities to engage in experiential learning with governmental agencies, non-profit organizations and private corporations that confront and respond to planning problems and related issues. A prerequisite of 12 semester core and concentration hours must be completed before outcome in any of the substantive areas of the planning discipline.

**e. THESIS OPTION (6 semester hours)** – The thesis is an option.  
A maximum of six semester credit hours is awarded for the thesis.

**f. NON-THESIS OPTION (6 semester hours)** – Students electing the non-thesis option are required to complete the 49 semester hours of course work in the department and a comprehensive examination.

## B. DOCTOR OF PHILOSOPHY DEGREE PROGRAM

### 1. PROGRAM DESCRIPTION

#### a. ADMISSION REQUIREMENTS

Doctoral program applicants must be admitted by both the Division of Graduate Studies and the Department of Urban and Regional Planning. *The following should be sent to the Division of Graduate Studies by March 1:*

- The Graduate Application for Admission form
- Two official copies of transcripts from all colleges/universities attended.
- Master's degree and a baccalaureate degree from an accredited college or university.
- A minimum GPA of 3.0 at the graduate level
- Out-of-state applicants must submit an application fee of \$25 using a money order.
- Immunization Record showing proof of immunization compliance for measles and rubella, if born after December 1957.
- International students must also supply indication of adequate financial support and satisfactory performance on the TOEFL demonstrating oral and written proficiency.

*Other requirements must be sent to the Department of Urban and Regional Planning:*

- Three letters of recommendation and rating sheets (available on the JSU Graduate School website)
- Substantive statement of proposed research within one of the Department's areas of concentration
- A description of professional experience and/or samples of scholarly works
- Scores from the GRE (Less than 5 years old)
- DURP may additionally request an interview with applicants

#### b. ADMISSION STATUS

**Regular Status** is awarded to students who have complied with all Graduate School and Department requirements (Refer to section c).

#### e. REGISTRATION POLICIES

##### i. New Students

All new students to the program are required to attend Orientation.

##### ii. Late Registration

Students who complete their registration late (including paying tuition) will be assessed a late registration fee by the University. The academic calendar stipulates the last day for completing registration.

##### iii. Course Loads

The course load for a full-time graduate student during each semester is nine (9) semester hours. Additional credits must be approved in writing by the Department Chair.

#### iv. Auditing of Courses

Under special circumstances, a student may be permitted to audit a course. Permission from the course instructor is required and space in the class must be available. Fees for auditing will be charged at the rate of regular tuition. No credit is given, but such courses appear on the transcript as “AUDIT.”

#### v. Transfer of Credits

A maximum of fifteen (15) graduate credit hours may be transferred from other accredited universities and colleges or other graduate degree programs at JSU. However, all core curriculum and studio courses must be taken in the Department of Urban and Regional Planning at Jackson State University.

Only relevant course work at a grade of B (3.0 on a 4.0 scale) or better will be eligible for transfer. The course must have been completed within the past five (5) years.

The Department Chair is responsible for approving transfer of credits. Requests for transfer of credit of first semester courses should be made during the summer to avoid last-minute planning and possible confusion at the time of first semester registration.

Requests for transfer of credit for first semester courses should be submitted by **August 1** through the mail or by making an appointment with the Ph.D. Program Coordinator of Urban and Regional Planning. A formal request for transfer credit must include supporting documentation.

Sufficient documentation should be presented to allow for evaluation of the student’s previous course work. This may include course notes, syllabi, and other supporting material.

Only course work taken at the doctoral level will be considered for transfer into the Doctoral program. It is the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded.

Transfer credits will be awarded when the course being evaluated meets all of the following criteria:

- It is a doctoral-level course taken at an accredited college, University or professional school. This must be verified through the institution’s official catalog, or a letter from the chair of the Department **and an official** transcript.
- It was completed no longer than 5 years prior to enrollment in this program.
- A grade of B or higher was received. A grade of P (Pass) or CR (Credit) or other such grades **cannot** be accepted as equivalent to B.
- The course is evaluated as equivalent to one offered by the Urban and Regional Planning Program at Jackson State University. Documentation of equivalency must be provided when the request for transfer credit is made. Documentation should include, at a minimum, a catalog description of the course, a course syllabus, and/or course notes.

- In order to receive credit for a statistics course, a competency examination must be passed.
- To receive transfer credit for a research practicum, evidence of competency (such as a Master's thesis) should be presented for evaluation.
- No transfer credit will be awarded for internships.

Upon approval by the Chair, both the Department's and the University's Transfer of Credit Forms must be completed for all courses to be transferred. Those are both described in the Required Forms section.

