1. Curriculum
   a. Core
   b. Studios
   c. Electives
   d. Concentrations
   e. Internship seminar
   f. Course waivers
2. MCRP Milestones
   a. By the end of year 1
   b. Year 2
   c. Final term
3. Comprehensive Exam
   a. Courses
   b. Timing
4. Thesis
   a. Timing
   b. Approvals
5. Dual Degree
   a. Options
   b. Timing
   c. Guidelines
6. Internships
   a. Resumes
   b. Course
   c. Expectations/Issues
   d. Waivers
7. Advisors
   a. Expectations
   b. Changing
1. Curriculum

The MCRP program curriculum entails 60 credit hours of coursework that is typically completed over 2 years (4 semesters) with approximately 15 credit hours per term. Required courses account for 31 credit hours. Students are considered full time in the program if they are taking 14-16 credit hours.

a. Core

The core curriculum in CRP is comprised of 6 regular class offerings:

**Autumn Year 1**
- CRPLAN 6000 Historical Foundations of Planning
- CRPLAN 6100 Participation & Advocacy
- CRPLAN 6400 Site Planning & Development

**Spring Year 1**
- CRPLAN 6300 Law & Planning
- CRPLAN 6500 Plan Making & Analysis Tech.

**Autumn Year 2**
- CRP 6600 Spatial Models & Project Evaluation

Note that all students not completing a thesis are required to pass the MCRP Comprehensive Exam as a graduation requirement. The exam will cover material from all core classes and students are required to pass each core section of the exam in order to pass the overall exam and graduate. If a student earns a B- or lower in a core class, the student is in danger of failing the comprehensive exam. In this case, it is recommended that the student consult with the instructor of the class to develop a plan to review the material from the core class.

In addition to the core courses covered by the comprehensive exam, MCRP students are required to take no less than 2 credit hours of the professional development seminar (CRPLAN 6191S). The graphics requirement also requires students to take either CRPLAN 6200 (offered in spring) or CRPLAN 5001 (offered in autumn).

b. Studios

All MCRP students must take at least one studio course as a program requirement. Unless a special invitation is extended, studio courses are not recommended for first year students. Only one studio course can be taken per semester without express written permission from both instructors.
c. **Electives**

MCRP students will have at least 29 hours of elective credit, either to gain depth in one particular area of focus or breadth in a variety of planning areas. A minimum of 15 elective hours must be taken within CRP at the graduate level (5000 level and above). Courses taken outside of CRP must be at least 4000 level and taught by a professor/lecturer. If a student enrolls in a course which is cross-listed with CRP and another department, the student should enroll in the CRP section for the hours to count towards CRP elective hours total. A minimum of 18 credits of the electives must be graded courses.

d. **Independent Studies**

Students may opt to take an independent study (CRPLAN 6193) as an elective course option. Independent studies are a variable credit, S/U options that do not affect GPA. Typically, an independent study is between 1-3 credit hours depending on what has been agreed upon with the independent study faculty member. The independent study can be any variety of topics such as a book review/critique, an extension of a class paper topic, a literature review in an area of interest, etc. Any faculty member may serve as the “instructor” for the independent study. Faculty have varied approaches to the study and students should approach the faculty member who is most allied with the independent study topic. Students interested in the thesis option are encouraged to sign up for an independent study to draft a literature review and proposal.

The process to register for a course that requires permission is as follows:

1) The student completes the **Independent Study Form** (find it posted on the **Current Students** section of the Knowlton website).
2) The form is automatically sent to the instructor email address provided on the form the student completes. *For this reason, it is very important that you correctly list the instructor’s OSU email address on the form.*
3) The instructor forwards that form with their approval to the Graduate Programs Coordinator at monnin.69@osu.edu.

e. **Practicum Courses**

Practicum courses may be best described as studio meets independent study. Students interested in a practicum must develop a proposal for the practicum faculty member that outlines the expected project(s) and deliverable(s). A practicum cannot be work that is done as part of a student’s internship efforts. Often students will do a practicum with a non-profit or other volunteer based
organization to provide a planning related service (e.g., code review, design proposal, market analysis). The practicums, like studios, represent a significant amount of work. It is possible for a practicum to not to involve a client per se, though this will also need approval by the faculty member.

