

MASTER'S PROGRAM GUIDE

DEPARTMENT OF URBAN AND REGIONAL PLANNING

College of Environmental Design
California State Polytechnic University, Pomona



TABLE OF CONTENT

2	Introduction
3	Graduate Coordinator
3	Program Flow Chart
4	Admission to the Program
5	Leave of Absence
6	The Graduate Contract and Degree Progress Report
6	Program Course Requirements
8	Full-Time Roadmap: 2 Years Schedule
9	Part-Time Roadmap: 3 Years or More Schedule
10	Common Core Courses: 28 Units
13	Option Course Courses (Emphasis): 4 Units
14	Culminating Experience: 3 Units
14	Electives: 13 Units
16	Choosing the Client Project or a Thesis
18	ENV China Summer Study Abroad program
18	Graduation Writing Test (GWT)
19	Graduate Student Forms

INTRODUCTION

Welcome to Cal Poly Pomona's Department of Urban and Regional Planning. As an incoming master's student, you are joining a community of more than 2,000 visionary and dedicated alumni professionals working to improve the quality of neighborhoods, cities, and regions across Southern California, the United States, and the world.

This guide contains information that will help you progress through the Masters of Urban and Regional Planning degree with the greatest educational benefit. We are committed to providing you with professional education of the highest quality. You will experience a variety of learning environments and study a diverse range of subjects meant to build knowledge, skills, and values that support effective planning practice in the 21st century.

Just as practicing planners use different skills each day, you will draw on and develop expertise in communication, analysis, design, collaboration, and management through your coursework. We will ground your educational experience in real-life case studies and projects in the communities across the Southern California region, a goal that implements Cal Poly Pomona's "learn by doing" educational philosophy.

Whether you are new to the field or already familiar with it, you should explore your career options in planning early in your academic program. Joining the American Planning Association—the primary professional organization for planners—and participation in its local, state and national activities and events will broaden your knowledge of what planners do. Additional options include joining the Planners Network, which focuses on issues of community organizing and social change, or a variety of environmental design, social justice, or transportation planning organizations.

Another way to learn about planning is to join the Graduate Planning Student Association (GPSA), the graduate student organization for our department. GPSA organizes social activities and supports professional enrichment and development. Additionally, its officers represent graduate students as participants in the department policy-making processes.

The Graduate Coordinator, Dr. Dina Abdul Karim, will provide guidance as you move through the program and develop your career goals. Since the program offers two emphasis options, and the pace at which courses are taken may vary, careful curricular planning is important. All graduate students should work closely with the Graduate Coordinator and other faculty throughout their time in the program. Dr. Abdul Karim is your first contact on curriculum issues, but all of the faculty and the Department Chair, Dr. Gwen Urey, are available to students during their office hours and by e-mail.

Seek out whatever other mentors you can— senior students, alumni, practicing planners, community leaders. We can help you make contacts. Attend college and department events such as the Dale Prize events, ENV Career Day, or volunteering programs. Finally, take

advantage of Cal Poly Pomona's resources that can help prepare you for academic and career success, whether it is writing assistance or interview practice.

A word about our standards and expectations. Our department is very proud of the reputation it has among employers who tell us that our graduates are quick starters, are knowledgeable about planning, and have excellent skills. We expect that you make a true commitment to the program. Getting a planning degree involves full participation in course activities whether attending classes, writing papers, preparing graphic presentations, or taking exams. We also expect regular and timely attendance in class, active participation, and adherence to deadlines and other course policies. We strive to make our expectations clear in class syllabi, materials, feedback on assignments, mentoring, and participation in your presentations.

