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# **Master of Urban Planning, Design and Development Student Handbook**

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Welcome to the Master of Urban Planning, Design and Development graduate program at the Maxine Goodman Levin College of Urban Affairs at Cleveland State University. The Levin College is ranked among the top ten urban programs in the United States and is the only college of its kind in the state of Ohio. The college has been voted #2 in the nation by *U.S. News & World Reports* as one of America's best graduate schools for its "city management/urban policy" specialty.

Our graduate programs feature a nationally recognized faculty with outstanding reputations in teaching, research, and public service. Our students are a diverse and interesting group, representing greater Cleveland and northeast Ohio, as well as other parts of the United States and the world.

You will find that courses are scheduled to meet the needs of both full-time and part-time students, many of whom are also employed throughout the area. Our graduate programs offer a wide array of learning opportunities beyond the classroom, especially through graduate assistantships and internships where students gain practical experience, build professional networks, and enhance their opportunities for job placement and career advancement.

The Levin College offers courses in our state capital and in the nation's capital. Additionally graduate students have the opportunity to present their research not only in the classroom but also at professional and academic conferences, while working with faculty and staff in the research centers.

I welcome comments and interactions with students. Feel free to e-mail me at [e.hill@csuohio.edu](mailto:e.hill@csuohio.edu) or stop by my office (Room 335). I hope that you will have a valued learning experience while attending the Levin College of Urban Affairs.



Edward W. Hill  
Interim Dean and University Vice President for Economic Development

## **THE MASTER OF URBAN PLANNING, DESIGN AND DEVELOPMENT PROGRAM**

The Master of Urban Planning, Design & Development (MUPDD) program in the Maxine Goodman Levin College of Urban Affairs at Cleveland State University integrates planning, design and development into one course of study. The course of study focuses on the theory, skills, and practical experience needed for the transformation and revitalization of industrialized cities and the regions in which they are located.

This graduate level training in urban planning offers students the opportunity to pursue careers in city or regional planning, housing and neighborhood development, real estate finance and development, economic development, environmental planning, and geographic information systems (GIS). Courses are designed to train new planners in the latest techniques and theories and to upgrade the skills of existing planners. The program is structured to accommodate both full time students and working part time students. Most of our required classes are offered in the evenings, with some courses offered during summer sessions and weekends.

### **Mission**

To educate students to become thoughtful urban planning generalists with distinctive technical competence in an area of practice, who can positively affect the built urban environment and the well being of individuals in restructuring urban regions, to create sustainable, livable communities.

### **Vision Statement**

We envision a planning program at the graduate level that educates students to the history and ethical traditions of the planning profession. We envision a graduate planning program that provides students with a core set of knowledge and skills that are in demand in the planning profession. We see a student body and faculty devoted to excellence in academic and professional performance. We see a vibrant and ongoing interaction between the MUPDD program and planning and allied professions, including a sustained partnership with the Ohio Planning Conference. We envision planners as community leaders in a variety of organizational settings and responsibilities providing service to the community.

## **PROGRAM GOALS FROM THE 2004 STRATEGIC PLAN**

### **A. Curriculum**

- Goal #A1: The MUPDD curriculum will offer a broad educational experience to meet the needs of students and of the planning profession.
- Goal #A2: Students will have an opportunity to develop knowledge in a substantive planning field
- Goal #A3: Curriculum delivery methods will make the MUPDD program more accessible to students in northeast Ohio and beyond.

### **B. Faculty Role**

- Goal #B1: A high quality faculty with adequate expertise, resources and numbers to meet teaching and advising needs of the program
- Goal #B2: Support a faculty engaged in empirical, applied and reflective scholarship that addresses key issues and challenges in the planning profession
- Goal #B3: Maintain, enhance and support a faculty engaged in quality teaching and public service
- Goal #B4: Achieve a diverse faculty reflective of the citizenry of Northeast Ohio, including its urban core areas, and the student body in the program

### **C. Student Body Composition, Student Services and Student Role in Governance**

- Goal #C1: Recruit, retain, and place a high caliber and diverse student body prepared for professional practice in planning
- Goal #C2: Provide quality student support services to facilitate student achievement and efficient administration of program
- Goal #C3: Seek student participation in fair, inclusive and autonomous program administration and assessment

**D. Professional Community/Practitioner Outreach, Objectives and Actions**

- Goal #D1: Improve community knowledge of the value of planning as a profession and of the MUPDD program and its resources
- Goal #D2: Facilitate and support a strong relationship and interaction with the professional planning community in the region

**E. Program Resources**

- Goal #E1: Secure adequate program resources to achieve other goals
- Goal #E2: Ensure planning program is adequately represented in college-wide decision making processes

The full strategic plan can be found online at: <http://urban.csuohio.edu/academics/graduate/mupdd/strategicplan.pdf>.

**CAREER OPPORTUNITIES**

Planning program graduates are employed in the public, private, and nonprofit sectors.

Graduates pursue careers in:

- city and county planning agencies
- city and county economic development agencies
- metropolitan planning organizations
- community development organizations
- state and federal government agencies
- watershed organizations
- public or non-profit housing agencies
- private sector planning and design firms
- public park systems
- school districts
- nonprofit advocacy organizations
- university research centers
- philanthropic foundations

**PROGRAM REQUIREMENTS**

The MUPDD program curriculum includes twelve (4 credit hour) classes for a total of 48 semester hours. A full time student can complete the program in two academic years. The planning core consists of eight classes (32 credits), leaving four classes (16 credit hours) for electives. For those students so inclined, five specialization fields are offered, which require completion of three or more classes. Internships are available for elective credit. Students may choose to do an exit project or thesis if they wish. Courses taken in a specialization area, electives, an internship, exit project, or thesis must total 16 credit hours.

Core Courses	32	credit hours
Elective Courses	16	credit hours
<b>Total</b>	<b>48</b>	<b>credit hour minimum</b>

**Required Planning Core Courses (32 credit hours)**

The planning core courses are required, and are designed to provide students with a solid analytical, methodological and theoretical basis for work in the planning specializations or elective courses. The planning core includes three largely quantitative courses (Applied Quantitative Reasoning I, Public Finance and Economics, and Urban Spatial Structures), and four topical courses on key planning areas: Urban Planning, Urban Design, Planning Law and Development Process/Market Analysis. Students should strive to take PDD 601 and 603 in their first or second semester. These classes should be completed prior to taking PDD 605 and 610. After completing the balance of their coursework in electives and/or a specialization, students generally take the planning studio in their final semester. This integrative course synthesizes the tools and skills around a collective project in a studio environment. The planning core is as follows:

<b>Planning Core Courses</b>	<b>Typical Schedule Offered</b>
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PDD 601: Applied Quantitative Reasoning I*	Fall, Spring, Summer
PDD 603: Public Finance and Economics	Fall, Spring, Summer
PDD 605: Urban Spatial Structures	Spring, sometimes Summer
PDD 607: Introduction to Urban Planning	Fall only
PDD 608: Urban Design Seminar	Fall only
PDD 609: Planning Law	Spring only
PDD 610: The Development Process/Market Analysis	Fall only
PDD 611: Studio	Spring only

A typical full-time student’s schedule over four semesters, beginning in Fall, would be as follows:

<u>Semester 1</u> PDD 601: Applied Quantitative Reasoning I* PDD 603: Public Finance and Economics PDD 607: Introduction to Urban Planning	<u>Semester 2</u> PDD 605: Urban Spatial Structures PDD 609: Planning Law Elective
<u>Semester 3</u> PDD 608: Urban Design Seminar PDD 610: The Development Process/Market Analysis Elective	<u>Semester 4</u> PDD 611: Studio Elective Elective

\* Students whose GRE Quantitative score is lower than the 60<sup>th</sup> percentile must take an assessment test prior to enrolling in PDD 601.

