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MASTER OF COMMUNITY PLANNING PROGRAM

GRADUATE STUDENT HANDBOOK

Danilo Palazzo, PhD
School Director

David Edelman, PhD
Graduate Program Director

IMPACTING | URBAN | FUTURES

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Introduction

UC Graduate School

This Handbook of the Master of Community Planning program in the School of Planning at the College of Design, Architecture, Art, and Planning (DAAP) contains the specific rules and regulations that apply to students in the Master of Community Planning program offered by the school. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. Students should also familiarize themselves with the contents of the University of Cincinnati Graduate Student Handbook: <https://grad.uc.edu/fac-staff/handbook.html>

DAAP Governance & Administration

The role of the Office of Graduate Studies and Research in the College of DAAP is to support the School of Planning Graduate Programs by assisting the school in carrying out its graduate program mission, updating policies and procedures from the University and the College, ensuring graduate student awards are distributed in a responsible manner, and mediating/resolving conflicts.

Student Responsibilities

- Know your rights and responsibilities regarding Graduate Study at the University of Cincinnati by familiarizing yourself with the contents of this Handbook
- Ensure that you have a curricular plan or equivalent
- Ensure that you receive an annual review in writing
- Be aware of all deadlines (thesis submittal, graduation registration, etc.)

School of Planning Introduction

The School of Planning (SOP) is located in the College of Design, Architecture, Art, and Planning (DAAP), which is charged with both undergraduate and graduate education and is committed to excellence in teaching/learning, research and creative works. Graduate degrees are offered in Design, Architecture, Art Education, Art History, Fine Arts, Landscape Architecture, Community Planning and Regional Development Planning. Both the undergraduate Urban Planning program and the graduate Community Planning program are accredited by the Planning Accreditation Board of the Association of Collegiate School of Planning. SOP also offers a Bachelor of Science in Urban Studies program and a Bachelor of Science in Horticulture.

The City and Its Environs

The City of Cincinnati is an attractive city on the picturesque Ohio River. Cincinnati boasts an accessible and pleasant downtown area; a fine resident symphony orchestra and ballet company; accomplished amateur and professional theater groups, and a summer opera series, as well as the top level professional sports teams, the Reds and the Bengals. An outstanding system of city and county parks makes outdoor recreation both inexpensive and convenient. The Cincinnati Art Museum and Contemporary Arts Center brings a modern and experimental dimension to the art life of the city, while the famous Taft Museum is among the best private collections open to the public. The Museum Center in historic Union Terminal is home to the Cincinnati Historical Society Library, the Natural History Museum, the African-American Museum, and an Omni-Max Theater Center.

Within the metropolitan area, there are many city, county, and regional planning agencies, a variety of private architectural and planning consulting agencies, environmental agencies, a variety of health

service organizations (both public and private), and many health-related agencies that provide opportunities and resource contacts for the developing professional.

Application & Admission

Application

Graduate students apply at the University of Cincinnati online via the Graduate School website at <http://grad.uc.edu/admissions.html>.

Applicants who have had full-time professional employment experiences are advised to submit evidence of their accomplishments. It is the applicant's responsibility to ensure that all of these materials have been received by February 1st of the year of anticipated enrollment in order to be considered for financial aid. Late applications are considered for financial aid only in unusual circumstances.

Application Requirements:

- Completion of a University Application for Graduate Study that requires a nonrefundable \$65 application fee (\$5 surcharge for international applicants).
- A statement of purpose. The two-page paper should describe your broader goals within the field of planning, and why pursuing an MCP degree is the right path for you. Please also describe your significant academic experiences and touch on why you believe that you can successfully undertake graduate study.
- Submission of two (three preferred) letters of recommendation from persons familiar with your potential to complete professional graduate study (at least one should be an academic contact). These must be submitted by your recommenders online.
- A professional résumé
- Applicants interested in a graduate assistantship should upload a one-page description of relevant skills and knowledge (such as teaching experience, computer programming, design software, statistics, languages, drafting/design, knowledge of research tools such as SPSS or SAS) that could be utilized as a graduate assistant. Be sure to include some qualitative judgment of your skills, and describe how you have used these skills in prior academic/work experiences.
- Official Graduate Record Examination (GRE) scores or will also accept GMAT, MCAT, or LSAT.
- Applicants from outside the U.S. are required to have test scores higher than the following minimums for the Test of English as a Foreign Language (TOEFL): 87 (internet-based), 225 (computer-based), or 567 (paper-based). Other acceptable scores include above a 6.5 minimum on the International English Language Testing System (IELTS), or above a 53 on the Pearson (PTE).
- Please upload a PDF of scanned copies of your transcripts (and in the case of foreign students, an official record of prior academic study in English). At the time of admission, we will require that you send your official transcripts over to the university.
- An electronic portfolio or examples of design work are optional. If you choose to submit a portfolio, all materials must be submitted online via the application portal.

