



UNIVERSITY OF CENTRAL FLORIDA

Urban and Regional Planning MS Graduate Program Handbook

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Urban and Regional Planning MS

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

The interdisciplinary Master of Science in Urban and Regional Planning (MS-URP) is designed with a holistic approach, with the outcome of graduates practicing sustainability and socially responsible planning. The major objective of the graduate planning degree program is to prepare students who are interested in pursuing a master degree in the areas of urban, metropolitan, and regional planning to enhance their analytical skills, managerial knowledge, and career development in the planning profession.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program

Timeline for Completion

The Master of Urban and Regional Planning (MSURP) must be completed within seven years from the semester the first course toward the MSURP is completed. If courses toward the MPA are taken prior to being accepted into the MPA program, the seven-year timeline starts from the earlier date.

The Master of Urban and Regional Planning (MSURP) consists of a total of 42 credit hours (14 courses). Each student completes a core of nine courses (27 credit hours), an advanced curriculum of three restricted electives (9 credit hours), and a capstone experience equivalent to two courses (6 credit hours). Courses and credit hours used for undergraduate degrees cannot also be counted toward the MSURP degree, except for Senior Scholar students who, with the permission of the program director, may use up to 9 credit hours of transfer graduate work towards their MSURP program.

The Plan of Study (POS) is a listing of courses agreed to by the student and the School of Public Administration specifying the courses the student must satisfactorily complete in order to fulfill the degree requirements for the MSURP and be eligible for graduation. **The POS must be defined during a student's first semester of enrollment.** Students must submit a Plan of Study to their Academic Services Coordinator in the School of Public Administration by the end of their first semester in the program. Failure to complete this critical step will result in a hold being placed on the student's academic records. A hold prevents the student from registering in future

semesters. Once created, the Plan of Study may not be altered solely due to poor academic performance and the student must maintain satisfactory progress as defined above in all courses in the Plan of Study.

Advising

The School of Public Administration is committed to providing the support that our students need to ensure a successful journey to completion of their degrees. To that end, you may request to meet with your graduate adviser or the Academic Services Coordinator at any time.

You may contact your program adviser by mail or by phone at 407-823-2604. The SPA office is located in Doctor Phillips Academic Commons (DPAC) Suite 446.

It is the student's responsibility to keep abreast of all program requirements needed for graduation. Program regulations will not be waived because a student pleads ignorance or claims the adviser failed to keep them informed. Please review the "General University Policies" as well as the "General Graduate Policies" in the UCF Graduate Catalog.

Financial Support

Financial Support provided to master's students by the university is limited to fellowships, graduate assistantships, tuition support and health insurance. Federally funded financial aid in the form of student loan programs may be available for graduate students based on eligibility. Students interested in federally funded financial aid information, should check the UCF Office of Student Financial Assistance website at finaid.ucf.edu/.

The College of Community Innovation and Education is allocated a limited number of university-funded fellowships that are awarded on an academically competitive basis to the highest qualified graduate students in the college. Generally, these fellowships are awarded annually during February to April to newly admitted students for the upcoming academic year (Fall/Spring).

In addition to the academic-based fellowships for incoming students, the Graduate Travel Award provides funding for current master's, specialist, and doctoral students to deliver research papers or participate in comparable creative activities at a professional meeting. Students must be the primary author and presenter. To review the award requirements and apply online, see graduate.ucf.edu/.

Graduate Student Associations

Professional Societies and Associations

American Planning Association (APA)

The American Planning Association provides leadership in the development of vital communities for all by advocating excellence in planning, promoting education and resident empowerment, and providing our members with the tools and support necessary to ethically meet the challenges of growth and change.

Association of Collegiate Schools of Planning (ACSP)

The Association of Collegiate Schools of Planning (ACSP) is a consortium of more than 100 university departments and programs offering planning degrees as well as programs that offer degrees affiliated with planning. We also have individual faculty, retired faculty, and student members. Most of our school members are located in North America, particularly the U.S., but our individual members are from around the world.

ACSP connects educators, researchers, and students, to advance knowledge about planning education and research. We are committed to promoting the field of planning as a diverse global community that works collectively toward healthy, equitable, and sustainable neighborhoods, cities, and regions. Our members convene together at annual conferences and workshops, disseminate research through ACSP's journal of record *JPER* (*Journal of Planning Education and Research*) and beyond, and engage with like-minded colleagues in a variety of interest groups including the Faculty Women's Interest Group, Global Planning Educators Interest Group, and the Planners of Color Interest Group.

Urban Affairs Association (UAA)

The Urban Affairs Association is dedicated to creating interdisciplinary spaces for engaging in intellectual and practical discussions about urban life. Through theoretical, empirical, and action-oriented research, the UAA fosters diverse activities to understand and shape a more just and equitable urban world. (Adopted March 12, 2010)

ICMA

The International City and County Management Association is an association of professional city and county managers who manage the affairs of the public sector. ICMA offers a student membership that permits the student to attend the annual conference at a reduced registration fee.

OPA

The Organization for Public Administration was founded in 2001 at the University of Central Florida for the purpose of enhancing the Public Administration student's learning experience by acquainting them with job opportunities, career options, networking, and knowledge of the field via special guests. In addition, OPA members provide services to the community, both locally and on campus, by organizing career fairs for the Public Administration students and participating in the county government's Adopt-A-Precinct project. OPA members also benefit from yearly trips across the country and site visits! It is the mission of OPA to provide developmental and educational opportunities for its members and to promote student interest and involvement in Public Administration.

Learn more at <https://ccie.ucf.edu/public-administration/>.

Professional Development

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. For the nomination process and eligibility criteria, see the [College of Graduate Studies Graduate Awards website](#).

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Other

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Job Search

UCF's Career Services

The department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

Public Administration Internship Program

Provides students with work experiences that expose them to government and nonprofit organizations and their operations. For additional information, please visit <https://ccie.ucf.edu/public-administration/learning/internships/>.

National Association of Schools of Public Affairs and Administration

Offers information about general, US government, state and local government, nonprofit, and international job opportunities. You may visit <https://www.naspaa.org/resources/career-resources>.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Urban and Regional Planning MS](#)
- [College of Community Innovation and Education](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Communicate with Classmates](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)

- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [School of Public Administration](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

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