Practicums can also be a means by which a student **without** a formal (paid or unpaid) internship can gain both experience and needed internship hours for graduation. If a student is without an internship at the start of his/her second year, we recommend s/he first register for an independent study with the internship coordinator in the fall semester. This will allow for the student to sufficiently research opportunities that would reflect an internship level of contribution and effort. The outcome of the fall term is a formal practicum proposal with timeline and expected contributions. The student would then register for the practicum CPR 8300 in the spring term (again, with the internship coordinator) to carry out the proposal. Should an internship be found in either the fall or for spring, the student should discuss with the internship coordinator ways to adjust the practicum workload.

**f. MCRP Focus Areas**
The MCRP curriculum is structured in a way that allows students to develop an area of focus or to pursue various interests through their elective options. As focus areas are not formal or required in the MCRP curriculum, students may choose their elective courses based on discussions with their faculty advisor and a review of courses within the section and across the university. MCRP Focus Areas include:

- **International Development: Global Context, Perspectives, and Practices**
- **Transportation: Smart Cities, Travel Behavior, Aviation**
- **Urban and Regional Analytics**
- **Sustainability: Planning, Decision-Making, and Urban Design**
- **Regional Equity: Housing, Neighborhoods, and Community**

**g. Professional Development Seminar (CRP 6191S)**
The professional development seminar is a 1 credit hour course offered in both fall and spring semesters focused on professional preparation and practice. **All MCRP students, regardless of their internship status, are required to take at least 2 semesters of the seminar.**
h. **Academic status**

Students must maintain a 3.0 or better cumulative graduate GPA to remain in good standing with the University. Should a student fail to achieve a 3.0 overall, regardless of his/her GPA in the CRP program specifically, s/he will be given an academic sanction by the Graduate School. Students on probation are recommended to take the Graduate School minimum load for full time status (8 credit hours), and that all such hours are graded work. Independent studies or other S/U course grading options have no positive influence on a student’s GPA and, therefore, those courses will likely diminish the time a student can dedicate to graded courses. If a student fails to reach a 3.0 by the end of the next grading period, they may be dismissed from the University. Details can be found in the Graduate School Handbook Section 5: **Academic and Professional Standards**.

Students on academic probation are **not** permitted to remain in their internship positions during the probationary period (no allowable hours for the 560 minimum can be credited during this period). The Graduate Studies Chair will notify the internship coordinator of the student’s status, and the internship coordinator will contact the student’s internship supervisor to inform him/her of the change in status. Students who return to good standing may rejoin their internship as long as it is desired by all parties. Internship sponsors are under no obligation to rehire students following their probation.

i. **Course waivers**

If a student feels that s/he has had the graduate level equivalent of a core course in the curriculum, that student may request to be waived from the requirement. The process is as follows: 1) The student completes the [Course Waiver Form](#) (find it posted on the [Current Students](#) section of the Knowlton website). To find the instructor assigned to the course you are attempting to waive, you can check the OSU [Schedule of Classes](#). 2) The form is automatically sent to the instructor email address provided on the form the student completes. Faculty contact information can be found in the Knowlton [Faculty Directory](#). 3) The instructor forwards that form with their approval to the Graduate Programs Coordinator at monnin.69@osu.edu. The student must provide the syllabus of the course taken for the MCRP faculty member teaching the core course to review. Should the waiver be granted, the student is waived only from the course requirement, meaning the student must make up the hours with other graduate-level credit.
2. MCRP Milestones

The following applies to most MCRP students with the exception of part-time or dual degree students, or students starting in spring term.

a. **By the end of year 1**
   After spring semester of the first year, MCRP students will have completed all but one core course and have the foundation laid for their specific interest area, or generalist approach to their planning education. Students interested in a thesis option should at this point have their committee set and proposal drafted. Students planning on a dual degree should submit their dual degree plan to their advisors and the graduate school.

b. **Year 2**
   The second year of the program focuses on areas of specialization and potentially dual degree coursework. Expectations for the second year are that students wrap up core course work in the fall term and take one or two studio courses. Students who have not found a paid or volunteer internship should begin work on their internship practicum proposal via an independent study in fall and practicum in spring.

c. **Final term**
   Students on a regular two-year program cycle will enter their final term in spring of their second year. Students will need to submit an application to graduate; this process is overseen by the Graduate Programs Coordinator office and the form is online at GRADFORMS.OSU.EDU. The form must be submitted and approved (Master’s Program Chair and Graduate Studies Chair) no later than the third Friday of the semester. The student must submit the form before this date in order to allow time for it to be approved by faculty.