Credits *earned* at Jackson State University are transferable only at the discretion of the Department. Such credits may not exceed fifteen (15) credit hours if the student is transferring from another accredited graduate program at Jackson State University.

**f. WITHDRAWAL FROM PROGRAM**

Formal withdrawal from the University is processed through the Office of the Vice President for Student Affairs. No withdrawal is official until the student has processed the appropriate forms. The procedure for formal withdrawal from the DURP program requires the student to first submit a letter to the Department Chair and then meet with the Ph.D. Program Coordinator.

**g. ACADEMIC ADVISING**

Each doctoral student will be directed to the Interim Chair with assistance from faculty in the areas of concentration.

**h. ACADEMIC STANDING**

**i. Good Standing**

A student is judged to be in good standing when making adequate progress toward completion of degree requirements, has a cumulative GPA of 3.0 and is not on probation or subject to dismissal.

**ii. Probation**

Failure to complete the required hours and maintain the above grade point average (3.0) will result in a one semester probationary period. Probation is intended to provide a student whose performance is less than fully satisfactory a period-of-time to bring his/her performance up to a level consistent with the minimum standards enforced by the Graduate School and/or the program in which enrolled.

A student may not remain on probationary status for longer than two semesters. When a student is placed on probation, he/she will be notified of the fact in writing and will have one semester to correct the deficiencies that led to this action. If, at the end of this period, all deficiencies have been removed, and no other circumstances warranting probation have developed in the interim, the student will be returned to "good standing." If the deficiencies have not been corrected by the end of this period, the student may become subject to dismissal. (Refer to the Graduate Catalog for more details on the grounds for probation.)



### **iii. Unsatisfactory Work and Dismissal from the Department**

A student whose course work is unsatisfactory may be requested to leave the program. The recommendation for dismissal must be made in writing by the Ph.D. Program Coordinator to the Department Chair, stating specific examples of unsatisfactory work, followed by a scheduled conference between the student, the Program Coordinator and the Department Chair.

Automatic dismissal from the Doctor of Philosophy program in Urban and Regional Planning will occur when any of the following conditions exist:

- Academic probation extends beyond one semester
- Scholastic dishonesty
- GPA drops below 3.0 and two grades of “C” or below are received
- The Comprehensive Examination is failed a second time
- Failure to act in accordance with ethics guidelines, including anti-discrimination and harassment policies intended to protect students and faculty and outside partners

## **i. ACADEMIC POLICIES**

### **(i.) Repeating Courses**

Any grade lower than “B” in a core course does not satisfy curriculum requirements. If such a grade is received, the course must be repeated. If a grade lower than “B” is received in a concentration or elective course, the student has the option of repeating the course or taking another that will satisfy curriculum requirements. Both grades shall remain on the student’s record and shall count toward an accumulation of below “B” grades (see “Dismissal”—h.-iii.). The student may request in writing to the Department that the lower grade be removed from the official transcript. The Department is required to request its removal by the University. Only one such repeat is allowed.

### **ii. Inactive Student/Leave-of-Absence**

Students who must interrupt their studies for an appropriate reason, such as illness, may be granted a leave-of-absence. Students must apply in writing for a leave-of-absence to the Chair. If granted, the leave shall be for a stated period-of-time, not to exceed one year. Under normal circumstances, students should apply for a leave-of-absence no later than one month prior to registration for the next semester. In order to be considered for a leave-of-absence, the student must NOT:

- Have registered for any course
- Have been previously registered for thesis or dissertation credits
- Have an “I” on his/her record
- Be scheduled to take any examination (such as language, comprehensive, etc.)

Students on approved leaves-of-absence are not charged tuition. Time spent on an approved leave-of-absence is not charged against the ten-year time limit (see “Time Limits”—i. iv.). To obtain a leave-of-absence:

- The student should write a letter outlining in detail the reasons for requesting a leave. This letter should be addressed to the Chair of the Department.
- The Chair will determine the appropriateness of approving the leave, and his/her recommendation to the letter and forward it to the Graduate Dean.
- After action by the Graduate Dean, the Division of Graduate Studies will notify the student, the Department, and the Registrar of the decision.

Students who interrupt their studies or who fail to register for a regular semester without a leave-of-absence are considered to have withdrawn from the program. Such students must make formal application and complete the entire admission process if they wish to re-enter the program at a later date.

### **iii. Incompletes**

When circumstances beyond a student's control prevent the completion of a course satisfactorily, the student has two options. One is to withdraw, if the 'drop' deadline has passed. The other is to request a grade of incomplete, "I", which allows a time extension. Such a request must be made before the semester ends and before the final exam, and the granting of this privilege is entirely at the instructor's discretion.