Admission

Full Graduate Standing

Completed application materials are evaluated by a committee comprised of the Graduate Program Director for Community Planning and selected faculty, who make admission decisions and recommend financial aid award decisions to the School of Planning Director. In order to be admitted to full graduate standing in the School of Planning, the applicant must have:

- graduated from an accredited college/university with a least a B average in the major area of study;
- GRE scores (verbal, quantitative, and analytical) or GMAT, MCAT or LSAT scores which are close to or above the national average;
- strong letters of recommendation from individuals who are qualified to assess the applicant's academic potential.

Other factors, which enter into decisions for admission and financial aid include the quality of undergraduate preparation; the quality of previous work experience: qualification for assignment to teaching, research, or academic administration, and the clarity and thoughtfulness of the completed program application form.

The School does not make decisions for admission or financial aid based on race, age, gender, color, religion, sexual orientation or handicap. However, individuals who are members of groups, which are underrepresented in the planning profession, are highly encouraged to apply.

Provisional Admission

Provisional admission may be granted to applicants who lack undergraduate work considered essential for graduate study in the major field. We also give provisional admission to international students who enter the ELS program. Course work, without graduate credit, will be required of provisionally-admitted students to make up such deficiencies before full graduate standing can be granted.

Graduates of non-accredited institutions may be granted provisional admission when their academic records warrant this status. Additional course work will be required of such students when deficiencies in their previous training are apparent.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when extenuating circumstances can be shown to have affected their undergraduate grade point averages or when progressive improvement in the undergraduate program warrants provisional admission.

Graduate students may attain full graduate standing when the deficiencies responsible for their provisional status are corrected. They must also have maintained a satisfactory academic record in all course work taken as part of their graduate programs. Change from provisional to full graduate standing is effected, by the Graduate Program Director in the School of Planning. The basis for change in status is subject to review by the University Dean, and that office is therefore routinely notified of each change of status.

International Students

See the Graduate Student Handbook.

Degree Requirements

Course of Study

See the Graduate Student Handbook.

Academic Advising

Each student will be assigned a faculty academic advisor. Students must consult with the assigned advisor at least each semester prior to course registration. Changes in faculty advisor assignments may only be made with the approval of the Graduate Program Director. Forms will be maintained in the student's personal file on which his/her academic advisor will maintain a record of advising sessions and a record of academic progress in the program.

Regular Track

Completion of the MCP degree ordinarily requires two full years of study, with satisfaction of the core requirements, collateral field requirements, a graduate thesis/project or a capstone, the required internship and the required DAAPWorks project.

The MCP program's two-year curriculum is structured around core courses designated and sequenced to provide a broad base of generic aspects planning knowledge and skills necessary to pursue more specialized work in planning.

All MCP core courses are taught within the School of Planning. Some of the collateral courses are taught within the School, and some are taught in other units within the University of Cincinnati. Students are encouraged to take advantage of offerings in other schools and departments for their electives.

All MCP students are also required to serve a summer internship in the United States with a bona fide planning organization for a period of 8 to 10 weeks. If a student desires to serve his/her internship in another country, he/she must obtain permission from the Graduate Director in the second semester of the first year of study.

As one of the requirements for graduation, all second year MCP students must submit a DAAPWorks project based on the graduate project or capstone experience. The requirements are specified by the School's DAAPWorks Coordinator. DAAPWorks is the College's annual end of the year student show.

Accelerated MCP track

In addition to the normal MCP program, there is an accelerated course of study. This is a twelve-month curriculum open to students with an accredited Bachelor's degree in planning and five years of post-graduation experience or a related degree and eight years of post-graduation experience. No internship is required. Core requirements and specialization requirements differ somewhat from the two-year MCP curriculum. Participation in DAAPWorks is mandatory.

Credit Hour Requirements

Students must be registered for 12 or more graduate credits each semester. See Graduate Student Handbook for more information.

Course Waiver

A waiver is defined as permission to not take a specific course, but it still carries the obligation to earn the credits associated with the waived course. Waivers from courses are granted by the Graduate Program Director based upon a student-originated petition, supported by the course instructor. The Graduate Program Director will then inform all parties of the decision by letter, with a copy placed in the student's school file.