**SPECIALIZATIONS AND ELECTIVE COURSES**

Beyond the planning core coursework, students have 4 courses (16 credit hours) available for electives. Students should consult CSU course schedules or the Office of Student Services for semester offerings. The MUPDD program offers five specializations in subfields of planning. Students generally complete a minimum of 12 credit hours (typically 3-4 additional courses) in one of these optional specializations. The five specializations are: Housing and Neighborhood Development, Economic Development, Real Estate Finance and Development, Geographic Information Systems (GIS), Environmental Sustainability, and Historic Preservation. Graduate certificate programs in the economic development, real estate development and finance, and GIS specializations are also offered through CSU and the College of Urban Affairs. Non-degree-seeking graduate students (typically practitioners) may enroll in these classes. Students should meet with the Graduate Advisor or the MUPDD Program Director to plan their schedules.

**Housing and Neighborhood Development**

The specialization in Housing and Neighborhood Development provides an introduction to the planning, production, financing, and management of housing. It also analyzes housing policies and programs and legal issues that arise from these, as well as land use and zoning. It provides an overview of neighborhood planning, including housing, and the factors, policies and organizations that influence neighborhood development. This specialization will provide the necessary background for those interested in working for nonprofit community development corporations and housing providers, public agencies that engage in housing and neighborhood development activities, and for-profit development and planning organizations.

Students are required to take at least three of the following courses:

PDD 563: Housing Analysis

PDD 623: Urban Development Finance (*prerequisite: PDD 610: Development Process/Market*

*Analysis*)

PDD 660: Neighborhood Planning

PDD 661: Legal Developments in Housing

PDD 662: Urban Housing Policy

**PDD 563: Housing Analysis** explores housing from a regional perspective within a framework of supply, demand,

and population movement. **PDD 623: Urban Development Finance** evaluates investment housing and commercial ventures, as well as for-sale housing development. **PDD 660: Neighborhood Planning** considers planning at the neighborhood level. **PDD 661: Legal Developments in Housing** includes analysis of the evolution of housing and community-development programs and policies in metropolitan America. **PDD: 662 Urban Housing Policy** provides an overview of historical and current policy for urban housing.

### Economic Development

The specialization in Economic Development introduces planning students to urban economic development. Economic development is focused on the process of creating jobs and wealth. It is the role of the private sector to create wealth by producing tradable goods and services and engaging in these exchanges. It is the role of the public sector to facilitate and promote the creation of jobs and wealth by the private sector, and to ensure that it does so in a way that serves the short and long-term interests of the broad population. The economic development specialization helps planning students acquire the skills to responsibly invest public money on behalf of worthy job-creating ventures. **The Economic Development specialization is also a graduate certificate program (four courses are required).** Students in the Economic Development specialization choose from the following courses:

**Courses in bold are required to complete the Certificate in Urban Economic Development.**

PDD 615: Economic Development and Budgetary Policy	PDD 623: Urban Development Finance
PDD 620: Econ Development Plans & Strategies	PDD 625: Strategic Thinking
PDD 621: Local Labor Market Analysis	<b>PDD 626: Economic Development and Workforce Development Policy and Practice</b>
<b>PDD 622: Economic Development Policy</b>	PDD 627: Urban Tourism and the Urban Core

**PDD 620: Economic Development Plans & Strategies** focuses on the plans and strategies needed to successfully attract and maintain jobs in an area. This course includes a substantial applied project. **PDD 621: Local Labor Market Analysis** addresses the human capital side of the job market, while **PDD 622: Economic Development Policy** is a more general policy course. **PDD 623: Urban Development Finance** also contains an applied project with externally juried presentation, focusing on the real estate asset side of employment. **PDD 625: Strategic Thinking** explores the theory and practice of strategic thinking for planning and management in the public and nonprofit sectors. **PDD 626: Economic Development and Workforce Development Policy and Practice** is a practical examination of workforce development strategies, policies, and programs.

### Real Estate Development and Finance

The specialization in Real Estate Development and Finance focuses on financing built improvements in the urban environment. This focus is most often needed because the planner is responsible for providing or seeking government loans or grants. Types of urban development projects may include housing for sale, rental housing, retail/commercial investment property, office buildings, and industrial development. Because of brownfields and other problems in assembling and developing urban projects on previously used land, a typical real estate deal would have a financing “gap”. This specialization familiarizes the student with financing issues such as mortgage subordination, valuation, and tax issues so that these difficult multi-layered financing structures can be devised. Because financing often holds the key to successful urban redevelopment, this skill set can make planners and the real estate redevelopment projects they seek to implement more successful. The real estate specialization is a multidisciplinary course of study, with two courses offered in the CSU business school. **The real estate specialization is also a graduate Certificate Program.**

The real estate specialization includes three required courses:

PDD 623: Urban Development Finance (*prerequisite: PDD 610*)

FIN 610: Real Estate Finance

FIN 612: Real Estate Investments

The first course, **PDD 623: Urban Development Finance** is a project-oriented, hands-on planning course that focuses on real estate terminology, discounted cash flow analysis, debt structure, mortgage calculations, and modeling real estate projects on spreadsheets. The approach taken in this class also includes analysis of public

subsidy. In the second half of the course, students prepare a comprehensive real estate analysis of a site, to include highest and best use, market analysis, financing, and analysis of public investment, and present their paper to an external jury. The business school courses may be taken in any order. In **FIN 610: Real Estate Finance**, students learn about mortgage markets and institutions, and tax issues related to evaluating real estate projects and portfolios. Applications include cash management, budgeting, security analysis and the interaction between investment and financing decisions. **FIN 612: Real Estate Investments** considers factors that influence investment returns and value of real estate, compared with other types of investments. Estimation of risk and return from the perspective of the investor, lender, and institution are covered in detail. Both project and portfolio level analysis are featured in this class.