A student may not, by choice, take an incomplete. Both the student and instructor must agree upon the following:

- The requirements to be completed by the student to remove the incomplete.
- The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed six (6) weeks from the end of the semester.
- The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period. Should the instructor choose not to assign an incomplete, the grade assigned will be the instructor's assessment of the quality and quantity of work completed.

When the instructor is satisfied that all criteria have been met, the instructor will request a University "change of grade" that must first be officially authorized by the Department Chair.

A student will not be permitted to register for a sequential course when a grade of "I" (incomplete) has been received in a prerequisite course. When enrolled for thesis, research, or independent study, either "I" or the S/U (satisfactory/unsatisfactory) grade may be applied. No more than two "I" (incompletes) allowed at any time unless otherwise granted by the Department Chair.

### **iv. Time Limit (10 years)**

All students are expected to complete their program within ten (10) years from the date of initial registration. This means that the student is expected to graduate with the doctoral degree within this period-of-time.

In the event that a student does not complete all requirements within the ten-year time limit, he or she must petition the Graduate Council of Jackson State University for an extension and maintain continuous registration of at least three hours of course credit in order to maintain student status within the program. In the event that research requires faculty time during the summer, the student must also register for at least three hours of course credit that session as well.

In order to remain an active and matriculated student, registration is required every semester (excluding summer) until the completion of degree requirements, unless a leave-of-absence has been granted. **Failure to remain in continuous registration will be deemed as the student's formal withdrawal from the program.**

**v. Residency Requirements**

The minimum period residency for the Doctoral degree in Urban and Regional Planning is one year or the equivalent of two semesters. These two semesters must be taken consecutively, and the student must be enrolled full-time. That is, the student must carry at least nine (9) credit hours each of the semesters counted for residency. Students must meet the maximum residency requirements prior to taking the Comprehensive Examination.

**vi. Grading Policy**

The following policies apply to all academic programs in the Department of Urban and Regional Planning. All degree programs in the department assign grades to course work according to the following system:

<u>Grade</u>	<u>Rating Quality</u>	<u>Points</u>
A	Excellent	4
B	Good	3
C	Unsatisfactory	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

In most courses, grades will be assigned based upon the instructor's assessment and evaluation of the student's work. Some courses such as the Thesis and Dissertation are graded in terms of Pass ("P") or Fail ("F").

A "W" grade is assigned when a student withdraws from a course *after* the last day to drop courses indicated in the academic calendar and *prior* to the 11<sup>th</sup> scheduled class. A grade of "W" will appear on the student's official transcript. Students who stop attending class but who fail to officially withdraw prior to the 11<sup>th</sup> scheduled class will be assigned to a failing grade.

**j. EXAMINATIONS**

Each graduate student who intends to earn a Doctoral degree must successfully take and pass the following examinations:

### **Graduate Record Examination**

DURP requires that all applicants submit GRE scores. GRE scores must have been received within the five years prior to admission.

### **Comprehensive Examinations**

The comprehensive examination is taken upon the completion of the core curriculum and concentration courses. Emphasis is placed on a comprehensive synthesis of materials covered in those courses. Special attention is given to the student's ability to conceptualize, integrate, and communicate knowledge.

The examination is written and has four parts: theory, history, methods, and area of concentration. The results of the written exam shall be recorded as: pass with distinction, pass, or fail.

A student who does not clearly pass or fail a section of the exam shall be required to sit before the faculty for an oral test of that section to clarify their comprehension. A final decision by the faculty shall then be rendered as pass or fail. Students successfully passing the written exam shall advance to the Dissertation Proposal stage.

In case of failure, the student may be permitted one additional opportunity to take the examination. A student who fails one part of the exam will be permitted to retake only that part. A student must, therefore, at a minimum pass three parts of the exam on the first attempt. Students who fail to pass at least three parts of the first examination may petition the Department Chair for a second opportunity to retake the exam within one year of the failure. If the student fails the second time, the student must petition the Academic School Dean or designee for permission to take the examination the third time. Otherwise, the student will be terminated from the program. A student must consult the University's Graduate School Catalog for further information regarding this process.

### **k. DISSERTATION PROPOSAL**

The student gains eligibility for the dissertation process by enrolling in URP 899, attaining the signature of the Department Chair, maintaining good academic standing, and successfully completing the Department's Comprehensive Examination.

