

**EXHIBIT 4.3.1: Draft Graduate Handbook**

# **Urban and Regional Studies Institute Graduate Handbook**

**Master of Arts in Urban Planning**

**Master of Arts in Public Administration and Community Management**



**Revised March 2022**

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## Welcome to URSI!

Thank you for your interest in the graduate programs of the Urban and Regional Studies Institute (URSI), in the Department of Government at Minnesota State University, Mankato. Our mission is to offer education that will prepare quality theorists, local government professionals, and community leaders. Please feel free to contact your URSI advisor or any of the other faculty when you have questions.

### **Master of Arts in Public Administration and Community Management Mission**

The NASPAA-accredited Master of Arts in Urban Studies (MAUS) prepares students for professional local and regional public service leadership careers in the United States system by instructing in the application of law, ethics, equity, and current trends in governance through a combination of public administration theory and immersive professional workplace training.

### **Master of Arts in Urban Planning Mission**

The Master of Arts in Urban Planning program prepares students to become effective professional planners through instruction that emphasizes general planning knowledge, skills, values, ethics, and professional behaviors to apply creative approaches in addressing social, economic, environmental and physical development needs of global communities, cities, and regions.

### **Important Contacts**

Some important contacts you may need during your graduate studies:

#### **Urban and Regional Studies Institute**

Office hours for URSI are 9am to 4pm  
Find us online at <http://sbs.mnsu.edu/ursi>  
507-389-1714

#### **Minnesota State University, general information**

[www.mnsu.edu](http://www.mnsu.edu)  
Campus Hub: 1-800-722-0544

#### **College of Graduate Studies and Research**

<http://grad.mnsu.edu>  
507-389-2321

#### **Student Financial Services and Financial Aid**

[www.mnsu.edu/campusHub/programs/](http://www.mnsu.edu/campusHub/programs/)  
1-800-722-0544\*

*\*Calls are routed through the Campus Hub*

#### **Accessibility Resources**

[www.mnsu.edu/access/](http://www.mnsu.edu/access/)  
507-389-2825  
1-800-627-3529  
711 (MRS)

#### **Kearney International Center**

[www.mnsu.edu/international/](http://www.mnsu.edu/international/)  
1-507-389-1281  
1-800-627-3529 (MRS/TTY) or  
711 (MRS/TTY)

We look forward to meeting you, and contributing to your journey in local government leadership, administration, and planning. Our students have gone on to careers in public sector, private sector, and nonprofit leadership. The skills learned in URSI translate into broad and diverse career paths. We give you the foundation to thrive in the profession, and promote student success by focusing on experiential training.

## Our Origins - Urban and Regional Studies Institute

The Urban and Regional Studies Institute in the Department of Government at Minnesota State University was founded by Dr. Robert Barrett in 1966 as a response to the growing need for trained professionals to deal with urban related problems. URSI used, and continues to apply, an interdisciplinary approach to addressing these problems, recognizing the interconnectedness between the built environment, economic factors, ecology, political, and social realms. The program was the first such interdisciplinary graduate degree to be approved in the United States.



*URSI founder*

Barrett's vision flourished, with URSI becoming renown as a place to train city administrators, urban planners, and other local government leaders. In the 1970s, URSI made national news with H. Roger Smith's field experience, nicknamed "The Plunge," where students were taken on a cross-country road trip to examine changes in settlement form, cumulating with students being dropped off in a large city and required to fend for themselves with minimal funds and no housing arranged. Students were expected to experience living on the streets (as faculty emeritus Tony Filipovitch stated, "Liability rules were a lot looser back then."). This immersive field experience made national news, being featured in the September 6, 1971 edition of Time magazine. This tradition continues, with faculty bringing students on a number of field excursions, including a two-week excursion to Ghana.



*The Plunge students face city streets*

Through the 70s and 80s, URSI continued to innovate and establish itself as the premier center for training practitioners for local government public service careers. In the days before computers were found in most households, URSI faculty Joe Symons and Bob Barrett developed a computer-based urban simulation game. This, according to Filipovitch, was one of the first city simulations in the country, and won URSI an Award in 1983 for innovations in the use of microcomputers in teaching.