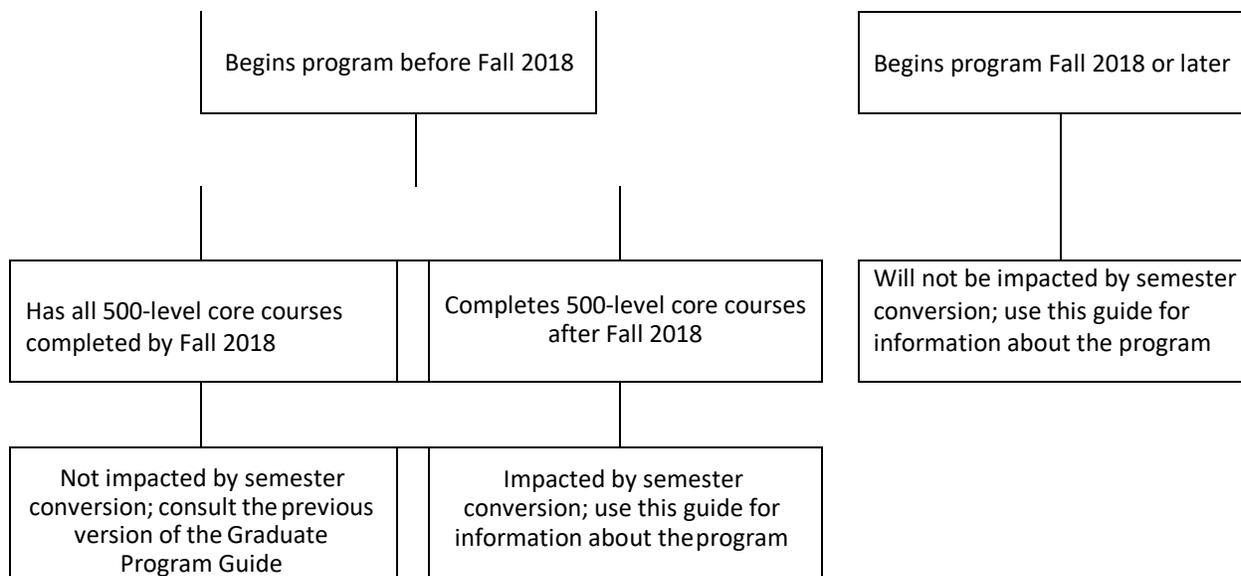
This document summarizes requirements and procedures for admission into the program; the graduate contract; course requirements, including the core courses, emphasis courses, and electives; registration and scheduling classes; and the thesis and client project. Students should access the most current University Catalog and the Class Schedule on-line. The University Catalog contains official University and Department rules and procedures, descriptions of all course offerings by all departments, information on costs, financial aid, etc., and descriptions of all University policies, programs, centers, institutes, and services. A Class Schedule, available on-line, sets out the Academic Calendar, registration procedures, the courses offered by each department, and the times and places of the courses.

GRADUATE COORDINATOR

The Graduate Coordinator is the advisor for all graduate students and is responsible for administering the graduate program. Because the program is designed to serve students from different backgrounds with different planning interests who will complete the program on different schedules, the Graduate Coordinator provides individual assistance in developing each student's program of study. The current Graduate Coordinator is Dr. Dina Abdul Karim. Students can meet with her during posted office hours and by appointment. Her email address is: dabdulkarim@cpp.edu.

PROGRAM FLOW CHART

Beginning in fall 2018, Cal Poly Pomona switched from a quarter- to semester-based academic calendar. If you begin in or after fall 2018, you will not be affected by the change. Use this guide for reference to information on the requirements of the program. If you begin the program before fall 2018 and will finish after semester conversion, there are several factors you will need to consider. Please use the flow chart below to determine if you will be affected by these changes and then consult the appropriate sections of this guide.



ADMISSION TO THE PROGRAM

The Department accepts applications only for the fall semester. There are two parts to the application process:

1. The application to the University must be submitted and deemed complete by February 1st. This can be done electronically by following this link to the Graduate Admissions page: <https://www.cpp.edu/admissions/graduate/index.shtml>. Submit the University application, a set of official transcripts, and your GRE and TOEFL scores, if required, to University Admissions.
2. Submit directly to the Department the required "Statement of Purpose" that explains the applicant's interest in planning and objectives for the degree (1-2 pages), three letters of recommendation (originals written on letterhead and sealed or an electronic copy in PDF format), and a copy of all the information that was sent to University Admissions.

A copy of your complete application package (unofficial transcripts are OK) must be emailed or mailed to the department by February 15th. Please arrange to have your recommenders send their letters of support directly to the department. Applications and letters can be emailed to Lydia Dolan, the URP Department Administrator, at urp_grad_coord@cpp.edu, or sent directly to the office via USPS.

Grade Point Average (GPA): Admission into the program requires an undergraduate GPA of 3.0 (B) or better. The University evaluates all college coursework to determine the GPA of an applicant. It also considers any additional graduate units completed since receiving your last degree.

Graduate Record Exam (GRE): An applicant with an undergraduate GPA between 2.5 and 3.0 will be considered for admission on the basis of scores on the Graduate Record Exam (GRE). The entrance requirement is a verbal and quantitative combined score of 280 with no less than a 135 in either section. The GRE scores submitted must have been earned within five years of the application date. Applicants with an undergraduate grade point average of 3.0 or better are not required to take the GRE.

Test of English as a Foreign Language (TOEFL): Applicants with a bachelor's degree from a college or university where the principal language of instruction is not English must request official results of the TOEFL to be mailed directly to the Office of Admissions and Outreach prior to admission. The entrance requirement of TOEFL is a score of 580 (paper-based), 237 (computer-based) or 92-93 (internet-based).

Meeting GPA and GRE requirements does not guarantee admission. Your letters of recommendation and statement of purpose are also critical components of your application package.

Students are admitted to the program from a variety of disciplines and work backgrounds. A previous degree in planning is not required. Professional experience in planning or a related field is also not required, but will be taken into account in applying admission criteria. Students who do not meet admission requirements may take Department courses on campus through the College of the Extended University. They may then be considered for admission if they receive a 3.0 (B) grade or better for each course taken and are recommended by the instructor.