### **Geographic Information Systems**

The Specialization in Geographic Information Systems (GIS) is designed to provide students with skills in the use of GIS, a computerized data base management system for capture, storage, retrieval, analysis and display of spatial (locationally defined) data. A GIS specialization is useful to every discipline that utilizes geographic data and is one of the most exciting and rapidly growing computer technologies. GIS has been widely spread into fields such as land use, transportation, utility management, emergency services, natural resource management, environment, demographics, public safety and public health, market and business location analysis, housing, real estate, and so on. With digital representation of spatial entities and their spatial relationships in a GIS database, GIS are used to improve services, assist in managing resources and to provide support for better decision making and planning activities. The application of GIS technology in the planning context is becoming increasingly common as large and small planning offices begin to take advantage of all this information system has to offer. Through the GIS specialization, students gain both an understanding of the theoretical foundations of GIS, and hands-on experience in the use of this technology. **The GIS specialization is also a graduate Certificate Program.**

The GIS specialization includes three required courses, which must be taken in order. Students should take PDD 642 in Spring or Summer of their first year of study to complete the GIS specialization. The courses are:

- PDD 642: Intro to Geographic Info Systems (*PDD 601 is a pre- or co-requisite to PDD 642*)
- PDD 643: Advanced GIS
- PDD 644: GIS Capstone Seminar

In **PDD 642: Introduction to GIS**, students gain the basic technical, analytical, and management skills necessary to undertake spatial information analysis. Lectures introduce and acclimate students to the fundamental principles and theories of GIS, its development, and its application. In the second course, **PDD 643: Advanced GIS**, students deal with increasingly complex topics, both in theory and application. Students increase their theoretical, technical and applied knowledge via readings, lectures and a set of progressively more involved GIS applications of the technology, aimed at integrating and expanding student GIS skills. The third class **PDD 644: GIS Capstone Seminar** focuses on problem solving skills using GIS technology. Students are offered opportunities to design, develop and manage independent or collaborative projects in which their GIS knowledge and experience are capitalized. Seminar topics vary from semester to semester in accordance with student interests, and current trends in GIS.

### **Environmental Sustainability**

The environmental specialization provides students with an understanding of concepts, methods, and practice in environmental planning. Environmental planning entails integration of ecological and human health concerns into other areas of planning, most particularly in land use decisions, land development regulation, ecological function (surface water, ground water, habitat, etc.) and ambient quality of life for humans.

Environmental planners work on planning problems such as storm water management, land use and stream quality, wildlife habitat preservation, open space and parks, urban sprawl/growth management, air quality, land remediation, and water quality. Environmental planners also perform a variety of quantitative and qualitative assessments common in other types of planning, but also use techniques of environmental impact assessment, suitability analysis, and visual preference ratings, among others. Use of GIS is a prominent part of the environmental planning field. Environmental sustainability requires integrative thinking across land use, public infrastructure, decision-making, and ecological science related to the built form and urban settlement organization.

A minimum of three courses is required for the environmental specialization:

PDD 550: Environment & Human Affairs  
 PDD 551: Environment Finance & Capital Budgeting  
 PDD 552: Environmental Policy & Administration  
 PDD 553: Environmental Planning I\*\*\*\*  
 PDD 653: Environmental Planning II\*\*\*\*  
 PDD 642: Introduction to Geographic Information Systems  
 \*\*\*\* *One of these courses is required*

**PDD 550: Environment & Human Affairs** focuses on human decision making issues and negotiation regarding environmental health issues. **PDD 551: Environment Finance & Capital Budgeting** includes the regulation, environmental management, and financing for clean air and clean water. It also examines the redevelopment of contaminated land (brownfields). **PDD 552: Environmental Policy & Administration** focuses on legal and policy issues of environmental regulation at the national and state levels. **PDD 553 Environmental Planning I** focuses on the planning techniques to develop the sustainable city, focusing on the built form. **PDD 653 Environmental Planning II** focuses on regional landscape planning, including watershed planning and management. In **PDD 642: Introduction to GIS**, students gain the basic technical, analytical, and management skills necessary to undertake spatial information analysis. Lectures introduce and acclimate students to the fundamental principles and theories of GIS, its development, and its application.

### Historic Preservation

The specialization in historic preservation introduces students to the context and techniques required to preserve America's material culture in its cities and countryside. Historic preservation in America as a movement began in the 1960s to protect buildings and sites with cultural, economic, or historic value from destruction or inappropriate renovation. Historic preservation planners work within a framework developed by the United States Secretary of the Interior and the National Trust for Historic Preservation with local, regional, and state governments and with non-profit agencies and organizations.

Three of the following courses must be completed for the specialization:

PDD 576: Historic Preservation (required)  
 PDD 578: Sacred Landmarks  
 PDD 623: Urban Development Finance (*prerequisites: PDD 603 and PDD 610*)  
 PDD 660: Neighborhood Planning  
 PDD 693: Special Topics in Historic Preservation  
 PDD 698: Capstone Project/Exit Project  
 HIS 504: U.S. Urban History

**PDD 576: Historic Preservation** explores the roots of the preservation movement in America and its historical antecedents, along with preservation policies at the federal, state, and local levels, and preservation planning tools used in Cleveland and other American cities. **PDD 578: Sacred Landmarks** exposes students to urban art, culture, history, and ethnicity attributed to Cleveland's sacred landmarks. **PDD 623: Urban Development/Finance** includes an overview of financing, deal structuring, and analysis of public subsidy for urban real estate projects using discounted cash-flow analysis. **PDD 660: Neighborhood Planning** explores the process and techniques for the creation and implementation of neighborhood development plans with an emphasis on Cleveland neighborhoods, neighborhood organizations, and neighborhood planning. Students participate in field research on a selected neighborhood project. **HIS 504: U.S. Urban History** focuses on the spatial development of American cities and the changing internal structure and institutions of cities from the colonial period through the mercantile, industrial, and postindustrial city.

### **Other Elective Classes**

Students who do not wish to specialize in a single area may fill out their program of study from a number of graduate classes. Four classes beyond the planning core are required. These may be in planning, public administration, or outside the College of Urban Affairs. These courses should be chosen in consultation with the Program Director. An exit project or master's thesis may be taken for credit, but is not required. Prior to completing an exit project, the student seeks out a Master of Urban Planning, Design & Development faculty member to work with. A thesis requires a committee of three members of graduate faculty, including a MUPDD faculty member as chair.

### **Internships**

The planning internship is an off-campus work experience for credit. It is optional, but encouraged. Paid and unpaid internships are arranged through the College Office of Student Services.

### **ID-MUPDD DUAL DEGREE PROGRAM**

The combined curriculum leading to the degrees of Juris Doctor and Master Urban Planning, Design, and Development is designed to permit the student to complete both degrees over a maximum of four years instead of the five years that would normally be required to complete the two degrees separately. Further information is available from the following websites: [www.law.csuohio.edu](http://www.law.csuohio.edu) and [www.urban.csuohio.edu](http://www.urban.csuohio.edu).

### **ADMISSION REQUIREMENTS**

In addition to meeting Graduate College admission requirements, applicants to the MUPDD program must submit the following materials to:

Office of Graduate Admissions  
Cleveland State University  
2121 Euclid Avenue, PH 227  
Cleveland, OH 44115-2214

- Completed application for Graduate Admission (online at <http://www.csuohio.edu/gradcollege/admissions/apply.html>)
- Official transcripts from all colleges attended; a minimum undergraduate GPA of 3.00 or equivalent is required
- Two letters of recommendation (at least one should be from an academic source)
- Official Graduate Record Examination (GRE) General Test scores, with combined GRE Verbal and Quantitative scores at the 50th percentile or above and an Analytical Writing score of at least 4.0. *Students with a graduate degree from an accredited college or university may be exempted from this requirement.*

### **Language Requirement for International Students**

Non-native English speakers must demonstrate English language proficiency in one of the following ways:

- Minimum score of 525 on the paper-based TOEFL
- Minimum score of 197 on the computer-based TOEFL
- Minimum score of 77 on the Michigan Test
- Successful completion of the ESL Program Level 112 of the ESL Language Centers
- Bachelor's degree or higher from an accredited U.S. institution.