If a student has taken a course as part of their undergraduate curriculum that is substantially the same as a required course, the student may apply for a waiver of the requirement. The student must petition the Graduate Director of his or her program, in writing, and provide proof of the claim, such as the syllabus, samples of assignments and tests, a letter from the instructor, etc. The DAAP Graduate Faculty will be the sole judge as to whether the proof is sufficient. If granted, the required course is waived, but the student receives no credit hours and still must meet the minimum credit hour requirement.

Co-op

See http://daap.uc.edu/academics/cooperative_education.html for information about Co-Op at DAAP and the Department of Experience-Based Learning and Career Education site for more information about the co-op program <http://www.uc.edu/careereducation/experience-based-learning/co-op.html>.

Thesis or Capstone Project

Each graduate student in the School of Planning must complete a graduate project to demonstrate the ability to synthesize the theories, special knowledge, and skills obtained in the core curriculum and the field experiences.

The objectives of the graduate project are to:

1. enable each student to pursue, in depth and on an individual basis, a subject of his/her interest;
2. provide each student with an opportunity to conceptualize, plan, conduct, and complete an original project which demonstrates creativity, analytic skill, and readiness to enter professional practice or doctoral study, and
3. provide each student with the opportunity to use research methods in the preparation of a major product of professional caliber.

Form of Project

Students have two options for completing the graduate project based upon their personal and professional goals and interests – a Master's thesis (8 semester credits) or a Master's capstone (4 semester credits). Students choosing the capstone option will take additional planning elective courses. The Master's thesis may be a professionally oriented project or scholarly research, individually completed, under the supervision of a thesis committee. The capstone is completed by a group of students as a joint project and each student must make independent contributions to the project.

Although the final product is typically a written presentation, the product of the project may also be presented in graphic or electronic media, or some combination thereof. In any case, the graduate project must contain a clear statement of the issues or problem being addressed; a thorough analytical component; and a prescription for solution to the conditions or problem addressed. The prescription may be in the form of policy recommendations, a sequence of actions to be taken, or a physical plan or design.

Project Procedures and Timetable

Spring Semester, First Year

During this semester, a student who is considering a thesis should think about a subject of interest and the professor or professors he or she would like to work with. By the end of the semester or during the summer, the student should develop a one to two page thesis concept. Only after this is done should the student approach a faculty member to be the thesis committee chair.

Fall Semester, Second Year

A student working on the Master's capstone will take a planning elective course while a student working on the Master's thesis will enroll in "Master's Thesis" with the committee chair. The committee chair will work with the student in completion of the project design, secure a second UC faculty member and an optional outside reader (a person who practices within the field associated with the project topic or has some professional education or experience akin to the field) as the third committee member, and subsequently provide guidance and review of progress.

Spring Semester, Second Year

The Committee form signed by the student and all two or three committee members must be submitted to the graduate program director no later than the first week of January, along with the resume of the reader.

Students working on the Master's capstone will register for the capstone course while students working on the Master's thesis will enroll in "Master's Thesis" under the committee chair. Students are expected to complete their projects by the end of the semester.

Once a thesis project has been approved by his/her committee, the student must submit an electronic thesis by following the most current detailed instructions online at www.grad.uc.edu/graduation. In addition, students must submit 1 electronic copy (USB) to the School of Planning and one to each committee member.

Graduation

See the Graduate Student Handbook.

Course Registration

Registration

The University offers a variety of times to register, from Early Registration for Continuing Students to open Web and in-person registration. Information about registration can be found at the **One Stop**

Student Service website, www.onestop.uc.edu; key registration dates are under “calendars.” The One Stop website allows the student to register for classes, check financial aid status, view his or her bill, check grades, and request a transcript.

First year students will meet with an advisor and register for classes at orientation the week before classes begin.

Early Registration begins well in advance of the semester and offers the best opportunity for students to enroll in classes they want. Graduate students are given the first “window” for registration. The dates available for Early Registration can be found on the One Stop Website. Students will also be notified by UC email of their registration windows.

Changing Degree Programs

See the Graduate Student Handbook.

Electives, Course Permissions, Etc.

Electives are discussed at orientation.

Advanced Standing

See Graduate Student Handbook.

Relevant graduate level courses completed at UC or another accredited college or university may be applied toward a degree in the School of Planning. These hours are normally applied to the elective portion of the curriculum. In no case may the number of advanced standing hours be more than one-half of the total number of credits required for the degree. The determination of advanced standing will be made by the Graduate Program Director based upon a student-originated petition. The Graduate Program Director will then petition the Office Research and Advanced Study for advanced standing credits for the student.

