MURP Graduate Faculty Advisers

The role of the faculty adviser is to help the student understand the field of urban and regional planning, think through various specialization options, and select courses that help the student gain the skills and knowledge to pursue their desired career path.

Degree Planning Form

The Degree Planning Form is used to facilitate and track progress toward the degree.

Year One Form Requirement: Students should meet with their adviser at the beginning of Winter term to fill out this form. All important details that affect or alter a student’s program of study must be included on the Degree Planning form. These include:

Course Waivers: Waivers are given at the discretion of the faculty member teaching the course for which the waiver is sought. Students should be advised to write to the faculty member explaining the request for the waiver; the waiver request should be accompanied by evidence (i.e., syllabi, assignments, and graded outcomes) for review by the faculty member. If a waiver has been granted, the student’s Degree Planning form should be updated. Note that in the case of an approved course waiver, the student does not receive credits associated with the waived course; the equivalent number of credits must be earned by taking other courses.

Substitutions: Students wishing to substitute a required course should meet with their faculty adviser. Students will need to gain approval from the field specialization group if the course is required for a specialization. The student should submit a note stating the approval for the substitution in the student's file.

Transfer credits and pre admission credits: A maximum of 24 transfer credits may be transferred into the MURP program. Transferable credits must be graduate level courses with a grade of "B" or higher. Transfer credits will be granted only for courses that readily fit into a student's program. Preliminary acceptability of transfer credit as part of a student's program is determined by the student's adviser, the chair of the MURP Executive Committee, and/or the School’s Director. The GO-21 is the Transfer Credit form that the Office of Graduate Studies requires. Students should submit this form early.

Pre-admission credits are now handled via the DARS Exception System.

Year Two Form Requirement: During the first two weeks of February (before registration for Spring classes), students should meet with their adviser to review the form and make any required revisions.

Students must apply for graduation through the Office of Graduate Studies. Once they have applied a DARS audit will be sent to the adviser for reviews. Outstanding exceptions should be made in the online system at that time.

Advisers and the School Director must sign the GO-17 and those forms must be walked over to the OGS. Students do not handle these forms.

Finally, advisers, while not responsible for the happiness and well-being of their students, are encouraged to remind students of the support services on campus.