*URSI students 'compute' a ritu*

Barrett and URSI faculty recognized the importance of having fun amid all the seriousness of addressing contemporary urban issues. Filipovitch relays tales of Symons and URSI professor H. Roger Smith holding office chair races around Morris Hall (much to the irritation of the departments in the next offices), experimenting to see what would happen if the cap were loosened on a tube of toothpaste and hit hard in the middle (answer: it comes out both ends and sprays the office walls in a minty mess). URSI continues the tradition of fun today, but with much less disruption and mess, by providing opportunities for students to hang out together as a community, through field trips and the student group SURSI.

URSI has served as the Secretariat for the Minnesota City/County Management Association, close relationships with the League of Minnesota Cities, Preservation Alliance of Minnesota, and local governments across the region. Faculty have an outstanding record of publishing original research in internationally respected journals (often inviting students to participate in the research). As our students become alumni, URSI serves as a connection, a family, and a foundation.

## URSI Philosophy

The philosophical basis for the graduate degree programs in the Urban and Regional Studies Institute is based on the following ideas:

- URSI takes pride in their alumni, and helps them on their career path by providing 'street-ready' training that will apply quickly in the professional workplace.
- URSI is interdisciplinary in nature with a core faculty guiding students through a variety of courses and professional experiences to develop the students' professional capabilities for planning and managing cities and other local governments.
- URSI emphasizes terminal professional degree programs.
- URSI program are geared toward creative applied problem solving based on theoretical research.
- URSI has a local government/ community emphasis.
- URSI emphasizes individualized academic program design with opportunities for innovative learning environments, community based problem solving, and individual research.
- URSI includes an emphasis on practical learning experiences such as internships and studio courses and applied projects.
- URSI is an professional program that fosters a culture of diversity, equity, and inclusiveness

## Getting In: Admission to URSI Graduate Programs

### Undergraduate Degree

Students must complete a Bachelor's degree from a college or university accredited by the appropriate regional or national accrediting agency. Prospective students may apply to URSI during the final year of completing the degree, but must prove that the bachelor's degree has been awarded prior to enrolling.

### Grade Point Average (GPA)

The minimum GPA standard for admission to any graduate URSI program is **3.0**.

If an applicant's GPA is between 2.75 and 3.0, they may be considered for provisional admission if one or more of these circumstances apply:

- They achieved a 3.0 or greater in the undergraduate coursework done for their major
- They received a 3.0 or greater in all upper division coursework done in their Bachelor's degree
- They have a *minimum of three* years of demonstrated professional experience in planning, administration, or a closely related field

All students will be required to achieve and maintain a 3.0 GPA during their studies with URSI.

### Special Student Status/ Non-Degree Seeking Status

Special graduate students are those who have been permitted to take graduate courses, but have not been admitted to a graduate program. If a special, non-degree seeking student applied to an URSI program, no more than *six credits* of URSI course work will count toward an URSI degree. These courses must be taken at the graduate level.

### Statistics/ Research Methods Course Required

Prospective students must demonstrate the successful completion of an undergraduate statistics or research methods course. Applicants without demonstrable completion of a statistics or research methods course will need to complete one as a "deficiency course." Credits earned for deficiency courses *do not* count toward the minimum credits needed for the master's degree

Deficiency courses must be completed by the student's enrollment in appropriately identified and approved courses. Students shall work with their advisor to identify these courses and establish a timeframe for completion.

### Required Application Materials

Students wishing to apply to the Urban and Regional Studies Institute must provide:

A completed application form, available at <https://mankato.mnsu.edu/future-students/apply/>

- A personal statement, describing academic and work background, reason for selecting URSI and the chosen degree program, and relevant work and volunteer experience.
- Contact information for two references URSI can contact to discuss their potential for successful graduate study. Please include name, title/ relationship to you, phone number, and email address. Academic and professional references are preferred. A letter is not necessary.
- A résumé or Curriculum Vitae (CV)
- Official academic transcript demonstrating a completed or nearly-completed Bachelor's degree, undergraduate GPA, and completion of a statistics or research methods course

**Undergraduates Taking Graduate Courses**

Students who have not yet earned an undergraduate baccalaureate degree will ordinarily be prohibited from taking graduate courses.