Independent Study

Faculty-directed independent study is approved in special cases when a student’s program of study necessitates it. To carry out an independent study, a student and a faculty member directing such study must agree upon a program appropriate to the number of credits to be awarded; must negotiate a contract and complete the appropriate forms for approval and inclusion in student’s file. The faculty member will submit a grade for the work completed at the end of the semester.

Withdrawal

See the Registrar’s site: <https://www.uc.edu/bursar/faqs/withdrawal.html>

Graduate Credit and Grades

Graduate Credit

See Graduate Student Handbook.

Grading

See Registrar’s site: https://www.uc.edu/registrar/faculty_resources/grading_scales.html#grad

Academic Progress and Standards

Minimum Standards

A student is considered in good standing as long as reasonable progress is being made towards the degree sought. This generally means that the student continues to exhibit an average of B (3.0 GPA) or better throughout the course of study and registers for at least 12 graduate credit hours each semester. I and/or IP grades should appear only infrequently and then for good reason. These grades should be converted into appropriate grades within the next semester. Within one year, an I grade will change to an F grade whereas IP grades can stay indefinitely. But students will not be able to graduate with F's, I's or IP's on transcript.

Read more about maintaining graduate student status in the Graduate Student Handbook.

Graduate Student Annual Review

The annual review is conducted by the Program Director. Grades and the courses completed are reviewed to assess if progress to the degree is proceeding according to the curriculum. If progress is unsatisfactory, the student will be required to have a discussion with the Program Director after which it will be decided if it is necessary to put the student on probation. Students who fail to maintain a 3.0 GPA are at risk of losing any scholarship or assistantship provided by the School of Planning.

Withdrawal from Program

See Graduate Student Handbook.

Probation/Dismissal

A student who is maintaining an overall average of B but who has received a grade of C or lower in two or more core courses will be placed on probation. After the second course in which a grade of C is recorded, the Graduate Program Director will issue a letter of probation, warning of this status. If a student then receives other grades of C, he/she will be expected to repeat courses in such manner that only two uncorrected C grades remain. Probation will cease upon successful completion of all core courses with a grade of B or above.

Dismissal will occur if the student fails to maintain a B average for two successive semesters. After the first semester in which the cumulative average falls below an average of B, the Graduate Program Director will issue a letter of probation, warning of this status. A student who has a Graduate Assistantship and is placed on probation may lose his or her position. If the student's cumulative average does not improve for another semester, the student will be dismissed.

Leave of Absence

See Graduate Student Handbook.

Tuition and Financial Support

Tuition

See Student Financial Aid site: <http://financialaid.uc.edu/fees.html>

Metropolitan Rate

University of Cincinnati School of Planning graduate students living in several Kentucky counties will benefit from a new tuition rate. The new rate equals Ohio in-state tuition plus \$300 per semester for full-time graduate students (up to 18 credit hours per semester). The Metropolitan Rate for part time graduate students and overload credit hours is in-state tuition plus \$25 per graduate credit hour. These fees will remain in effect until revoked by the University of Cincinnati or revised via the University's Special Fee Approval Process. New students must apply for the new Metropolitan Rate, if eligible. The application can be found at: <https://admissions.uc.edu/tuition-aid/kyin.html>.

Scholarships

The School of Planning is allocated a limited number of graduate scholarship awards. These awards are made on the basis of academic merit.

Other forms of financial awards will be given on the basis of academic excellence, School needs, and any other specific criteria unique to the source of aid. Minority students should note that the University of Cincinnati has a Graduate Minority Albert C. Yates Fellows and Scholars Program. Information on these fellowships and scholarships can be obtained from the Division of Advanced Studies.

See the Graduate Student handbook for more information.

Graduate Assistantships

Graduate Assistantships require teaching, research, or administrative services of ten or twenty hours per week for nine months. Full GAS and a stipend are included in the award. Also, Graduate Assistants receive a 10% discount on all purchases made at the UC Bookstore when they show their UC student identification card.

When Graduate Assistants are employed over and above their assistantship, a number of legitimate academic concerns can be raised (including length of time to earn their degrees). Consequently, the practice is highly discouraged. Permission to do so must be obtained from the Director of the School of Planning. International students are forbidden to work more than twenty hours per week under any circumstances while school is in session. Violation of the regulation will result in the loss of financial aid.

The School of Planning ordinarily attempts to keep an even distribution of financial aid awards between continuing and incoming students. For students already in residence, GAs are awarded to those individuals who are judged to have prior superior academic performance (generally an overall GPA of 3.5 or better) and who are judged able to perform the required research, or instructional services. Continuing students who receive poor written reports on their performance as GAs for two semesters, continual or otherwise, will lose their assistantships. University Graduate Incentive awards are made to continuing students who have demonstrated excellent academic performance and to incoming students whose application materials indicate that they will be better than average in ability. All awards are made annually for one academic year or portion thereof. The awards are dependent on a continued high-level of academic performance.