Applicants who are not accepted and desire to reapply for a future year may request that the Department hold their application materials for one year. However, they must reapply to the University for admission. Additionally, there is no deferral of acceptance. Prospective students must reapply to the university (typically as a formality) if they decide not to attend the year that they were admitted.

LEAVE OF ABSENCE

California State University policy requires that graduate students maintain their enrollment status using the following criteria. If a student does not register for classes for two semesters in a row (including the Summer semester), they must complete a Leave of Absence petition before the second semester of non-attendance. According to University policies, *students who are not in attendance for more than a semester, do not have an approved leave of absence form on file, and have more than 6 units left to take are considered to have broken enrollment status and must apply for readmission to return and continue their studies. Returning students must meet with Graduate Coordinator and file a new Master's contract with the department.* A Leave of Absence allows a student to petition to return within two years without reapplying. A student must also be registered and enrolled in a course in the University during their semester of graduation. If you think you may need to take a leave of absence, contact the Graduate Coordinator to discuss your case as soon as possible.

THE GRADUATE CONTRACT AND DEGREE PROGRESS REPORT

Students are admitted to the program on a Conditional Basis. Under that status, students may take any 5000-series (or lower) courses. Unconditional status, which allows students to take 6000-level courses and advance toward completion of the program, is granted after the Graduate Contract is submitted and approved by the Department of University Graduate Studies. Once a student has completed twenty (20) or more units of core coursework, or has completed their first year of classes, they should schedule a meeting with the Graduate Coordinator to develop and submit a Graduate Contract. The standard contract form is available on the Department's web site: https://cpp-env-static.s3-us-west-2.amazonaws.com/prod/s3fs-public/attached_files/Graduate%20Contract.pdf

The Graduate Contract designates the courses that each student will take to complete their program requirements. *The contract must be submitted by the end of the Spring Semester of the student's first year.*

The Graduate Contract requirement assures that the student and the Graduate Coordinator review the student's approach to the program, and establishes a set of courses, with a timeline, that matches the program's requirements and the student's needs. The Graduate Contract must be approved by the Graduate Coordinator, Department Chair, and College Dean, and be verified by the University Graduate Studies Analyst. The contract is the basis upon which the University evaluates a student's degree progress and is required for graduation from the department. Modifications to the contract, if minor, are made with an academic petition. Modifications beyond minor changes require a revised contract to be completed and approved. Students should discuss changes with the Graduate Coordinator and receive approval for substitutions (by petition) *before* the courses have been taken.

A student's transcript is compared to the approved Graduate Contract so that s/he is aware of any remaining requirements. Students must pass all courses in the graduate contract and pass the Graduate Writing Test to complete the program.

PROGRAM COURSE REQUIREMENTS

The forty-eight (48) units that must be completed in the graduate degree program are divided into four parts:

- Common Core 28 units
- Option Core (Emphasis) 4 units
- Client Project or Master's Thesis 3 units
- Electives 13 units

Students enter the program with a wide variety of academic and work background and different interests. The program is designed to assure the breadth needed for excellence in

professional practice while providing flexibility for specialization and in- depth study. The twenty-eight (28) units of core courses provide a solid understanding of planning theory and history, city development, planning law and politics, data analysis and research methods, policy analysis, group project work, and planning administration. The seven (7) units of emphasis courses and the thirteen (13) units of electives provide the flexibility to meet individual interests and needs.

Students may choose to complete a thesis or a client-based project to complete the program. By University rules, all coursework must be completed within seven years from the date of the earliest course taken on the Contract.

University regulations allow no more than nine (9) units of acceptable graduate credit to be transferred from another institution or from the Extended University. If students intend to take courses outside the University to meet specialization areas or elective requirements, or to transfer credit for courses taken through the Extended University, they must contact the Graduate Coordinator for review and approval.

Currently, the 9-unit limit excludes URP classes taken during the Summer Semester through the College of the Extended University. No course below the 4000 (Senior) level will be accepted for graduate credit. Students should consult the Graduate Coordinator regarding courses at other institutions that do not have the same course numbering system as Cal Poly Pomona. The seven-year time limit for graduates begins with the first course taken and shown on the Graduate Contract, including any course transferred for credit.

A grade point average of "B" (3.0) or better must be maintained in all graded coursework used to satisfy degree requirements. Students will not graduate unless they have a "B" (3.0) or better grade point average at graduation. Students falling below an overall "B" average must complete an advising contract with the Graduate Coordinator for the next academic quarter that indicates the courses and the minimum grade point average for that quarter that will raise their overall grade point average to or above a "B" (3.0). Failure to raise the grade point average will result in dismissal from the program. Note that a grade of "C" (2.0) or above is considered a passing grade for a course. However, a maximum of six (6) units with the grade of "C" (2.0) will be accepted for credit. Courses in which a student earns a grade of "C-" (1.7) or lower cannot be applied to the required units.