Undergraduate students who have one semester or less left to complete an undergraduate degree may enroll in graduate course if their GPA for the last two years has been a minimum of 3.0. They *must* petition the Graduate Dean for permission to do this.

**Transfer Credits**

A maximum of six semester hours of graduate credit, each with a grade of B or better, may be transferred from a college or university accredited by a regional accrediting association. All transfer credit must be approved before admission to candidacy. All graduate credit earned in the previous six years at other colleges or universities and not used on a previous graduate degree shall be recorded on the student's permanent record and used in determining the GPA.



## **Getting Through: Navigating your URSI Graduate Program**

### **Time to Complete the Degree**

According to University policy, all work applied toward a credential awarded by the University must be completed within a **six-year period**. Only credits earned in the six years prior to the receipt of a degree will apply toward graduation and be counted toward a student's GPA.

### **Undergraduate Courses Can Not Count**

Courses taken at the undergraduate level do not count toward a graduate degree. All course work taken for an URSI program must be completed at the 500/600 level.

### **Students with URSI Bachelor's Degree Can Not Double-Count**

Graduate students who completed their bachelor's degree with URSI will not be permitted to count courses taken at a 400 level toward their graduate program. Nor will they be allowed to enroll in 500-level courses they have already completed at the 400 level while in the graduate program. Substitutions will need to be made for these courses.

### **600-Level Course Requirement**

50% of the course work for a graduate degree must be completed at the 600 level (excluding courses to meet deficiency requirements).

### **Repeating Courses**

Graduate courses may be repeated, but credit for the course is applicable toward a degree only once. However, all grades earned for that course will be used to calculate the GPA. Graduate seminars can be repeated for credit if the subject of the seminar has changed.

### **Deficiency Courses**

Credits earned from deficiency courses do *not* count toward the master's degree. Deficiency courses must be completed by the end of the student's second semester of study with URSI.

### **Course Modality**

URSI offers courses in several modalities. The modalities offered each semester varies depending on faculty availability. At this time, students cannot take the full program in an extended learning mode; while they may be able to complete a number of courses online or through other extended learning modalities such as telepresence, hybrid (partially on-campus, partially online or off-campus) or at MSU's Edina campus, these methods depend on faculty workload. The graduate capstone, Studio, is not offered in an online or extended format. Internships typically cannot be completed online.

### **Advisor**

Every applicant for admission to a graduate program will be assigned an initial advisor from the Institute.

### **Change of Advisor**

A student may request a change of advisor at any time in the program. If this request is endorsed by the new advisor and the director of the Urban and Regional Studies Institute, the change becomes effective upon receipt and processing of the Change of Advisor form, available at <https://grad.mnsu.edu/forms/>. You need not disclose any reason for the change.

### **Student Committee**

Every student has a committee of two faculty members. The student's permanent advisor will be the chairperson of the committee. The student needs to identify a second committee member from among the faculty. Students should be advised not to select an adjunct or fixed term faculty member to serve on their committee, as the students may not complete their degree before the fixed term or adjunct faculty member's appointment is complete.

### **Internship Requirement**

All URSI students are expected to complete a three-credit internship. Internships are usually taken after the first year of study, and gives the student an opportunity to apply concepts and skills learned in the classroom. Internships are considered a core requirement of the program.