3. Comprehensive Exam
   All MCRP students must complete an exit requirement in order to graduate. MCRP students who are in the exam track will take a two-part exit exam addressing both comprehensiveness and application with respect to the core curriculum.

a. **Timing**
   Students taking the comprehensive exam do so in the term in which they are graduating, typically spring of the second year. Students must complete all core
courses in order to sit for the exam; a student currently enrolled in a core class may not sit for the exam. Students on academic probation cannot sit for the exam.

The exam is typically offered the 10th and 11th weeks of the fall semester, and the 8th and 9th weeks of the spring semester due to the spring break schedule (there is no summer option). The typical timing for the exam is a Monday, potential Friday retake if needed, and a Monday for the second part. Note, this typical scheduling may be adjusted based on section, School, College or University issues. Exam timing will be confirmed during the first week of the term in which it is given. All eligible exam track students must sit for the exam at the scheduled timing; cases in which a student is unable to make the scheduled timing due to extenuating circumstances will be resolved by the Graduate Studies Committee.

There are only two circumstances in which a student may take the exam up to two terms in advance of his/her graduation. In each of these cases, the student must register with the Graduate Programs Coordinator to sit for the exam; the Coordinator will send out a notice for exam sign ups no less than 1 month prior to the exam. First, if a student intends to graduate in the summer session, s/he will necessarily take the exam in the spring prior to that summer term. Second, if a student is part of a dual degree program in which the second program also has an exit exam requirement, the student is permitted to take the MCRP comprehensive exam 1 term in advance of their graduation. Therefore, if a student has a dual degree with Public Policy, for example, and will take that program’s exit exam in fall term, they may sign up for the MCRP comprehensive exam for the preceding spring term. In each of these exception cases, the Graduate Programs Coordinator will verify and the Graduate Studies Chair will approve the early exam.

b. Format

The comprehensive exam consists of a two-part online exam given on 2 different days addressing the core curriculum of the program: history, law, theory, site planning, statistics, data and forecasting, and project evaluation. The exam is designed to provide an outcomes based assessment of students’ fundamental comprehensive and applied understanding of the core curriculum.
The first part of the exam is a multiple choice based test in a format akin to the AICP professional exam and is intended to ensure a comprehensive fundamental understanding of the core curriculum. A student must take and pass all 7 sections on the first attempt to be eligible to pass the comprehensive exam with distinction honor.

The multiple choice exam consists of 5 questions per core area (35 total); students must answer 3 of 5 correctly per core area to pass the core section. The exam is closed book/closed note with the exception of 1 sheet (back and front) of notes for statistics and 1 sheet (back and front) of notes for data and forecasting. Students have 3 hours to complete the exam. Students must pass all sections to be allowed to sit for the essay portion of the exam. Students who fail sections of the exam will sit for the retake exam usually given at the end of the week. The retake exam covers only the failed sections of the exam. Students have 1.5 hours for the follow up exam. The faculty strongly urge any student who failed more than 3 sections to consider retaking the exam in the following term, using the extra time to dedicate to exam preparation.

Students passing all sections of the retake are eligible for the second part of the comprehensive exam. In the case of a student failing a retake section, that student will need to return in the subsequent term to retake the exam. Students failing the second round of retakes are dismissed from the program.