All applicants for financial awards (including continuing students) must make their request known by February 1 of the academic year prior to the award of aid. In the event that a Graduate Assistantship becomes available after the initial round of offers, the following procedures shall be used:

- It will be determined whether the GA position should be for a continuing or incoming student and
- An individual will be selected from the appropriate group according to the criteria of the specific open position.

See the Graduate Student handbook for more information.

Policies and Procedures

Program Standards

This handbook clarifies minimum university level requirements and policies that apply to all graduate students throughout the University of Cincinnati, as well as outlines the specific requirements, policies, and procedures for the Master of Community Planning program in the College of Design, Architecture, Art, and Planning. See the Graduate Student Handbook for more information.

Records Privacy, FERPA, Right to Review Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the FERPA and Records Privacy page of the Registrar's Office website. Once you have been enrolled, you have the right to review your educational records, except for those excluded by law (physician, psychiatrist, or parent's financial statement). If you need to review such records, you should prepare an appropriate explanation or interpretation, and see Coordinator of Graduate Programs.

Notice of Non-Discrimination

The Fine Arts Program of the University of Cincinnati reaffirms its policy that discrimination on the basis of race, gender, color, religion, national origin, sexual orientation, handicap or age will not be practiced in any of its activities. The full policy can be read here:

<https://www.uc.edu/about/policies/non-discrimination.html>.

Student Code of Conduct

It is expected that students will conduct their relationships with faculty and others in a professional manner. The Student Code of Conduct in the UC Graduate Handbook defines the behavior expected of all University of Cincinnati students. In this document, behavior considered misconduct is defined, and the possible sanctions or penalties are outlined to which the students are subject to as the consequences of misconduct.

Students have the responsibility for being honest in carrying out any written, oral, or studio assignment. A student who has been dishonest in coursework will receive a grade of "F" for that course. Typical actions which are considered dishonest include: plagiarism - defined herein as using the conceptual framework and/or words of others without proper referencing; deception of effort; unauthorized assistance; and cheating on exams - defined as both "copying" and "using unauthorized

notes". In such cases, the Coordinator of Graduate Programs will issue a letter of warning to the student with a copy placed in the student's departmental record. A second infraction will result in immediate dismissal. Any student who willingly aids another in academic dishonesty will receive the identical penalty.

Responsible Conduct of Research

See UC Graduate Student Handbook and for IRB protocols: <http://grad.uc.edu/student-life/news/irb-profile.html>

Graduate Student Grievance Procedures

Grievance procedures have been established to provide graduate students with a formal opportunity to address grievances arising out of their academic relationships with their department, college and University of Cincinnati. See the UC Graduate Handbook for Grievance Procedures.

Academic Resources

See Graduate Student Handbook.

Student Resources

See Graduate Student Handbook.

Health Insurance

See Graduate Student Handbook.

Dual Degrees

See Graduate Student Handbook.

5+1 Joint Bachelor of Urban Planning/Master of Community Planning (BUP/MCP)

Students enrolled in the Bachelor of Urban Planning program are encouraged to apply for the joint 6-year Bachelor of Urban Planning/Master of Community Planning option (BUP/MCP). Students completing the BUP/MCP program will be awarded both the Bachelor of Urban Planning and Master of Community Planning degrees. The BUP/MCP option permits an accelerated professional planning education for students with both a solid academic record and strong interest in professional planning practice.

Master of Landscape Architecture (MLA I)/Master of Community Planning

120 credit, 9 semester First Professional MLA 1 (accreditation candidacy) and Accredited MCP, with a minimum of two co-ops (domestic or international).

Joint Master of Community Planning/J.D

The School of Planning participates in a joint degree program with the College of Law. Students enrolling in the Master of Community Planning program can participate in this program. Students who wish to enter this degree program must apply and be admitted to the Master's program in planning and to the [College of Law](#) to pursue a law degree.

International Students

General Information

See Graduate Student Handbook.

School of Planning
College of Design, Architecture, Art, & Planning
University of Cincinnati
P.O. Box 210016
Cincinnati, Ohio 45221-0016
Phone: (513) 556-4943
Fax: (513) 556-1274

Financial Support

See Graduate Student Handbook.

Maintaining Graduate Student Status

See Graduate Student Handbook.

UC International Graduate Assistantship

See Graduate Student Handbook.

Faculty and Staff

Forms

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MCP Course Waiver Request

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Graduate Independent Study Form

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