A three-credit internship is required. Students may take up to six credits of internship in consultation with the Internship Coordinator. Internship policies include (but are not limited to; please consult the Internship Application Form for a full listing of URSI internship policies):

- Students are responsible for finding and obtaining their own internships. Faculty will post internship notices as they become available, but students are expected to do their own internship searches as well.
- Internship is a three (3) credit course. Students must register for 3 credits of internship and work a minimum of 300 hours to earn the internship credit.
- Students may take URBS/MPA 697: Internship up to two times for a maximum of 6 credits. Students may *not* register for the Internship course twice in a single semester. Students may register for a maximum of 3 credits of internship in a single semester.
- Students must take the internship course using the traditional grading scale (A, B, C, D, F). They may *not* take it as a P/NC course.
- Students will need to contact the Internship Coordinator prior to registering for URBS/MPA 697. They will need to complete an Internship Application form.
- A second internship with a different agency may be taken after the first 3-credit internship is complete. Multiple internships may not be taken in the same semester.

Students may apply for a waiver from the internship credit requirement if they have two years of professional experience in a related field.

### **Program Planning**

URSI does not prescribe a set pattern for the individual's program, but does recommend that the individual acquire and work with an advisor when doing program planning. Students entering the master's degree program with no deficiencies typically spend four semester in full-time study in order to complete the required course work (this varies for part-time students). Students are required to complete an internship.

The following course sequence is a suggestion/ sample only; students are not locked in to this course progression. So long as students complete the required courses and credits during their program, they can, for the most part, choose a schedule that best suits their circumstances.

There is one exception: The Urban Studies Studio *must* be completed in the fall before the student plans to graduate. Studio is only offered in the fall semester, so student need to plan accordingly.

**Final Year of Study- Submit Graduation Documents**

Students in their final year of study should submit an Application for Graduation in the middle of their final semester. Deadlines for submission of the application can be found on the MSU Graduate Studies web site. They will also need to submit a Recommendation for Award of Degree, to be signed at the end of the semester, that is the final approval for graduation.

Students must be registered for *at least* one credit in their final semester of study.

## Master of Public Administration and Community Management (MPACM)

The Master of Arts in Public Administration and Community Management is oriented toward examining and understanding a broad range of issues associated with local government administration and management, and how theory translates to applied practice. Program requirements are designed to provide students flexibility as it delivers on its mission of preparing students for professional local and regional public service leadership careers in the US system by instructing in the application of law, ethics, equity, and current trends in governance through a combination of public administration theory and applied skills training.

*The Master of Arts in Public Administration and Community Management program is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).*

Credit Hour Requirement: **36 credits** (does not include deficiency course work)

### MPACM Core Requirements (15 credits)

- URBS 501 – Foundations in Urban Management & Planning
- URBS 502 – Urban Analysis
- MPA 602 – Research Methods
- MPA 667/URBS 667 – Studio (capstone)
- MPA 697/URBS 697 – Internship

### Admin/Management Focus (choose 12 credits from below)

- URBS 512: Public Information and Involvement
- MPA 611: Administrative Services and Human Resources
- MPA 612: Urban Finance System and Budgeting
  
- MPA 613: Public Leadership and Management
- MPA 614: Public Policy Analysis
- MPA 615: Organizational Environment

### Electives (9 credits):

**Any 500-600 level URSI or MPA course, focused on management, administration, policy, or related management topics.**

### What kind of jobs can you get with an MPACM degree?

#### *Opportunities include:*

- City Manager
- City Administrator
- Policy Analyst
- Community Development Director
- Grant Administrator
- Economic Development Manager
- Regional Planning Council staff
- Consultant, policy and strategic planning
- Nonprofit administration
- Research specialist
- Policy development
- Budget and finance director

## Master of Arts in Urban Planning (MAUP)

The Master of Arts in Urban Planning is a professional program oriented toward the systematic, comprehensive approach to analyzing the social, economic, and physical change of communities. The MAUP program provides curriculum flexibility as it delivers on its mission of preparing students to become effective professional planners through instruction that emphasizes general planning knowledge, skills, values, ethics, and professional behaviors to apply creative approaches in addressing social, economic, environmental and physical development needs of global communities, cities, and regions.