### **ACADEMIC STANDARDS AND REGULATIONS**

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Please see the rules listed below. Students will be reviewed by the Academic Standards Committee at the Maxine Goodman Levin College of Urban Affairs and may be put on academic probation or be academically dismissed if they earn:

- One grade of F, **OR**
- Two grades of less than B, **OR**

- Two grades of NS **even if their overall GPA is 3.00.**

If it is determined that the student may continue in the graduate program, the Committee will indicate to the student, in writing, the conditions under which continuation is possible. If the Committee determines that dismissal is in order, this recommendation is made to the Graduate Dean for review and final determination.

Mandatory dismissal *by the Graduate College* occurs if a student (in 400-800 level courses):

- Receives a second grade of F, **OR**
- Accumulates a total of nine credit hours of less than B grades **and** has a cumulative grade point average below 3.00

These rules apply in all of the following categories:

- Prerequisites
- Core courses
- Specialization courses
- Electives

Please be aware that it is your responsibility to read and understand the current academic regulations set by the College of Graduate Studies, which are printed in the CSU Graduate Catalog, available online at <http://www.csuohio.edu/gradcollege/catalog/>.

**ACADEMIC STANDARDS FOR GRADUATION**

In order to be eligible for graduation, students must meet all of the following conditions:

- Complete 48 credit hours including core and specialization requirements
- Achieve a 3.00 cumulative grade point average for all courses taken as a graduate student
- Complete an Exit Project or Thesis if required

**GRADUATION PROCEDURES**

**Graduation Application**

All graduating students are required to complete an application for graduation. Graduation applications are available in the Office of Student Services, UR 205, or from Campus411 (UC 162). Completed applications may be submitted in person to Campus411, or by mail to Cleveland State University, Office of the University Registrar, UC 400, 2121 Euclid Avenue, Cleveland, OH 44115-2214. **Please note:** Students must have degree-seeking status in order to file a graduation application.

**Graduation Application Deadlines**

<b>If you are finishing</b>	<b>The deadline is</b>
Fall Semester	April 14
Spring Semester	September 9
Summer Semester	February 1

**Filing Fee**

The graduation application fee is \$25.00 and must accompany the completed form. Please make checks or money orders payable to CSU. When submitting the graduation application in person to Campus411, you must pay the fee at the Office of Treasury Services, UC 460, and submit a copy of your receipt with the completed application. The graduation fee does not cover rental or purchase of academic regalia.

**Approval Process**

Your graduation application will be routed to your graduate program advisor to determine if you will meet program requirements. It will then be routed to the College of Graduate Studies for approval. Please allow ten to twelve weeks for this process to take place. You will receive a copy of your application with comments and approvals. Please check this copy carefully for accuracy.

**Release of Diplomas**

When you have completed all degree requirements, your graduate advisor will prepare a “Notice of Completion” form to be signed by the graduate program director. The completed and signed form is submitted to the Graduation Office. Diplomas are released approximately one month after graduation, but not until a “Notice of Completion” has been submitted by the department and all “I” and “T” grades are removed. *Diplomas are mailed to the address listed in CampusNet. Please make sure this address is current.*

**Commencement**

The University holds two Commencement ceremonies during the year, in May and December. Students completing degrees in Spring are eligible to attend the May Commencement, while Fall graduates attend the December Commencement. Summer graduates may choose to participate in May or December. Details about Commencement will be mailed to students who have applied for graduation and will also be posted on the University’s web site. Please note that your graduation date will be the end of the term in which you complete requirements, regardless of when you participated in Commencement.

**OFFICE OF STUDENT SERVICES**

The Office of Student Services (OSS) facilitates the Levin College of Urban Affairs' efforts to attract, retain, graduate, and place students. The OSS is a unique unit dedicated to meeting the diverse needs of students from the time they express interest in urban studies education until they become alumni. Staff members have a wide range of responsibilities including recruitment, registration, and academic advising. Internships, graduate assistantships and scholarship awards are also coordinated through this office. A variety of career development services are available to current students and alumni including resume review, career counseling, and career forums.

**Scholarships**

In addition to the financial aid services offered by CSU’s Financial Aid Office, the Maxine Goodman Levin College of Urban Affairs provides various forms of financial support, this information may be found on the website at: <http://urban.csuohio.edu/students/financing.html>

**Graduate Assistantships & Internships**

Internships and assistantships are opportunities for graduate students to gain experience in their field. For more information regarding graduate assistantships and internships through the Levin College of Urban Affairs, please contact Rachel Singer.

Phone: 216.687.2388  
Email: [r.g.singer88@csuohio.edu](mailto:r.g.singer88@csuohio.edu)  
Location: Urban Building, Room 134

**Advising**

Students are encouraged to schedule an appointment with the graduate advisor for additional information about course selections and progress toward degree completion. Joan Demko is the Graduate Advisor for the Levin College of Urban Affairs.

Phone: 216.523.7552  
Email: [j.h.demko@csuohio.edu](mailto:j.h.demko@csuohio.edu)  
Location: Urban Building, Room 211

## **Career Services**

Cleveland State University and the Levin College of Urban Affairs are committed to assisting students with their job search and career opportunities upon graduation. Career Services offers a host of on-line and in-person resources for students including on-line job postings, résumé review and interview skills, career counseling and forums and workshops geared toward career development. Programs and services are free and are designed to help students succeed in career decision-making and planning. Linda Pfaff is the college's Career Services representative. For more information students can log on to: <http://www.csuohio.edu/offices/career/>.

Phone: 216.687.2233

Email: [l.pfaff@csuohio.edu](mailto:l.pfaff@csuohio.edu)

Location: Urban Building, Room 209 and Rhodes Tower- West, 2<sup>nd</sup> Floor

## **EMAIL AND TECHNOLOGY SERVICES**

Email is one of the most important means of communication among students, faculty and administrative offices in the Levin College and throughout Cleveland State University. Students are strongly encouraged to check their University email accounts regularly.

## **CSU Campus System**

Every student is supplied with an email address that is used by faculty and administrative offices for sending CSU-specific e-mail. Students can have their CSU e-mail forwarded to another e-mail address (such as hotmail, AOL, or yahoo) by accessing the "email" link within CampusNet (<https://campusnet.csuohio.edu/index.jsp>). Information on e-mail options, instructions, features, and training is available through the CSU Information Services & Technology website (<http://www.csuohio.edu/offices/ist/studentcomputing/email.html>). Information on CSU technology services including internet access, laptop loaner programs, and wireless service, please go to <http://www.csuohio.edu/offices/ist/>.