The tabular information below is a recommended schedule for progress through the Master of Urban and Regional Planning curriculum over a two-year period for those who desire to be full-time students.

The two-year plan requires that a student take every core course in the sequence along with electives in all semesters in addition to an option core in the two semesters of the second year. Required core courses are offered in the evenings, between 5:00 PM and 10:50 PM, on Mondays through Thursdays. The department schedules as many elective and module courses as possible in the evening. Some electives, however, are offered during the day or

on Saturdays. Depending on a student's choice of courses and the pace with which s/he is proceeding through the program, students may need the flexibility to attend a daytime class for one or more electives. Summer elective courses are generally offered.

FULL-TIME ROADMAP: Two Years Schedule

1st year

Fall	Units	Spring	Units
Common Core		Common Core	
URP 5010 How Planning Works	1	URP 5070: Planning for Environmental Sustainability (5060)	3
URP 5050 Planning and Place	3	URP 5210/L: Research Design and Methods (5120)	3/1
URP 5060 Land Use Planning: Law and Intergovernmental Relations	3	URP 6520: Professional Practice (5010, 5120)	1
URP 5120 Planning Ideas and Actions	3		
Electives*		Electives*	
Choose one (1) elective	3	Choose two (2) electives	6
Total	13		14

2nd year

Fall	Units	Spring	Units
Common Core		Common Core	
URP 5400/L Planning for Community Change (5050, 5210/L)	3/1	URP 6420/L: Graduate Planning Studio (6400)	2/2
URP 6400: Graduate Studio Prep (candidacy adv.)	1	URP 6430: Leadership and Ethics Seminar (5120)	1
Option Core		Option Core	
Either URP 5230/A: Policy Analysis and Advanced Research Methods (5120) or URP 5430/A: Methods in Leadership and Entrepreneurship (grad standg)	3	Either URP 6950: Client Project (6901, candidacy adv.) or URP 6960: Thesis (6902, candidacy adv.)	3
Either URP 6901: Client Project Prep (candidacy adv.) or URP 6902: Thesis Prep (candidacy adv.)	1		
Electives*		Electives*	
Choose one or more (1+) electives	3+	Choose one or more (1+) electives	3+
Total	12+		11+

*Students must complete at least 13 units of elective credit. Elective courses must be taken at the 4000-level or higher to be applied for graduate credit. Please contact the URP Graduate Coordinator with inquires about all non-URP electives.

- If applicable, prerequisites are included in parentheses

PART-TIME ROADMAP: 3 YEARS OR MORE SCHEDULE**

1st year

Fall	Units	Spring	Units
Common Core		Common Core	
URP 5050 Planning and Place	3	URP 5070: Planning for Environmental Sustainability (5060)	3
URP 5060 Land Use Planning: Law and Intergovernmental Relations	3	URP 5210/L: Research Design and Methods (5120)	3/1
URP 5120 Planning Ideas and Actions	3		
Total	9		7

2nd year

Fall	Units	Spring	Units
Common Core		Common Core	
URP 5010 How Planning Works	1	URP 6430: Leadership and Ethics Seminar (5120)	1
URP 5400/L Planning for Community Change (5050, 5210)	3/1	URP 6520: Professional Practice (5010, 5120)	1
Option Core		Electives*	
Either URP 5230/A: Policy Analysis and Advanced Research Methods (5120) or URP 5430/A: Methods in Leadership and Entrepreneurship (grad stndng)	3	Choose one or more (1+) electives	3+
Total	7		5+

3rd year

Fall	Units	Spring	Units
Common Core		Common Core	
URP 6400: Graduate Studio Prep (candidacy adv.)	1	6420/L: Graduate Planning Studio (6400)	2/2
Option Core		Option Core	
Either URP 6901: Client Project Prep (candidacy adv.) or URP 6902: Thesis Prep (candidacy adv.)	1	Either URP 6950: Client Project (6901, candidacy adv.) or URP 6960: Thesis (6902, candidacy adv.)	3
Electives*		Electives*	
Choose one or more (1+) electives	3+	Choose one or more (1+) electives	3+
Total	5+		10+

*Students must complete at least 13 units of elective credit. Elective courses must be taken at the 4000-level or higher to be applied for graduate credit. Please contact the URP Graduate Coordinator with inquires about all non-URP electives.

** Part time students who plan to take longer than three years to complete the program should consult the Graduate Coordinator to develop an individualized curriculum flowchart.