Credit Hour Requirement: **36 credits** (does not include deficiency course work)

### MAUP Core Requirements (12 credits)

- URBS 501 – Foundations in Urban Management & Planning
- URBS 502 - Urban Analysis
- MPA 667/URBS 667 – Studio (capstone)
- MPA 697/URBS 697 – Internship

### Focus (12 credits)

- URBS 602: Planning Process (3)
- URBS 604: Planning Law
- URBS 661: Long Range Planning (3)
- URBS 662: Planning the Built Environment (3)

### Electives (12 credits)

Students choose 12 elective credits from URSI or closely related departments, with consent of advisor. It is recommended that students take URBS 502: Urban Analysis

### What kind of jobs can you get with an MAUS degree?

#### *Opportunities include:*

- City Planner
- Planning Consultant
- Transportation Planner
- Housing Specialist
- Sustainability Planner
- Community Development Director
- Economic Development Director
- Historic Preservation Specialist
- Parks Planner
- Downtown Revitalization Planner
- GIS Technician
- Data Analyst, planning fields
- Surveyor
- GIS Analyst

## **Graduate Certificates**

Graduate certificates provide professional level training for those seeking to build their professional credentials without entering a second full Master's degree program. It is an opportunity for cross-training in a field related to your masters degree, making you more marketable when you start your job search. URSI offers three 12-credit certificate options, the Certificate in Urban Planning, the Certificate in Local Leadership and Management, and the Certificate in Nonprofit Leadership (which is done in conjunction with the Department of Sociology). Certificates are appropriate for students who wish to develop a focus on local government planning or administration within a graduate degree program, or as students who have already earned their degrees and wish to prepare for a career shift.

### **Graduate Certificate in Urban Planning (12 credits)**

This graduate certificate program provides the basic concepts, skills, techniques, and values for pursuing a career in local government planning. The program is designed to meet the basic standards of professional competency specified by the American Institute of Certified Planning (AICP).

#### ***Curriculum***

URBS 602: Planning Process (3)

URBS 604: Planning Law (3)

URBS 661: Long Range and Strategic Planning (3)

URBS 662: Planning the Built Environment (3)

### **Graduate Certificate in Local Leadership and Management**

This graduate certificate provides the basic concepts, skills, techniques, and values for pursuing a career in local government management and administration. The program is designed to meet competency standards set forth by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).

#### ***Curriculum***

##### **Choose 12 credits**

URBS512: Public Information and Involvement

MPA611: Administrative Services and Human Resources

MPA612: Urban Finance System and Budgeting

MPA613: Public Leadership and Management

MPA614: Public Policy Analysis

MPA616: Organizational Environment

## Path to Completion - Checklist

Credits Completed	Requirement	Completed
0	Apply for admission	
	Transcript for previous degree sent to College of Graduate Studies	
	Admitted to Urban and Regional Studies Institute and/or to take graduate courses	
6 - 12	Any transfer work added to student's permanent record	
(first year)	Deficiency courses completed and records sent to URSI	
	Applied and approved Plan of Study	
	Students select their two faculty committee members	
12 - 36		
(second year)	Complete internship(s)	
	Studio course taken in Fall of the academic year you plan to graduate	
	Complete all deficiency courses and send records to URSI	
	Application for Graduation submitted in the middle of your final semester	
	Completed or are on track to complete all course work	
	Recommendation for Award of Degree submit to URSI office	
	Notify URSI office if you plan to participate in hooding and graduation ceremony	

### Policies to Know

- Half of the courses to count toward degree MUST be taken at the 600 level
- You MUST complete a 3-credit internship
- You MUST complete the Studio course with a 'B' or higher
- You MUST register for at least one credit in the semester you plan to graduate
- You MUST submit a Plan of Study at or around your second semester of your graduate work.
- You MUST submit an Application for Graduation in the middle of your final semester
- You MUST submit a "Recommendation for Award of Degree" form to URSI before Finals Week of your last semester (this is a *separate* document from the Application for Graduation). This will be filled out by your advisor at the end of the semester.

Please check with the Graduate College for the Graduation Application, Recommendation for Award of Degree and other important forms. They will also post deadlines to turn in these important forms. You can find these forms and deadlines at <https://grad.mnsu.edu/importantdates.html>

# Grading Policies

Grading will reflect the degree students have achieved the learning outcome objectives of the course. They will ordinarily differentiate the degree to which these objectives have been achieved by the students.