## **Levin College System**

Students enrolled in the Levin College of Urban Affairs may be added to the system as users to access file storage and shared file systems. New students can activate their accounts completing the [CUACS Application Form](#). Questions regarding accounts can be directed to Bob Martel, [r.martel@csuohio.edu](mailto:r.martel@csuohio.edu). Additional information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

## **CAMPUSNET ONLINE STUDENT SERVICES AND YOUR CSU ID NUMBER**

### **CSU ID Number**

Your admission materials will contain a unique 7-digit CSU ID number, which will appear on most paperwork from the University. Additionally, when seeking assistance from administrative offices around campus, you may be asked to provide your ID number. If you do not know your number or have misplaced it, you must come to the University Registrar's Office (University Center (UC) 400) with a picture ID so that the number can be given to you. This information will not be given out over the phone.

### **CampusNet System**

<https://campusnet.csuohio.edu/index.jsp>

On CampusNet students can:

- Add and drop classes
- Forward campus email
- Manage and pay account balances
- Purchase parking hangtags and register vehicles
- Request transcripts
- View and print schedules
- View grades and unofficial transcripts
- Receive online software training
- Order textbooks

## **CampusNet Password**

You should have received a letter notifying you of your CampusNet password. This is the password that allows you to log into CampusNet. You can view personal information, grades, and unofficial transcripts, as well as add and drop classes from your schedule. If you do not know this password, call 216.687.5050 for assistance.

## **CHANGE OF NAME/CHANGE OF ADDRESS**

All students are responsible for keeping their University records as current as possible while enrolled at CSU. Address changes can be made online through [CampusNet](#). Students should notify CSU of a name change by completing a Change of Information form. Completed forms can be submitted to Campus411 in UC 162. A downloadable form can be found at: <http://www.csuohio.edu/enrollmentservices/registrar/forms/changeInfo.pdf>.

## **CSU ID CARD**

### **VikingCard Office**

Phone: 216.875.9888

E-mail: [vcardoffice@csuohio.edu](mailto:vcardoffice@csuohio.edu)

Location: Main Classroom, Room 112

The VikingCard is the official campus identification card for Cleveland State University students, faculty and staff. The card is the means to building and lab access, testing centers, sporting events, library privileges, meal plans, and other University activities. The University supplies the first VikingCard free to all students, faculty and staff. Replacement cards cost \$15 each.

For more information on VikingCard policies and on-line forms visit: <http://www.csuohio.edu/services/vcard/>

## **CAMPUS411: CSU STUDENT SERVICES**

### **Campus411**

Phone: 216.687.5411

E-mail: [campus411@csuohio.edu](mailto:campus411@csuohio.edu)

Location: Main Classroom (MC) 116

Campus411 is the place to go for information and assistance with registration, academic records, student billing, and financial aid. The “one stop” approach provides a central place where the CSU community is effectively and efficiently served. Campus411 will listen to your concerns and work with you to resolve them as they support your educational goals.

### **Campus411 Services**

Campus411 customizes services to ensure your needs are met. Whether you have a quick question, need help registering, or want assistance with a complex concern, *Think Campus411*.

The Concierge Service welcomes you to Campus411 and determines your service needs. Professionals who know how to help will serve you promptly. Concierge Service provides:

- Answers to quick questions
- General information about the University
- Maps and directions to help you navigate our campus
- A convenient location to pick up or drop off forms

The Express Service is designed to help you with basic student services. Professionals listen carefully and extend guidance when you need a helping hand. Express Service provides:

- Help logging onto and navigating CampusNet
- Guidance in filing for and completing financial aid documentation such as the FAFSA, entrance/exit counseling, and the Master Promissory Note Online
- General information about registration and financial aid along with explaining your student bill
- Help in printing your class schedule

When your concerns are complex, the Extended Service professionals provide assistance. Student Service Specialists are cross-trained to help you with registration, academic records, student billing, and financial aid. Specialists work with you to understand your concern, explore your options, and resolve your concerns.

Extended Service provides:

- An explanation of Academic Regulations and Procedures
- Help with Deregistration and Reinstatement of Classes
- Information about Financial Aid Verification and Standards of Academic Progress (SAP)
- Help filing Petitions
- An explanation of your student account (billing/payment)

## **REGISTRATION**

### **Registrar's Office**

Phone: 216.687.3700

Email: [registrar@csuohio.edu](mailto:registrar@csuohio.edu)

### **Add/Late Add**

Degree-seeking students may add classes online via [CampusNet](#) through the first week of the term. All subsequent adding must be done with the appropriate late add form and must have confirmation of payment from the Office of Treasury Services. Please follow all directions and deadlines stated on the appropriate late add form, which is available online at <http://www.csuohio.edu/gradcollege/students/forms/index.html>.

### **Non-Degree Student Registration**

Non-Degree seeking students may not register through CampusNet, and must contact the Graduate Advisor in order to enroll.

### **Drop/Withdrawal**

Dropping/Withdrawing from classes can be done through [CampusNet](#) through the last day to drop a class to be graded "W" for the term. Non-attendance does NOT constitute an official withdrawal from classes. Questions regarding the refund schedule for classes can be directed to the Office of Treasury Services at (216) 687-3615.

Add/Drop forms are available by:

- Contacting your advisor
- Visiting the Registrar's website at <http://www.csuohio.edu/enrollmentservices/registrar/>
- Calling the CSU Registrar's Office 216.687.3700

Check the current *Semester Course Bulletin* for specific add/drop deadline dates at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>.

Students who wish to withdraw from a course after the deadline must submit a petition to the College of Graduate Studies. *Petition approval is not guaranteed.* Petition forms are available on the College of Graduate Studies website, at <http://www.csuohio.edu/gradcollege/students/pdf/petitionform.pdf>.

**For a refund calendar schedule refer to <http://www.csuohio.edu/offices/treasuryservices/refunds/>.**

Courses are refunded at 100% if canceled by the university.

*Note: The official date of withdrawal (the date the course drop form is received by the Registrar's Office) will be the basis for computing the refund. Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.*

## **Web Registration**

Web Registration is available through CampusNet. You will log into this service using your CSU ID and your personal CampusNet password. You can view the online course schedule, add courses to your schedule, drop courses, and print your final schedule. Use the help screens for any assistance you need with these web pages.

## **Error Messages**

You may receive a message as you begin your registration session that indicates a hold on your registration privileges. If so, you must contact the office indicated and complete the instructions given. As you proceed through your session, you may receive a message about your selection (if a class is closed for example). You will not be able to register for that class through the web. Proceed with the remainder of your course requests. Required permission will have to be requested in person from the academic department and materials submitted to your college or the University Registrar's Office in order to complete registration for the closed class.

## **TUITION AND FEE PAYMENT**

### **Office of Treasury Services**

*(formerly the Bursar's Office)*

Phone: 216.687.3615

E-mail: [Bursars.Office@csuohio.edu](mailto:Bursars.Office@csuohio.edu)

Location: Main Classroom (MC) 115

The Office of Treasury Services is responsible for billing and collecting student fees. Information on tuition and fees, payment plan options, and payment methods can be found at:

<http://www.csuohio.edu/offices/treasuryservices/tuition/>.