The dissertation proposal will be in an approved written form. The student must select a topic and a faculty member of the Department should chair the dissertation committee. The dissertation committee shall be comprised of five members. At least three members must be faculty within the Department of Urban and Regional Planning.

An oral presentation of the proposal and its research components will be made before the dissertation committee. The purpose of a dissertation proposal is for constructive discussion, advisement, and feedback on the student's desired research topic. It is an opportunity for the student to receive consultation in a collaborative manner from dissertation committee members in order to conduct the best research project possible using acceptable scientific methods in a pragmatic and effective manner.

The guidelines and procedures for preparation of the final dissertation document will be consistent with the latest requirements issued by the Office of the Graduate School

at Jackson State University. It is also the responsibility of the Chair of the dissertation committee to assist in determining the most appropriate research character and basic data presentation layout for the final document.

A successful presentation and defense of the dissertation proposal by the student must be approved by the dissertation committee before the student advances to writing the full dissertation and defending it orally.

#### **I. DISSERTATION and ORAL DEFENSE**

The Department requires each Doctoral student to successfully complete a dissertation within a 6-year time limit once the proposal has been approved. The research topic should grow out of the candidate's interest in a problem relevant to urban planning practice or theory.

The dissertation is to be an independent research project that clearly demonstrates the student's ability to survey, integrate, and evaluate literature relevant to the research topic; to develop an appropriate research design, inclusive of methodology, designed to investigate a specific question, problem or hypothesis; and to organize clearly, communicate and defend in both written and oral form, results and their implications of urban and regional planning theory and/or professional practice.

Upon the approval of the dissertation committee and with the authorization of the Department Chair, the student will be recommended to the Graduate School as a candidate for the degree.

## 2. CURRICULUM

The doctoral curriculum is designed to produce leaders in the planning profession. Students will acquire the technical competence, social and political awareness, and substantive understanding of city planning as practiced in the United States. Upon completion of the Doctoral degree, students are expected to: (1) possess the professional ethical background to fairly apply the principles and practices of city planning in the public and private sectors, including university faculties and research institutes; (2) identify and present creative problem-solving techniques for development issues in cities and towns; (3) provide leadership in comprehensive planning practices; and (4) articulate in written, oral, and graphic forms with clarity and thoroughness. Courses are designed to meet the objectives for professional development in the field of city planning. The degree requires completion of thirty six course credit hours beyond the Master's degree.

### a. CORE AREA COURSES (15 hours)

*The curriculum of Core Courses consists of five courses designed to provide a fundamental understanding of planning principles and practices. Each course is designed to enhance the student's understanding and appreciation of the basic foundations of the profession and the contributions of other fields to the profession.*

**URP 700: Historical Development of Cities (3):** Intensive investigation and discussion of major contributing factors to the economic, social and ecological development of cities. The course will require students to apply historical research methodologies in the analysis of historical antecedents.

**URP 702: Theoretical Perspectives in Planning (3):** Study of the advanced theoretical concepts in urban planning and the relationships between planning theory and social science precepts. Comparative analysis of theories that stimulated planning theory and philosophy.

**URP 710: Advance Statistical Methods (3):** The course is designed to offer the state-of-the-art procedures and paradigms in statistical applications. Pre-requisite UPR 502.

**URP 712: Research Methodology (3):** Students acquire a foundation in conceptualization, measurement, research design, prospectus preparation, data collections, and approaches to data analysis, documentation, and presentation of substantive research.

**URP 714: Ethics in Planning Seminar (3):** In this course students examine the theory and practice of professional ethics. The principles of ethical thinking and behavior in the seminar, students will lead discussions related to the theory and practices of profession are covered extensively.

### b. CONCENTRATION AREA COURSES (12 semester hours minimum)

A minimum of twelve hours in one of the three concentration areas is required. Concentrations will be selected from: Community Development and Housing, Environment and Land Use, and Urban Design. Each area of concentration is designed to provide a higher degree of knowledge and skill in a focused professional area of urban planning. Each student will be assigned a faculty adviser who will assist in preparing courses of study. Students will

be permitted to take related courses in other departments with the approval of the faculty advisor. A description of the three areas of concentration and electives follows:

### **Community Development and Housing**

*Community development is an encompassing term that includes all those facets of human effort to improve the quality of life in the environment. The term typically anticipates initiative by members of the community to make these improvements with the assistance of advocates and government. The dynamics of the social, economic, and political spheres are included. A major element of community development is housing and its associated human settlement issues. The roles of the public and private sectors in determining the location, design, construction, and management of housing are central to the city planning function.*

**URP 720: Urban Housing Policies (3):** This course examines the policies that impact housing systems in the United States. Factors contributing to housing shortages and housing costs are analyzed, and programs developed to address these issues are evaluated. Additionally, the role of housing advocacy is studied.