## Grading System

All graduate grades will be assigned on the A-F basis, except those authorized under the P-N policy. Faculty may use shaded grades (+ and -) to reflect the degree of achievement within each grade bracket.

## Minimum Grades

*No grade below a C earned at Minnesota State University is applicable toward a graduate degree program, but are counted for GPA.*

**Students must earn an A or a B grade to successfully pass the Studio course.** Students cannot graduate without successful completion of the Studio. A 'C' grade or below in Studio is not considered acceptable for the completion of the degree.

No grade below a B may be transferred to Minnesota State University and applied toward a graduate degree program.

Students earning a grade below B in Studio must repeat the course. Students must earn at least a B to be considered proficient in their masters degree capstone experience.

Each student must have a minimum GPA of 3.0 or better when accepted into the program, *and when receiving a degree* from URSI. GPA below 3.0 are not considered 'passing' for a masters degree in Urban Studies programs.

## Incompletes

Incompletes must be removed within one semester past the student's enrollment. If the Incomplete is *not* made up in the specified time, the grade automatically becomes a grade of **F**, [per University policy](#).

Incompletes will be given *only* in special cases when, for reasons beyond their control, the student has not met a specific, important requirement in the course, but has done passing work for most of the semester and presents proof of progress to the instructor *before* the final exam or final course requirement. The request for an Incomplete is made by the student to the instructor as soon as the student recognizes the need for it. A specific plan must be filed with the instructor as to when and how the Incomplete will be removed.

## Grade Point Average Determination (GPA)

All graduate grades earned in the six years prior to the receipt of a graduate degree and not utilized on another graduate degree (except for an URSI graduate certificate) will be used in determining the graduate GPA. When the same course is repeated, the grades earned each time the course is taken will be counted in determining the GPA.



**Pass- No Credit Policy**

Under the system commonly referred to as P-N, a student may choose to register for a course so designated with the understanding that they will receive credit, indicated by a P (Pass), if they earn an equivalent of a B grade or better. If they earn *less* than the equivalent of a B, they will receive *no credit*, indicated by the letter N. Whether the grade is P or N, the hours taken will not enter into the computation of the GPA.

Students may elect to exercise the drop-add procedure if they wish to change the grade status of their enrollment.

Graduate students may take deficiency courses on a P-N basis.

P-N grades may be used in the program ONLY for individual study, workshops, tours, and internships.

No more than one-third of a Master's program shall consist of P-N grades.

**Elimination from a Program**

Students may be eliminated from a graduate program for cause by the Graduate Dean on the basis of recommendations from the advisor, committee, and department graduate coordinator.

**Graduate Committee**

Each graduate student admitted to the program must have a Graduate Committee. This committee should consist of at least *two* graduate faculty members of the Urban and Regional Studies Institute. Additional faculty may also serve.

The chair of the committee is the student's advisor, and must be a regular member of the Urban and Regional Studies Institute faculty. The other member of the Graduate Committee may be either a regular member of the graduate faculty or one approved to teach specific graduate courses. It is not recommended to select an adjunct or fixed term faculty member as a committee member, as this person may have a limited time with the department and not available for the second year of study.

## Getting Out: Graduating with an URSI Degree

### Capstone Experience

URBS 667 (Urban Studies Studio) is a required 3-credit course in URSI's master's program. The Studio is an advanced learning experience working in small group settings on applied projects and problem solving for external clients. Students must complete at least 18 graduate credits to enroll in Studio, or receive permission of the instructor. Studio students will participate in a group project which will produce a written report, and defend their findings in a public forum (press conference, council, or commission meetings). No separate oral exam is required.

Each student must demonstrate the ability to apply the discretionary problem solving of professional local government leaders, and the ability to communicate them in a public forum. These skills are applied in the Studio course, taken in the fall of the students last year of study. Studio is considered the accepted capstone experience for URSI's master's degree programs, and a core requirement of the program.