- If applicable, prerequisites are included in parentheses

COMMON CORE COURSES: 28 UNITS

The program core courses provide the breadth of information needed for excellence in planning practice. They are designed to be taken concurrently with the emphasis and elective courses. There are core courses for the first, second, and if necessary succeeding years. Because each core course is offered once a year, students should first concentrate on scheduling core courses in the proper sequence. The core courses are:

1st year

URP 5010	How Planning Works (Fall)
URP 5050	Planning and Place (Fall)
URP 5060	Land Use Planning: Law and Intergovernmental Relations (Fall)
URP 5120	Planning Ideas and Actions (Fall)
URP 5070	Planning for Environmental Sustainability (Spring)
URP 5210/L	Research Design and Methods (Spring)
URP 6520	Professional Practice (Spring)

2nd year

URP 5400/L	Planning for Community Change (Fall)
URP 6400	Graduate Studio Prep (Fall)
URP 6420/L	Graduate Planning Studio (Spring)
URP 6430	Leadership and Ethics Seminar (Spring)

The core courses are detailed below by the semester and year they are taken. Students transferring from another graduate program may substitute previous courses for core courses with review and approval of the primary instructor in the course and the Graduate Coordinator.

Courses with two course numbers, such as 5210 and 5210L indicate that the course includes both a lecture discussion format and a laboratory (or activity session or seminar if an 'A' follows the number, as in 5420/A). Students must register for both parts of a course. URP 6400 and 6420, which must be taken in succeeding semesters. The list of courses below includes the prerequisites when applicable.

1st Year Fall Semester

URP 5010 How Planning Works (1)

Overview of local government planning practices including general plans, zoning codes, CEQA, the entitlement process and coordination with other public agencies and special districts.

URP 5050 Planning and Place (3)

Reviews the development of social and economic structure of cities and regions. Explores

the historical development and current issues involving human habitats in developed and developing countries in the context of forces that shape and affect possibilities for cities and regions.

URP 5060 Land Use Planning: Law and Intergovernmental Relations (3)

Introduces the intergovernmental legal framework for planning. Legal processes and constitutional property rights. Local general plans, zoning, subdivision management, and design controls and their integration with regional planning. Major state and federal environmental and planning related programs, policies and requirements.

URP 5120 Planning Ideas and Actions (3)

Understanding core planning ideas through the lens of procedural planning theory. Alternative conceptions of rationality and the public interest. Linking knowledge and action. Tracing the co-evolution of society and planning, including public participation.

1st Year Spring Semester

URP 5070 Planning for Environmental Sustainability (3)

Development of the prevailing concepts of sustainability from global to local scale. Planning strategies for mitigation, adaptation, and resilience. Integration of environmental sustainability with social equity, justice, and community well being.

Prerequisite(s): C- or better in URP 5060 or URP 506.

URP 5210 Research Design and Methods (3)

Introduction to qualitative and quantitative research methods. Techniques of measurement and sampling for gathering original data. Assessing and using secondary data sources. Descriptive statistics and introduction to inferential methods. Application of data analysis toward the study of public policy issues.

Prerequisite(s): C- or better in URP 5120 or URP 512.

Corequisite(s): URP 5210L.

URP 5210L Research Design and Methods Lab (1)

Introduction to qualitative and quantitative research methods. Techniques of measurement and sampling for gathering original data. Assessing and using secondary data sources. Descriptive statistics and introduction to inferential methods. Application of data analysis toward the study of public policy issues.

Prerequisite(s): C- or better in URP 5120 or URP 512.

Corequisite(s): URP 5210.

URP 6520 Professional Practice (1)

Review of alternative planning career paths in the public (local, regional, state and federal), private and non-profit sectors. Identification of career paths in various planning disciplines. Review of international career options.

Prerequisite(s): C- or better in URP 5010 or URP 501 and C- or better in URP 5120 or URP 512.

2nd Year Fall Semester

URP 5400 Planning for Community Change (3)

Exploration of theories and praxis of planning for social change. Topics include successful community change models, direct organizing, asset based community development, capacity building, youth participation, and just sustainability. Lab covers tools for community action. May involve community-based projects.

Prerequisite(s): C- or better in URP 5050 or URP 505, and URP 5210 or URP 521, and URP 5210L.

Corequisite(s): URP 5400L.

URP 5400L Planning for Community Change Lab (1)

Exploration of theories and praxis of planning for social change. Topics include successful community change models, direct organizing, asset based community development, capacity building, youth participation, and just sustainability. Lab covers tools for community action. May involve community-based projects.

Prerequisite(s): C- or better in URP 5050 or URP 505; and URP 5210 or URP 521, and URP 5210L.

Corequisite(s): URP 5400.

URP 6400 Graduate Studio Preparation (1)

Planning and community design studio project framing and goal formulation. Quantitative and qualitative analysis of project. Physical, social, cultural, and political context of client. Theory, process, design and method for strategic planning. Preparation of strategy and schedule for Graduate Studio.

Prerequisite(s): Advancement to candidacy.