**URP 722: Community Development & Housing (3):** A thorough analysis and evaluation of the principles and practices of community development is undertaken. Substantive areas of housing, economic development, education, public safety, social services, transportation, citizen participation, and leadership will be selectively covered. This course places an emphasis on the application of planning methods and theory to the resolution of community problems.

**URP 724: Urban Revitalization Studio (3):** In-depth study of a selected problem related to urban revitalization. Students will be required to prepare a detailed planning document addressing the redevelopment needs of a specific urban neighborhood or area. Topics vary each semester depending on research opportunities. Prerequisite: specialization in community development and housing.

**URP 726: Citizen Participation Strategies (3):** This course provides an intensive study of citizen participation influencing the public planning process. Consideration is given to emerging methods and programs for public involvement as well as the role of survey research in the citizen participation process. Consideration is given to emerging methods and programs for public involvement as well as the role of survey research in the citizen participation process. Techniques for developing local capacity through citizen mobilization and a focus on community building will be explored.

**URP 728: Local and Regional Economic Development Strategies (3):** An in-depth examination and evaluation of strategies and tools for developing employment, business ownership, and investment in local, state, and regional economics. This course allows students to conduct research on a specialized interest in the areas of economic development and finance, while gaining a greater understanding of the relationship between local and regional economic development patterns and practices.

### **Environment and Land Use**

*Environmental planning correctly relates to measures that conserve, preserve, and equitably distribute the ecological and social elements of the natural and built environment. The role*

*of natural systems in efforts to achieve a sustainable environment is included in the study of environmental planning. In the investigation of environmental systems, planning seeks to identify and document the economic, political, and social consequences of policies and programs that engage protective and preservative environmental measures.*

**URP: 730: *Environment and Land Use* (3):** The course investigates the major competing theories and policies related to the built environment and natural world. Methods of classifying and evaluating the effects of pollution upon natural and social systems are discussed.

**URP 735 *Brownfield's Planning Studio* (3):** Selective problems related to urban and/or rural issues are presented. Students are required to prepare area or comprehensive plans that are designed to provide alternative solutions to identified problems.

**URP 736: *International Human Settlements* (3):** An overview of the conditions policies, and programs that characterize living patterns in international settings are studied. Students are required to conduct research and make scholarly presentations built around the diverse settlements found in western and non-western nations.

**URP 737: *Urban Implementation Strategies* (3):** The theories, practices, and rationalizations for planner involvement in the implementation of alternatives are investigated. Students are required to present a formal strategy for the implementation of a planning proposal.

### **Urban Design**

*Urban design, broadly understood, is place-making. In urban design we consider the many aspects of development and come to understand multiple analytic paths through which we can engage urban issues and contexts. We approach urban design as a socio-political phenomenon, embracing urban design as a web of relationships between private, public, and nonprofit interests that influence the relational and spatial configurations of our cities. The primary emphasis of the urban design curriculum is to support the development of citizens, planners, and scholars who are able to identify and analyze both urban issues and contexts, who are prepared to use context sensitive design principles and social science frameworks, and who are committed to leading creative approaches for improving the quality of life of those who live and work in urban areas.*

**URP 740: *Theoretical Foundations in Urban Design* (3):** The course integrates the principles and concepts of architecture and planning as a function of applied urban design. In the course, students will combine the considerations of architectural interests of rendering visual the abstraction and the planning views of policy and implementation.

**URP 742: *Analytical and Evaluative Methods of Urban Design Research* (3):** Exploration of the theoretical, methodological, and practical issues of urban design, including urban space and morphology, conceptions of place, cognition, perception, and information field theory. Students will gain a working competence in at least one of the methods analyzed.

**URP 744: *Urban Design Studio* (3):** Systematic study of specialized subject matter leading to the design and effectuation of physical improvement plans, program design, and public



policies. Students will synthesis urban design, planning issues, and research methods in a laboratory setting.

**URP 746: Urban Design Doctoral Seminar (3):** Discussion and critique of selected research work and analytical methods involving issues of urban design. Presentation and critique of research is proposed by members of the seminar.

**c. ELECTIVE COURSES (9 semester hours minimum)**

*Students may take a range of relevant courses as electives within and outside the department. These courses are designed to permit the student an opportunity to enhance special interests and strengthen areas of concentration. Electives must be approved by the faculty advisor. Electives may be taken any time prior to graduation.*

**d. OTHER COURSE OPTIONS**

**URP 750: Professional Practice Issues in Planning (3):** The course is designed to study the most current and effective practices in the profession. A range of considerations related to techniques of intervention, methods of design, and public involvement in the planning decision making process is selectively covered.