*Note: Students registering for classes that begin after the first week of the semester may register during the registration period or may have the opportunity to register at the first class meeting. Students should be prepared to pay for these classes at the beginning of the semester or prior to the first class meeting.*

## **FINANCIAL AID**

### **Office of Financial Aid**

Phone: 216.687.3764

E-mail: [fao@csuohio.edu](mailto:fao@csuohio.edu)

Location: Keith Building (KB) 1300

CSU provides quality education at a moderate cost. Through various financial aid programs, CSU seeks to meet the direct educational expenses (tuition, books, and transportation) of students who have financial need. The major programs of assistance are:

- University scholarships and grants
- Federal Aid programs
- State-supported programs
- Sponsored scholarships

Students seeking information on financial aid opportunities and processes are encouraged to call or visit Campus 411 at: <http://www.csuohio.edu/enrollmentservices/financialaid/>.

### **Financial Aid Application Procedure**

To be considered for financial aid, including student loans, students should complete the Free Application for Federal Student Aid (FAFSA) and should list CSU as the institution to receive the results of their FAFSA. Students are encouraged to file all appropriate paperwork as soon as possible to ensure timely awarding of financial aid.

The CSU Federal School Code number is 003032. Students can file online at: <http://www.fafsa.ed.gov/>

## **TEXTBOOKS**

CSU Bookstore  
Phone: 216.687.2128  
Website: [www.csuohio bookstore.com](http://www.csuohio bookstore.com)  
Location: 2400 Euclid Avenue

Required texts for CSU courses can be purchased at the CSU Bookstore or reserved or purchased online.

#### **CLASS CANCELLATIONS DUE TO WEATHER**

CSU closings can be found on the CSU website: [www.csuohio.edu](http://www.csuohio.edu). Off-campus classes are cancelled if the host site is closed. Students may also call the CSU telephone operator for information during bad weather at 216.687.2000 or 1.888.CSUOHIO, ext. 2000.

#### **PARKING SERVICES**

Parking information can be found at: <http://www.csuohio.edu/services/parking/>.

Parking hangtags can be purchased online through CampusNet, or in person at the Parking Operations office on campus (Room 128, Chester Building Annex).

Vehicle registration can be done through [CampusNet](#) or in person.

To purchase a parking pass in person, you will need the following:

- Completed Registration Form
- Photo ID (VikingCard, Drivers License or Military ID)
- Course Schedule with CSU ID # included
- Vehicle Plate Number

#### **UNIVERSITY LIBRARY**

Phone: 216.687.6953  
Location: Rhodes Tower, Floors 1-5

The University Library supports Cleveland State's instructional and research programs through resources and services made available to students and faculty both in-house and over the Internet. The Library provides more than 125 public computers connected to the Internet for access to online resources to conduct research. Information regarding library holdings is available online through SCHOLAR.

The Electronic Course Reserve provides the full text of selected reserve materials online both from inside the Library or remotely from any computer with Internet access. Other Library resources include the Find Articles search, the University Archives, the Virtual Reference Desk and the Center for Research Libraries (CRL) for faculty and staff.

The University's in-house collections are complemented by retrieval and delivery services made possible through resource sharing networks, traditional interlibrary loan, document delivery and OhioLINK. A statewide academic network reporting to the Ohio Board of Regents, OhioLINK provides the Cleveland State community with access to 31 million library items statewide.

Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the web at <http://www.ulib.csuohio.edu/>

## LEVIN COLLEGE OF URBAN AFFAIRS FACULTY SPECIALIZATIONS

### Urban Planning

Dr. S. Jang  
Dr. M. Jones  
Dr. S. Kaufman  
Dr. D. Keating  
Dr. W. Kellogg  
Prof. N. Krumholz  
Dr. S. Lee  
Dr. R. Simons (Real Estate)  
Prof. A. Weinstein (Law)

### Housing/Neighborhood Development

Dr. T. Bier  
Dr. M. Jones  
Dr. D. Keating  
Prof. N. Krumholz  
Dr. R. Simons  
Mr. P. Star

### Historic Preservation/Sacred Landmarks

Dr. V. Benson  
Dr. M. Tevesz  
Dr. M. Wells

### Economic Development

Dr. W. Bowen  
Dr. J. Elvery  
Dr. N. Hill  
Dr. L. Ledebur  
Dr. M. Rosentraub  
Dr. R. Simons

### Organizational Leadership

Dr. S. Kaufman  
Dr. L. Keller  
Dr. N. Meyer-Emerick  
Dr. V. Vogelsang-Coombs

### Health Care Administration

Dr. C. Stivers  
Dr. G. Weiner

### Public Administration

Dr. J. Alexander  
Dr. J. Brudney  
Dr. L. Keller  
Dr. N. Meyer-Emerick  
Prof. S. Murray  
Dr. J. Sowa  
Dr. M. Spicer  
Dr. C. Stivers  
Dr. V. Vogelsang-Coombs

### Non-Profit Management

Dr. J. Alexander  
Dr. J. Brudney  
Dr. S. Mendel  
Dr. M. Rosentraub  
Dr. J. Sowa  
Dr. C. Stivers

### Law and Public Policy

Dr. M. Jones (Public Policy)  
Dr. H. Gorovitz Robertson (Law)  
Prof. A. Weinstein (Law)

### Public Management

Dr. J. Alexander  
Mr. T. Cozzens  
Dr. L. Keller  
Prof. S. Murray  
Mr. C. Phelps  
Mr. K. O'Brien  
Dr. M. Spicer  
Dr. C. Stivers  
Dr. V. Vogelsang-Coombs

### Urban Management

Dr. J. Alexander  
Dr. S. Kaufman  
Dr. V. Vogelsang-Coombs

### Urban Policy Analysis

Dr. M. Jones  
Dr. N. Hill  
Dr. S. Kaufman  
Prof. N. Krumholz  
Dr. R. Steinbacher

### Geographic Information Systems (GIS)

Dr. S. Jang  
Dr. S. Lee  
Dr. B. Mikelbank  
Dr. M. Salling  
Mr. J. Wyles

### Housing/Neighborhood Development (Ph.D.)

Dr. M. Jones  
Dr. D. Keating  
Prof. N. Krumholz  
Dr. B. Mikelbank

### Environmental Studies

Dr. W. Bowen  
Dr. M. Kaufman  
Dr. S. Kaufman  
Dr. W. Kellogg  
Dr. N. Meyer-Emerick  
Dr. H. Robertson (Law)  
Dr. R. Simons  
Dr. M. Tevesz

### Research Methods

Dr. W. Bowen  
Dr. S. Kaufman  
Dr. C. Stivers

### Real Estate

Dr. R. Simons  
Dr. J. Webb (Business)

**RESOURCES:**

Maxine Goodman Levin College of Urban Affairs Homepage: <http://www.urban.csuohio.edu>