2nd Year Spring Semester

URP 6420 Graduate Planning Studio (2)

Plan, policy, or implementation proposal addressing a real world planning problem. Synthesis of planning and community design issues and data identified and analyzed in Graduate Studio Preparation. Research, quantitative and qualitative analysis, community engagement and presentation skills emphasized.

Prerequisite(s): C- or better in URP 6400 or URP 641.

Corequisite(s): URP 6420L.

URP 6420L Graduate Planning Studio Lab (2)

Plan, policy, or implementation proposal addressing a real world planning problem. Synthesis of planning and community design issues and data identified and analyzed in Graduate Studio Preparation. Research, quantitative and qualitative analysis, community engagement and presentation skills emphasized.

Prerequisite(s): C- or better in URP 6400 or URP 641.

Corequisite(s): URP 6420.

URP 6430 Leadership and Ethics Seminar (1)

Identification of personal work style, group dynamics, management approaches, and

leadership skills for planning in the public, non-profit, and private sectors. Case-based development of ethical reasoning. Identification of personal and professional ethical standards.

Prerequisite(s): C- or better in URP 5120 or URP 512.

OPTION CORE COURSES (EMPHASIS): 4 UNITS

Choose one Emphasis.

1. Entrepreneurship and Leadership Emphasis

URP 5430 Methods in Leadership and Entrepreneurship (2)

Examines foundational theories and practices in leadership and entrepreneurship in planning and emerging fields. Not limited to planning, explores best practices and successful case studies to foster leadership skills and entrepreneurial ventures among graduates for the public good.

Prerequisite(s): Graduate Standing.

Corequisite(s): URP 5430A.

URP 5430A Methods in Leadership and Entrepreneurship Activity (1)

Examines foundational theories and practices in leadership and entrepreneurship in planning and emerging fields. Not limited to planning, course explores best practices and successful case studies to foster leadership skills and entrepreneurial ventures among graduates for the public good.

Prerequisite(s): Graduate Standing.

Corequisite(s): URP 5430.

URP 6901 - Capstone Project Preparation - Client Project (1)

Identify potential clients and develop their own client project topics. Students gain understanding of the client and client's needs for the project, develop goals and objectives for the project, prepare a scope of work, schedule and analysis methodology.

Prerequisite(s): Advancement to candidacy.

2. Planning and Policy Emphasis

URP 5230 - Policy Analysis and Advanced Research Methods (2)

Evaluation methods of public policies and private decisions on the public welfare, using quantitative and qualitative analytic tools. Emphasis is on skillful application of anticipatory and retrospective policy analysis to planning problems, and critical reflection on the strengths and weaknesses of economic-based evaluation.

Prerequisite(s): C- or better in URP 5120 or URP 512.

Corequisite(s): URP 5230A.

URP 5230A - Policy Analysis and Advanced Research Methods Activity (1)

Evaluation methods of public policies and private decisions on the public welfare, using quantitative and qualitative analytic tools. Emphasis is on skillful application of

anticipatory and retrospective policy analysis to planning problems, and critical reflection on the strengths and weaknesses of economic-based evaluation.

Prerequisite(s): C- or better in URP 5120 or URP 512.

Corequisite(s): URP 5230.

URP 6902 - Capstone Project Preparation - Thesis (1)

Understanding of the Master's thesis research procedures and administrative requirements. Select a planning-related research theme, formulate a research question, and research methodology for the Master's thesis, while being aware of related deadlines for Graduate Programs.

Prerequisite(s): Advancement to candidacy.

CULMINATING EXPERIENCE: 3 UNITS

URP 6950 - Client Project (3)

Under faculty supervision, students undertake the project developed in Client Project Preparation using planning concepts and techniques to solve planning problems and identify improvement opportunities for the selected client. The students write recommendations and implementation reports and make a formal presentation to client.

Prerequisite(s): C- or better in URP 6901 and Advancement to candidacy.

URP 6960 - Master's Thesis (3)

Development of a terminal Master's thesis, under the supervision of a Thesis Committee. Selection of Thesis Committee members, conducts original research, and writes the thesis within a planning-related theoretical framework.

Prerequisite(s): C- or better in URP 6902 and Advancement to candidacy.