All URSI students are required to complete the Studio course. Credit for the studio course is granted if the student achieves a grade of B or above. Grades of C+ and below are not considered acceptable demonstration of professional level proficiency, and students will need to repeat the studio course during its next offering.

### If you want BOTH degrees, Public Administration and Community Management (MPACM) *and* Urban Planning (MAUP)

If you are considering BOTH the Masters in Public Administration and Community Management *and* the Masters in Urban Planning, there are some policies in place that might impact your decision. Only 30% of the credits earned in the first degree can be counted toward the second degree. Both URSI programs are 36 credits, so only 10.78 credits can be taken once and be counted toward both degrees.

But here's the catch – URSI courses are 3 credits. So in most cases, you will only be able to apply 3 courses from the first degree toward the second degree. The most obvious choices to include in these 3 are URBS 501: Foundations, URBS 502: Urban Analysis, since they are core courses for *both* the MPACM and MAUS degrees.

You cannot take a course twice to count it toward both degrees. For instance, if you took URBS 603: Organizational Environment for your MPACM degree, you can't take it *again* and have it count toward your MAUP degree.

Graduate College policy states that **internships and capstone experiences cannot be double counted toward the second degree.** This means if you do both masters, you MUST take Studio twice and do TWO internships, one for each degree program.

## Graduation

### Application for Graduation

Students must complete an Application for Graduation form, have it signed by their graduate committee, and submit it to the College of Graduate Studies and Research by the deadline posted on the College of Graduate Studies web site (<https://grad.mnsu.edu/importantdates.html>). This application is necessary in making out the list of graduates for commencement.

### Requirements

No student shall be recommended for graduation who has not satisfactorily completed all course requirements, research requirements, and maintained a minimum GPA of 3.0 on all graduate work taken in the past six years and not applied to another degree.

### Important Policies as you Graduate

- Students must enroll in *at least* one credit in the semester they intend to graduate.
- At least half of the courses must be taken at the 600 level.
- Studio must be completed with a grade of B or higher.
- Students must complete a 3-credit internship.
- Students must file an *Application for Graduation* and a *Recommendation for Award of Degree* by the Graduate College deadline

### Recommendation for Award of Degree

Student must fill out and submit the Recommendation for Award of Degree form. This is the final, 'check' on the way to graduation. The Graduate Dean reviews the total program and approves or denies the recommendation for graduation. Those who may be denied are told why and given an opportunity to correct the problems involved.

### Commencement

The graduate is invited and urged to attend commencement ceremonies, but they are not required to do so.

### Diplomas

After verifying the recommendation for awarding the degree or certificate submitted by the student's examining committee, the College of Graduate Studies and Research mails diplomas to the graduates. This process takes approximately eight (8) weeks after the end of the semester.

## **URSI Alumni Stay Connected!**

URSI values its alumni, and invites graduates to become part of the larger URSI family across the global network. When you graduate from MSU, you are given the chance to participate in the Alumni Association and perks like travel and insurance discounts, library access, and (find out more about these benefits at <http://www.mnsu.edu/alumni/benefits/>).

URSI alumni become part of a worldwide professional network. You are connected to a large array of urban planners, city managers, city administrators, county officials, consultants, nonprofit leaders who can serve as mentors and colleagues. You will never be alone in the field; there will always be another URSI alumni out there who can help you through your challenges.

### **Way to Stay Connected with URSI**

You don't leave URSI just because you graduate. Graduation starts a new phase of your URSI connection, your life as an alumni. There are many ways you can stay connected with URSI, and we encourage you to keep in touch with us, even as you delve in to your career. Here are some ways URSI alumni stay connected:

- Participate in Career Day panels
- Host a field excursion at your workplace
- Attend alumni events
- Be a class guest speaker in your field of expertise
- Donate to the URSI Leadership Scholarship to help an URSI student complete their degree through the URSI web site
- Email faculty just to update us on where you are and what's new in your life!
- Join our Facebook page
- Connect with URSI through LinkedIn