**URP 760: Advanced Readings (3):** In this colloquium students read and discuss the assigned books. The instructor facilitates the discussion. Each student will be responsible for at least two readings and weekly discussions.

**URP 770: Independent Study or Research Practicum (3):** By arrangement with the advisor and approval of the faculty, the student may elect a topic of special academic or research interest. The independent research must be at an advanced graduate level and relevant to challenging problems in the field of planning.

**e. DISSERTATION (12 semester hours maximum)**

*Following admission to candidacy, students must continuously register for three credits per semester (six credits per academic year) until completion of the dissertation. The grade of "I" will be given until dissertation is completed.*

**URP 899: Dissertation (3):** Working with a faculty approved committee, the student is required to design a study, conduct the supportive research, and write a scholarly thesis. The final dissertation must be orally defended.

## **PART TWO**

# **GENERAL RULES & REGULATIONS**

## **A. ETHICS**

All students are expected to be knowledgeable about and conform to both the letter and spirit of the Department of Urban and Regional Planning as well as the School of Policy and Planning and Jackson State University rules and regulations.

In particular, attention is drawn to the following points, which are illustrative rather than exhaustive or comprehensive:

### **1. Plagiarism**

Plagiarism (non-documenting sources materials) is an extremely serious offense. It is an injustice to classmates who do their own work, it is hypocrisy (pretense of authorship), and it is theft of the author's work. Term papers, literature reviews, lab projects and various other assigned reports require skills in researching and reporting findings. Whether plagiarism results from careless note taking, ignorance of correct scholarly procedures, or malicious intent to defraud, it is considered a serious violation of academic standards.

A student guilty of plagiarism will be failed for the first violation. The second violation will result in a suspension from the Department.

Plagiarism can be avoided by reviewing the many English handbooks. The following books may be available in the bookstore or the JSU library. They provide detailed instructions on the process of writing research papers:

Campbell, W.G. and S.V. Ballou. Form and Style: Theses, Reports, Term Papers.  
Boston: Houghton Mifflin.

Modern Language Association. MLA Handbook for Writers of Research Papers,  
Theses and Dissertation. New York: MLA.

Turabian, K.L. A Manual for Writers of Term Papers, Theses, and Dissertations.  
Chicago: University of Chicago Press.

University of Chicago. The Chicago manual of Style. 14<sup>th</sup> ed. Chicago: Uni. of  
Chicago Press, 1997.

### **2. Policy on Faculty and Student Relationships**

While, in principle, the American Planning Association (APA) policy of discouraging dual relationships is endorsed, recognition is given to the fact that, given the complexity and diversity of our functions, certain dual relationships between faculty and students are bound to arise. Faculty and students are, therefore urged to be sensitive to and aware of the existence of dual relationships and to enter into them with full awareness of their implications. Sexual relationships between faculty and students are explicitly prohibited.

Sexual harassment of students by faculty is prohibited. It is specifically required that whenever either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student, or whenever a student or agency, corporation or program under the auspices of a student employs a faculty member, both parties shall document the existence of this dual relationship in a letter to the Chair of the Department of Urban and Regional Planning. This documentation shall be retained in both the student's and faculty member's permanent files.

As necessary, an Ad Hoc Committee shall be appointed to review any complaints that might arise as the result of dual employment relationships.

Further, no services provided to a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum (e.g. Practicum work, supervised University research, Internship or course work). Approval of such rendering of service must be in writing and approved by the Chair of the Department of Urban and Regional Planning.

### **3. Student Appeals Process**

The purpose of the student grievance and appeals process is to create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and educational process and to have their complaints addressed swiftly and forthrightly.

#### ***Procedure for Classroom Concerns or Complaints (e.g. Grades received, improper dismissals, unprofessional behavior)***

- Student will first discuss the concern or complaint with the instructor.
- Instructor provides a response (allow up to five days if investigation is required).
- Complaints unresolved by the instructor or for which the response is unacceptable must be described in writing by the student and submitted to the Department Chair.
- The Chair properly logs and investigates the matter and provides a written response to the student within ten days.
- Issues that are still unresolved must be submitted by the student to the College Dean.
- The Dean provides the final written response within ten days, which may be done with committee input and/or in consultation with higher level administrators.