ELECTIVES: 13 UNITS

Choose a minimum of 13 units with approval of advisor from courses listed below:

URP 4000	Special Study for Upper Division Students (1-3)
URP 4030	Physical Design Applications (1)
URP 4030L	Physical Design Applications Laboratory (2)
URP 4040	Placemaking: Theories, Methods, and Practices (3)
URP 4110	Evolution of American Cities and the Planning Movement (3)
URP 4120	Urban Design in Europe
URP 4200	Methods of Engagement; Participation, Negotiation, Mediation (2)
URP 4200A	Methods of Engagement; Participation, Negotiation, Mediation Activity (1)
URP 4210	Planning Advocacy, Community Organizing and Social Change (2)
URP 4210A	Planning Advocacy, Community Organizing and Social Change Activity (1)
URP 4220	The Just City (3)
URP 4230	Planning for Minority Communities (3)
URP 4240	Public Participation (3)

URP 4330 Affordable Housing Seminar (3)
 URP 4340 Community Development and Housing (2)
 URP 4340A Community Development and Housing Activity (1)
 URP 4360 Public Finance (3)
 URP 4370 Planning for Infrastructure (3)
 URP 4380 Land Use Entitlements (3)
 URP 4390 Infrastructure Finance (3)
 URP 4510 Land Use and Urban Design Policy (2)
 URP 4510A Land Use and Urban Design Policy Activity(1)
 URP 4660 Environmental Assessment (3)
 URP 4750 Planning in a Global Economy (3)
 URP 4760 International Planning (3)
 URP 4780 GIS Applications in Planning Studio (2)
 URP 4780L GIS Applications in Planning Studio Laboratory (1)
 URP 4820 California Water (3)
 URP 4830 Development Processes (2)
 URP 4830A Development Processes Activity (1)
 URP 4840 Neighborhood Development (2)
 URP 4840A Neighborhood Development Activity (1)
 URP 4850 Urban Design Principles and Techniques (2)
 URP 4850L Urban Design Principles and Techniques Laboratory (1)
 URP 4870 Environmental Policy (3)
 URP 4880 Local Transportation (2)
 URP 4880L Local Transportation Laboratory (1)
 URP 4890 Transportation Methods and Analysis (2)
 URP 4890L Transportation Methods and Analysis Laboratory(1)
 URP 4900 Advanced GIS (2)
 URP 4900L Advanced GIS Laboratory (1)
 URP 4910 Planning for Climate Change (2)
 URP 4910A Planning for Climate Change Activity (1)
 URP 4980 Advanced Planning Studio (2)
 URP 4980L Advanced Planning Studio Laboratory (1-3)
 URP 4990 Special Topics for Upper Division Students (1-3)
 URP 5250 GIS for Planning (2)
 URP 5250L GIS for Planning Laboratory (1)
 URP 5340 Urban Housing and Community Development (2)
 URP 5340A Urban Housing and Community Development Activity (1)
 URP 5350 Regional Transportation Policy and Planning (3)
 URP 5370 Environmental Policy (3)
 URP 5380 Urban Design (2)
 URP 5380L Urban Design Laboratory (1)
 URP 5410 Field Internship (1-2)
 URP 5990 Special Topics for Graduate Students (1-3)
 URP 6910 Directed Research (1-3)

CHOOSING THE CLIENT PROJECT OR A THESIS

The final requirement for completion of the program is three (3) units, consisting of either the Client Project or a Master's Thesis. For a student to complete the program, all coursework, plus either the Client Project or the Master's Thesis requirement, must be completed within seven (7) years of the first course applied to the student's Graduate Contract.

The *Planning and Public Policy Track* will serve students interested in research-based planning and policy practice in public, non-profit, and private sectors, as well as those intending to pursue a Ph.D. It emphasizes the advanced mixed-methods research and analysis techniques that underpin plan and policy proposals. The track requires a thesis project.

Thesis committees must consist of three members. The Thesis Committee Chair must be a tenured or tenure-track faculty member of the Department. The second member must be a faculty member at Cal Poly Pomona. The third member, upon approval of the Thesis Committee Chair, may be from outside the campus with a master's degree and professional experience related to the student's topic. At least two members of the Thesis Committee must be tenured or tenure-track faculty members. Students will work with their chair to focus their attention on a substantive planning and policy area of interest such as environmental policy, transportation policy, community development, or land use and design.

The *Entrepreneurship and Leadership Track* will produce leaders who thrive in a highly advanced, globalized society. It recognizes that graduate planning programs' roles now serve a broader function than mid-level public planning positions, and provides graduates with the necessary analytic tools, technical skills and vision to take on leadership positions in private, non-profit, and public sector entities.

Client project committees must consist of three members. The Client Project Committee Chair must be a tenured or tenure-track faculty member of the Department. The second member may be a Department faculty member or, upon approval from Client Project Committee Chair, be from another campus department. The third member must be a representative from the organization or firm with whom the student is partnering on the project. Students will work with their committee chair to focus their attention on the needed planning, entrepreneurial, and leadership courses to prepare them for their field of interest, and will complete a professional project in partnership with a planning or community development organization.

Students' preference for completing a project or thesis depends on their objectives. For the Client Project, the students identify potential clients and develop their own client project topics. They gain understanding of the client and client's needs for the project, develop goals and objectives for the project, prepare a scope of work, schedule and analysis methodology. Students choosing the Project option must take URP 6901 preparation class

before they can take the URP 6950 Client Project course. Alternatively, students who choose to write and defend a Master's Thesis must take URP 6902 preparation class before they can take the URP 6960 thesis course. Students may register for URP 6950 Or 6960 any semester after they have completed all 5000-level core courses and passed or officially waived the GWT (Graduation Writing Test).