**Frequently Called Levin College Numbers**

MAES Program Director: Dr. Sanda Kaufman	(216) 687-2367
Graduate Advising: Joan Demko	(216) 523-7522
Graduate Assistantships/Internships: Rachel Singer	(216) 687-2388
Office of Student Services	(216) 687-3884
Scholarships	(216) 687-3884
Career Planning Services	(216) 687-2233
Dean's Office	(216) 687-2135

Cleveland State University Homepage: <http://www.csuohio.edu>

**Frequently Called Cleveland State University Numbers**

Admissions	(216) 687-2100	<a href="http://www.csuohio.edu/admissions">http://www.csuohio.edu/admissions</a>
Admission, Graduate	(216) 687-9371	<a href="http://www.csuohio.edu/gradcollege/admissions/apply.html">http://www.csuohio.edu/gradcollege/admissions/apply.html</a>
Affirmative Action Office	(216) 687-2223	<a href="http://www.csuohio.edu/offices/affirmativeaction/index.html">http://www.csuohio.edu/offices/affirmativeaction/index.html</a>
Athletics Dept. and Intramurals	(216) 687-4800	<a href="http://csuvikings.com/">http://csuvikings.com/</a>
Black Studies Program	(216) 687-5461	<a href="http://www.csuohio.edu/class/blackstudies/">http://www.csuohio.edu/class/blackstudies/</a>
Bookstore	(800) 325-3252	<a href="http://www.csuohio bookstore.com/">http://www.csuohio bookstore.com/</a>
Office of Treasury Services	(216) 687-3615	<a href="http://www.csuohio.edu/offices/treasuryservices/">http://www.csuohio.edu/offices/treasuryservices/</a>
Career Services Center	(216) 687-2233	<a href="http://www.csuohio.edu/career">http://www.csuohio.edu/career</a>
Counseling/Testing Center	(216) 687-2277	<a href="http://www.csuohio.edu/offices/counselingtesting/">http://www.csuohio.edu/offices/counselingtesting/</a>
Continuing Education	(216) 687-4850	<a href="http://www.csuohio.edu/ce">http://www.csuohio.edu/ce</a>
Disabilities Services	(216) 687-2015	<a href="http://www.csuohio.edu/offices/disability/">http://www.csuohio.edu/offices/disability/</a>
Financial Aid	(216) 687-9370	<a href="http://www.csuohio.edu/enrollmentservices/financialaid/">http://www.csuohio.edu/enrollmentservices/financialaid/</a>
Housing (On-Campus)	(216) 687-5196	<a href="http://www.csuohio.edu/services/reslife/index.html">http://www.csuohio.edu/services/reslife/index.html</a>
Housing (Off-Campus)	(216) 687-2011	<a href="http://www.csuohio.edu/services/reslife/offcampus/">http://www.csuohio.edu/services/reslife/offcampus/</a>
ID Center (Viking Card Office)	(216) 687-9888	<a href="http://www.csuohio.edu/services/vcard/">http://www.csuohio.edu/services/vcard/</a>
International Student Services	(216) 687-3910	<a href="http://www.csuohio.edu/offices/international/">http://www.csuohio.edu/offices/international/</a>
Library Services	(216) 687-2486	<a href="http://www.ulib.csuohio.edu/">http://www.ulib.csuohio.edu/</a>
Parking Operations	(216) 687-2023	<a href="http://www.csuohio.edu/services/parking/">http://www.csuohio.edu/services/parking/</a>
Police Department & Safety Escorts	(216) 687-2020	<a href="http://www.csuohio.edu/offices/police/">http://www.csuohio.edu/offices/police/</a>
Registrar's Office	(216) 687-3700	<a href="http://www.csuohio.edu/enrollmentservices/registrar/">http://www.csuohio.edu/enrollmentservices/registrar/</a>
Student Life	(216) 687-2048	<a href="http://www.csuohio.edu/studentlife/">http://www.csuohio.edu/studentlife/</a>
Tutorial Services	(216) 687-2012	<a href="http://www.csuohio.edu/academic/advising/tutoring/">http://www.csuohio.edu/academic/advising/tutoring/</a>
Student Government Association	(216) 687-2262	<a href="http://www.csuohio.edu/studentlife/studentorgs/sga.html">http://www.csuohio.edu/studentlife/studentorgs/sga.html</a>
Women's Comprehensive Program	(216) 687-4674	<a href="http://www.csuohio.edu/class/wcp/">http://www.csuohio.edu/class/wcp/</a>

## PLANNING PROGRAM RESOURCES & SUGGESTED LINKS

### **MUPDD Program Faculty Members**

Dr. Mittie Davis Jones	<a href="mailto:m.d.jones97@csuohio.edu">m.d.jones97@csuohio.edu</a>
Dr. Joel Elvery	<a href="mailto:j.elvery@csuohio.edu">j.elvery@csuohio.edu</a>
Dr. Edward Hill	<a href="mailto:e.hill@csuohio.edu">e.hill@csuohio.edu</a>
Dr. Sung-Gheel Jang	<a href="mailto:s.jang75@csuohio.edu">s.jang75@csuohio.edu</a>
Dr. Sanda Kaufman	<a href="mailto:s.kaufman@csuohio.edu">s.kaufman@csuohio.edu</a>
Dr. Dennis Keating	<a href="mailto:w.keating@csuohio.edu">w.keating@csuohio.edu</a>
Dr. Wendy Kellogg	<a href="mailto:w.kellogg@csuohio.edu">w.kellogg@csuohio.edu</a>
Prof. Norman Krumholz	<a href="mailto:n.krumholz@csuohio.edu">n.krumholz@csuohio.edu</a>
Dr. Larry Ledebur	<a href="mailto:l.ledebur@csuohio.edu">l.ledebur@csuohio.edu</a>
Dr. Sugie Lee	<a href="mailto:s.lee56@csuohio.edu">s.lee56@csuohio.edu</a>
Dr. Brian Mikelbank	<a href="mailto:b.mikelbank@csuohio.edu">b.mikelbank@csuohio.edu</a>
Dr. Roby Simons	<a href="mailto:r.simons@csuohio.edu">r.simons@csuohio.edu</a>
Prof. Alan Weinstein (Law)	<a href="mailto:a.weinstein@csuohio.edu">a.weinstein@csuohio.edu</a>

### **Planning Web Pages of Interest**

MUPDD Program homepage: <http://urban.csuohio.edu/academics/graduate/mupdd/>

The Center for Planning Research and Practice at CSU <http://urban.csuohio.edu/planningcenter/>

The Countryside Program in the CPRP at CSU <http://urban.csuohio.edu/planningcenter/countryside/>

Ohio Planning Conference <http://www.ohioplanning.org/>

American Planning Association <http://www.planning.org/>

Local Government Commission <http://www.lgc.org/>

Urban Planning, 1794-1918: An International Anthology of Articles, Conference Papers, and Reports  
<http://www.library.cornell.edu/Reps/DOCS/homepage.htm>