#### ***Procedure for Other Academic Concerns or Complaints (e.g. Academic advisement or academic regulations)***

- Student will first discuss the concern or complaint with the academic advisor.
- Advisor provides a response (allow up to five days if investigation is required), or refers it to the appropriate official/body, e.g. Department Chair or Academic Standards Committee, for response within twenty days. The appropriate official/body returns the response to the advisor and the advisor returns it to the student.
- Complaints unresolved by the instructor or for which the response is unacceptable must be submitted by the student to the College Dean.
- The Dean provides the final written response within ten days, which may be done with committee input and/or in consultation with the Vice Provost for Academic Affairs.
- If the complaint remains, the student will submit it to the Vice Provost for Academic Affairs for a final response.

## **B. DISCRIMINATION**

Jackson State University works to create an academic environment that is fair, humane, and responsive to all students, and that supports, nurtures, and rewards career and educational goals on the basis of ability and work performance.

Racial, ethnic, or gender discrimination in addition to sexual or other harassment by faculty, administration, other students, or University employees is inimical to such an environment. Such conduct is an abuse and, whenever imposed on a student, faculty member, staff, or administrator, requires prompt remedial action. Discriminatory or unethical conduct should be reported to the Office of the Dean of the College of Public Service.

If a person with a disability as defined by the American Disabilities Act is seeking to have Jackson State University assist with their stay, please notify the department chair and contact the Office of Support Services for Students and Employees with Disabilities.

## **C. GRADUATION PROCEDURES**

No student should represent himself or herself as being in possession of the Master or Doctoral degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the IHL has met and conferred the degree.

Students who have completed all requirements for the doctoral degree must submit an application for degree. Forms III and IV are available from the Graduate School Office. A posted fee is required upon acceptance of the degree application form.

Application requires approval by the University officials shown on the form. These officers verify that requirements are met and that the student's accounts, records, etc. are in good standing. Upon approval, the application is presented to the University Board of Trustees for conferral. Following the conferral of the degree, which is noted on the official transcript, a diploma is mailed to the student.

Graduation exercises for Jackson State University take place in the spring and summer. Students who are, or expect to be, eligible to participate in graduation service may contact the Office of the Graduate School for information about graduation ceremonies.

## **D. FINANCIAL AID**

In order to assist the greatest number of students with the direct and indirect costs of their education, Jackson State University and the Department of Urban and Regional Planning provide several forms of financial aid. These sources of financial aid include scholarship assistance, loan programs, teaching assistantships and research assistantships.

### **1. Program Administered by the Office of Student Financial Aid**

The primary form of financial aid administered through Jackson State's Office of Student Financial Aid is the Stafford Loan. Students interested in this form of financial aid should contact the Office of Financial Aid for information, application, and material. The Financial Aid office deadline to process loans is set during spring semester.

### **2. Programs Administered by the Graduate School**

The Graduate School offers limited scholarships. Although funded by the Graduate School, applications are initiated at the Departmental level.

### **3. Programs Administered by the Department\*\***

The Department offers financial aid to academically qualified full-time students. Stipends are awarded on a competitive basis (weighed heavily by scholastic achievements). Awards are provided in the form of Research Assistantship (doctoral skills), Tuition Assistance, and Graduate Assistantship (Master skills) scholarships. DURP reserves the right to adjust funding and terms each academic year based on available resources. Students may contact the Department for information regarding financial assistance.

### **4. Outside Resources**

Students should explore the number of scholarship opportunities available through public and private sources.

Many programs change in their deadlines and procedures for application and may not always be available. Contact the providers for the latest information. Also, the Student Financial Services office can refer you to other agencies.

### **5. Policy on Outside Employment**

Work outside the University is independent of the University and Department's control. **Any external employment should not interfere with a student's program obligations.**

## **E. EVALUATING PROGRAM EFFECTIVENESS**

The Department is responsible for providing each student with an educational experience that will result in his or her assuming a prominent role in the dynamics of societal growth and change. The Department is committed to research and scholarship as aspects of its total mission and as vital components of teaching and learning. This mission involves each student taking full advantage of the instructional goals and program objectives. The following assessment instruments are used to determine the outcomes of this combined effort:

#### **1. Student Evaluation of Courses**

In the final week of the semester, faculty/course evaluation forms are distributed in each class. The student is requested to give anonymous feedback regarding class content, texts, examinations, and instructor or supervisor performance. Information from faculty/course evaluations is used to monitor courses and to assess faculty merit.

#### **2. Documentation**

Throughout the academic year attempts will be made to assess what students know and the quality of the teaching process. Methods of assessing each student's work and level of participation in the learning process include: standard tests, oral exams, written reports, classroom observations, simulated performances, surveys, interviews, group and individual field research, external judges, comprehensives, class discussions, and student logs or journals.