The student requests a faculty member to be the Chair and that faculty member can assist the student in establishing the Committee. The Chair should be a faculty member with expertise in the project or thesis topic area and someone with whom the student works well. Most often, the Chair is the key person on the Committee and is most responsible for directing the student's efforts.

Students can begin to discuss their project or thesis with the Graduate Coordinator or faculty in their area of interest at any time. The Department has prepared a guide, entitled "Demystifying the Thesis," available in the Department office, from the Graduate Coordinator, and on the Department's website. Within three weeks of first registering for URP 6950 or URP 6960, the student must complete a Client Project/Thesis Proposal form (available from the Graduate Coordinator and on the Department's website) that sets out basic information about the project/thesis and that is signed by the Committee.

Students who have taken URP 6950 or URP 6960 once and have not completed and defended their project/thesis must register for URP 6990 in the semester they intend to defend and graduate (Thesis Continuation, 0 units). Care should be taken that you do not let two (2) consecutive semesters of non-enrollment in a class pass without a Leave of Absence being requested. A grade of "Report in Progress" (RP) may be assigned until the project or thesis is successfully completed. University requirements do not allow an RP grade to be retained permanently. A RP must be converted into a letter grade after two years or it is lost and a new URP 6950 (for Client Project students) or URP 6960 (for Thesis students) class must be taken.

Projects and theses involving human subjects must be evaluated by the Human Subjects Committee (Institutional Review Board, IRB), and documentation showing IRB exemption or approval must be submitted with the Committee formation form. Students must have completed all course work in the subject area before starting the project/thesis.

To pass the Project or the Thesis successfully, students must complete their writing of the project or thesis and submit to an oral defense. The defense should take place by the thirteen week of the semester chosen for the oral defense. This leaves time for final changes the Chair and Committee may require. The student may schedule the oral defense after receiving permission from their Chair. Students should have a draft of the project or thesis completed by early in the semester they choose to defend. The defense consists of an oral presentation before the Chair and Committee that summarizes the student's project or research. It is also an opportunity for the student to respond to any of the Committee's questions about the work produced. To pass successfully, all members of the Committee must agree to approval. A letter grade is then assigned for URP 6950 or URP 6960 courses.

Following a successful defense, completion of any revisions required by the Committee, and

the final signatory approval, the student (for thesis only) must deliver a copy of the final thesis to the University Library for format approval. The thesis must be in the format required by the University Thesis Regulations that are available from the University Library. Once approved, the student must deliver a digital copy of the final thesis to the department and delivers a copy to the University Graduate Studies Analyst who is in charge of having them bound. The thesis must be delivered to the University Graduate Studies Analyst as per University requirements. Client Project students must deliver a digital copy of the final project to the department.

ENV CHINA SUMMER STUDY ABROAD PROGRAM

Additionally, Graduate Students are encouraged to apply to the College of Environmental Design's Summer Interdisciplinary China Program. This 5-week intensive urban design studio-based program is based in Beijing, China, and offers 9 units of upper division course credit. Graduate Students can apply these credits to their elective requirement and have the ability to petition to have 5 units count as a substitute for their URP 6400 and URP 6420/L core Studio requirement. Applications are due in the fall semester and scholarships may be available. For more information, set up an appointment with the Graduate Coordinator.

GRADUATION WRITING TEST (GWT)

All graduate students who receive master degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). Students who have passed the GWT in undergraduate status at Cal Poly Pomona will not be required to take the test again when they change to graduate student status. The passing score for the GWT is 7 or above.

Students who did not pass the GWT in undergraduate status and had the test waived (either for continuous enrollment or by special consideration in order to receive their bachelor's degree) will be required to take AND pass the GWT before a graduate degree may be awarded. The GWT cannot be waived for a second time.

Exemptions from the GWT requirement are granted only to students who:

- Do not plan to receive a degree at Cal Poly (e.g., enrollment in a credential or certificate program).
- Submit documentation certifying the student has passed an equivalent writing-competence exam at another CSU campus. This documentation must be submitted and approved by the Test Officer.

The GWT may be petitioned after 4 failed attempts. You may contact the Learning Resource Center for further information at (909) 869-3502.

For more information about the test, go to
http://www.cpp.edu/~testcenter/tests/gwt.shtml#what_is_the_gwt

GRADUATE STUDENT FORMS

- Graduate Contract
- Graduate Academic Petition
- Project / Thesis Committee Approval
- Human Subjects Committee review form (Institutional Review Board, or IRB)
- Application for Graduation
- Leave of Absence
- Completion of Culminating Experience, for both the written and oral defense