Congress for the New Urbanism <http://www.cnu.org/>

Urban and Regional Information Systems Organization <http://www.urisa.org/>

Urban Land Institute <http://www.uli.org>

The Urban Institute <http://www.urban.org/>

Lincoln Institute of Land Policy <http://www.lincolninst.edu/index-high.asp>

Cleveland Green Building Coalition <http://www.clevelandgbc.org/>

EcoCity Cleveland <http://www.ecocitycleveland.org/index.html>

Greater Ohio <http://www.greaterohio.org/>

Ohio Lake Erie Commission Balanced Growth Initiative <http://www.epa.state.oh.us/oleo/openhouse.htm>

Brookings Institution <http://www.brook.edu/>

City of Cleveland Planning Commission <http://planning.city.cleveland.oh.us/>

Cuyahoga County Planning Commission <http://planning.co.cuyahoga.oh.us/>

Cleveland Neighborhood Development Coalition <http://www.cndc2.org/>

Cleveland Neighborhood-based Organizations, <http://www.nhlink.net/neighborhooddirectory/index.htm>

Neighborhood Link (Center for Neighborhood Development) <http://www.nhlink.net/>

**MASTER OF URBAN PLANNING, DESIGN & DEVELOPMENT  
CURRICULUM PLAN**

NAME \_\_\_\_\_ CSU ID# \_\_\_\_\_ ADMIT TERM \_\_\_\_\_

**NOTE: STUDENTS MUST COMPLETE A MINIMUM OF 48 CREDIT HOURS, CONSISTING OF CORE COURSES (32 credit hours) AND ELECTIVES (16 credit hours). STUDENTS MAY CHOOSE TO COMPLETE AN AREA OF SPECIALIZATION.**

**CORE (32 credit hours)**

	<b>Term taken</b>	<b>Grade</b>
PDD 601: Applied Quantitative Reasoning I*	(4) _____	_____
PDD 603: Public Finance and Economics	(4) _____	_____
PDD 605: Urban Spatial Structures	(4) _____	_____
PDD 607: Intro to Urban Planning	(4) _____	_____
PDD 608: Urban Design Seminar	(4) _____	_____
PDD 609: Planning Law	(4) _____	_____
PDD 610: The Development Process/ Market Analysis	(4) _____	_____
PDD 611: Studio	(4) _____	_____

\*Prerequisite is PDD 501: Fundamentals of Applied Reasoning or testing out of PDD 501

**SPECIALIZATION AREAS (12 credit minimum) AND ELECTIVES**

**Bold indicates required courses in specializations**

**HOUSING AND NEIGHBORHOOD DEVELOPMENT (minimum 3 courses)**

PDD 563: Housing Analysis	(4) _____	_____
PDD 623: Urban Development Finance**	(4) _____	_____
PDD 660: Neighborhood Planning	(4) _____	_____
PDD 661: Legal Developments in Housing	(4) _____	_____
PDD 662: Urban Housing Policy	(4) _____	_____

\*\* Prerequisite is PDD 610: Development Process/Market Analysis

**ECONOMIC DEVELOPMENT (minimum 3 courses)**

<b>PDD 622: Economic Development Policy</b>	<b>(4)</b> _____	_____
<b>PDD 626: Economic Development and Workforce Development Policy and Practice</b>	<b>(4)</b> _____	_____
PDD 615: Economic Development and Budgetary Policy	(4) _____	_____
PDD 620: Economic Development: Plans & Strategies	(4) _____	_____
PDD 621: Local Labor Market Analysis	(4) _____	_____
PDD 623: Urban Development Finance	(4) _____	_____
PDD 625: Strategic Thinking	(4) _____	_____
PDD 627: Urban Tourism, the Urban Core, & Economic Development	(4) _____	_____

**REAL ESTATE DEVELOPMENT AND FINANCE**

<b>PDD 623: Urban Development Finance</b>	<b>(4)</b> _____	_____
<b>FIN 610: Real Estate Finance</b>	<b>(4)</b> _____	_____
<b>FIN 612: Real Estate Investments</b>	<b>(4)</b> _____	_____

**URBAN GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

<b>PDD 642: Introduction to Geographic Information Systems****</b>	<b>(4)</b> _____	_____
<b>PDD 643: Advanced GIS</b>	<b>(4)</b> _____	_____
<b>PDD 644: GIS Capstone Seminar</b>	<b>(4)</b> _____	_____

\*\*\*\*Pre- or co-requisite is PDD 601: Applied Quantitative Reasoning

**ENVIRONMENTAL SUSTAINABILITY (minimum 3 courses)**

- PDD 553: Environmental Planning I \*\*\*\*\*** (4) \_\_\_\_\_
  - PDD 653: Environmental Planning II \*\*\*\*\*** (4) \_\_\_\_\_
  - PDD 550: Environment & Human Affairs (4) \_\_\_\_\_
  - PDD 551: Environmental Finance & Capital Budgeting (4) \_\_\_\_\_
  - PDD 552: Environmental Policy and Administration (4) \_\_\_\_\_
- \*\*\*\*\* *One of these classes is required*

**HISTORIC PRESERVATION (minimum 12 credit hours)**

- PDD 576: Historic Preservation** (4) \_\_\_\_\_
- HIS 504: U.S. Urban History (4) \_\_\_\_\_
- UST 510: Proposal Writing (4) \_\_\_\_\_
- PDD 578: Sacred Landmarks (4) \_\_\_\_\_
- PDD 623: Urban Development/Finance (4) \_\_\_\_\_
- PDD 660: Neighborhood Planning (4) \_\_\_\_\_
- PDD 693: Special Topics in Historic Preservation (4) \_\_\_\_\_
- UST/PDD 698: Capstone Project/Exit Project (4) \_\_\_\_\_

**ELECTIVES**

- PDD 501: Fundamentals of Applied Reasoning (4) \_\_\_\_\_
- UST 510: Proposal Writing (4) \_\_\_\_\_
- PDD 512: Managing Urban Diversity (4) \_\_\_\_\_
- PDD 572: Conflict Management (4) \_\_\_\_\_
- PDD 574: Washington Seminar (4) \_\_\_\_\_
- PDD 576: Historic Preservation (4) \_\_\_\_\_
- PDD 577: Regional Issues (4) \_\_\_\_\_
- PDD 578: Sacred Landmarks (4) \_\_\_\_\_
- PDD 602: Research Design and Program Evaluation (4) \_\_\_\_\_
- PDD 606: Technology and Evolution of Human Settlements (4) \_\_\_\_\_
- PDD 616: Systems and Processes of Policy Development (4) \_\_\_\_\_
- PDD 690: Internship ( ) \_\_\_\_\_
- PDD 693: Special Topics ( ) \_\_\_\_\_
- PDD 696: Individual Research ( ) \_\_\_\_\_
- PDD 698: Exit Project ( ) \_\_\_\_\_
- PDD 699: Thesis ( ) \_\_\_\_\_
- PDD 697: Readings in Urban Problems ( ) \_\_\_\_\_
- \_\_\_\_\_ ( ) \_\_\_\_\_
- \_\_\_\_\_ ( ) \_\_\_\_\_
- \_\_\_\_\_ ( ) \_\_\_\_\_

- Portfolio Completed
- Placement Interview Completed
- Application for Graduation submitted (semester prior to anticipated completion term)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS:**