As a systematic process of gathering, interpreting, and using information about student learning and teaching practice, assessment and documentation serve as the effective tools for program improvements.

## F. MISCELLANEOUS POLICIES AND INFORMATION

This section of the *Handbook* contains additional policies and general information that will be of interest to students:

### 1. Faculty Decision Making

Faculty of the Department of Urban and Regional Planning meet monthly to discuss management and administrative issues related to the program. Meetings are also held when appropriate to review such program policy issues such as curricula and admission guidelines, as well as to evaluate the progress of students. Faculty appointments and promotions are managed through faculty committees. Decisions are made following a simple majority vote. Student representatives are excused during discussions involving confidential information. Any student interested in input or involvement on a particular issue should contact the program's student representative.

### 2. Graduate Student Representatives

Two options for graduate student representation on faculty committees are available. Students may elect one representative for the entire graduate student body or they may elect two, one for the Master of Arts program and one for the Doctoral program. If the second option is selected by the graduate students, collectively, the representatives have only one vote on faculty committees.

### 3. Professional Organizations

In order to develop professionally, students are urged to join professional organizations in urban planning as early as possible in their careers. Students should give consideration to becoming members of these planning organizations prior to joining others. **First year** graduate students receive **free membership** into APA.

### 4. Computer Network

Students requesting the use of Jackson State University's computer services must obtain a request form. Students will be assigned a user ID within two weeks. This type of an account is necessary for university e-mail. Access to the University mainframe is available through the network in the Department's computer lab.

### 5. Computer/Statistical PC Lab

The Department maintains a computer lab that provides the internet and statistical and graphic software to DURP faculty and graduate students.

### 6. JSU Student E-mail Accounts/ Mailboxes and Notice Boards

All students are assigned personal mailboxes and personal e-mail accounts. This provides for communication between the program and students.

Therefore, it is imperative that students check their mailboxes and e-mail accounts routinely. Student's regular mail will not be accepted by the Department. Office correspondence will be placed in students' mailboxes. Notice boards are located in various locations in the Department. These boards provide a valuable source of information regarding class schedule, student meetings, dissertation proposal and final research defense meeting, public seminars, brown bag lectures, etc.

Office staff is not required to accept post and/or deliver personal telephone messages to students, except in the case of emergencies.

## **7. Typing of Student's Work**

The Department will not provide secretarial support to students. In unusual circumstances in which such typing might be justified (e.g. manuscripts for publication or professional presentation), the student should request support through his or her Program Coordinator.

## **8. Use of Department Supplies and Office Equipment**

Clerical supplies and equipment (ex. photo copier and fax machines) will not be provided to students. The department telephones are not to be used by students unless for course work or faculty sponsored research.

## **9. Student Planning Association**

All DURP students have the opportunity to join and participate in the Student Planning Association (SPA). A SPA meeting is held at the beginning of each academic year to select student representative(s). After the initial gathering, meetings are held once a month during the regular academic year, and more often as any issue dictates. Students use these meetings to communicate with each other, discuss programs and course issues, and to vocalize their collective interests. They also need these meetings to keep their representative(s) informed, so they can receive the best representation at faculty meetings.

## **10. Student Decorum Policy**

Jackson State University's core values include tradition, accountability, learning, nurturing, service, and responsibility. The University believes that free expression is indispensable to the safeguarding of these values and that personal expression must be encouraged with only those limitations that are necessary to promote the University's mission for the benefit of all of its students.

The Jackson State University Student Handbook sets forth expectations and guidelines for appropriate student decorum, and this policy is put in place as a supplement to clarify and extend the dress code as well as the proscription against the use of inappropriate language. The University is committed to fostering an educational environment that, consistent with its academic freedom and mission, prepares its students for success in the classroom and later in their careers. Students are expected to adhere to generally accepted standards of conduct. Actions that substantially interfere with the requirements of appropriate discipline or otherwise substantially interfere with the University's educational mission or the rights of other students may be regulated.

The decorum policy shall be applied without discrimination in regard to the viewpoint embodied in a student's dress or language, and it shall be applied to all students on an equal basis. Further, this policy is limited in time and place to University functions and educational facilities, specifically including classrooms. It is strongly encouraged, but not required, that these guidelines be followed elsewhere in an effort to provide a positive representation of ourselves and the University to the best of our abilities. Administrative, faculty, and staff members who observe student behavior proscribed by the decorum policy should report any such disregard or violations to the Offices of the Dean of Student Life.

DURP students are encouraged to obtain a copy of the University's Student Handbook.