The second part of the exam is a scenario based essay which includes 3 areas of the core curriculum. The essay is intended to ensure students are able to apply the knowledge they have gained in the core curriculum to a real life situation making decisions regarding appropriateness. Students are informed of the topic areas in advance and are allowed books and notes into the test. The essay exam is typically held the Monday following the multiple choice exam. Students have 4 hours to complete the essay portion of the exam. The essay is graded on a high pass (3), pass (2), low pass (1), fail (0) standard. Students must have a minimum overall average of 1 AND may not have failed more than 1 section to pass the essay portion of the exam. Students who fail the essay portion may return the following term to retake the exam. Students who earn a high pass in at least 1 of the 3 areas and have a minimum average over 2 (no fails), and who passed all sections of the multiple choice exam without retakes, are deemed to have passed the comprehensive exam with distinction.
4. Thesis

MCRP students with an interest in independent research may opt for the thesis track MCRP option. Thesis track students must formulate a research direction, support that direction with a core of electives, and write and defend a thesis to fulfill the exit requirement. Students selecting this option will not take the comprehensive exam. Thesis track students are not obligated to take a studio course as part of their curriculum requirements. While taking a studio course is strongly encouraged, the practice-based aspects of the offerings are not seen as critical for a thesis track student.

a. Timing

The thesis option represents a significant amount of planning and effort. Ideally, a student would approach a possible thesis advisor (not required to be the assigned faculty advisor) about the potential of a thesis during his/her first semester in the program. This potential thesis advisor will need to provide written support for the student to take either CRPLAN 7300 or CRPLAN 6440 in the second semester of their first year to draft a literature review and preliminary proposal. The student should have a proposal and committee (minimum 2 faculty members, one of whom is the advisor) set by the end of the second semester of their first year. Ideally, data gathering would ensue during the break between first and second year. Analysis and thesis writing would start in the third semester and continue into the fourth semester with the culmination of the final document and defense. Students should sign up for Master’s Thesis hours (CRPLAN 6999) in fall and spring terms to account for their analysis and writing; students are expected to have a minimum of 6 total thesis hours prior to graduation.

Thesis track students must complete at least 3 courses (9-12 credit hours) dedicated to their thesis focus area. These courses should be selected with input from their advisor. The courses are meant to support the thesis topic and analysis.

b. Approvals

The approval process for the Master’s Thesis option is primarily between the student and his/her advisor. When a student applies for graduation, he/she would select the Master’s-thesis option. An exam form and a document form will be generated for the student’s committee to approve. Sign off by the committee on the exam form upon a successful defense is the equivalent of passing the comprehensive exam and has the same graduation deadline submission timing.
In addition, a copy of the thesis should be submitted to the Graduate School for approval. Guidelines and submission processes can be found on the Graduate School’s website.

5. Dual Degree and Graduate Minors

City and Regional Planning is inherently an interdisciplinary undertaking. As such, many students will take elective courses outside the program (up to 14 hours towards the total minimum 60 credit hour requirement) to supplement their interests. Some students may wish to gain further depth in a specialty area by opting for either a graduate minor or a second master’s degree (dual degree). Dual degree students may exceed the 14 external hour limit with an approved dual degree plan.

a. Options

There are a number of potential dual degree plans: African-American and African Studies, Civil Engineering (Urban Transportation), Environment and Natural Resources, Environmental Science, Geography, Landscape Architecture, Law, Public Affairs, Social Work. Additionally, students may create a customized dual degree plan upon the approval of an advisor and the graduate studies chair in each program.

b. Timing

It is advised for students to take a graduate level course in the intended dual degree program in their first or second semester. This allows a student to confirm his/her interest as well as to begin a search for an advisor in the dual program if necessary for the other program. A student should also be prepared to submit their dual degree approval form before the end of their first spring term and no later than a semester prior to graduation; discussions with the student’s advisor should begin as soon as there is intent to pursue the dual plan.

c. Approval Process

Students who wish to pursue a dual degree must be admitted to both programs. If a student is already admitted to the MCRP program, typically the second program only requires that the Knowlton School Graduate Programs Coordinator submit a copy of the MCRP application to the second program. As some programs may require additional application materials, students interested in a dual degree should research the admission requirements of the second program. To officially enroll in the dual degree, students must submit the online dual degree form via GRADFORMS.OSU.EDU which must be approved by each program. The form requires students to outline proposed courses. Guidelines are
explained below. If courses change, the form should be updated and reapproved.

d. **Guidelines**

Any dual degree program must follow certain guidelines for approval. These guidelines pertain to credit hour distribution and core course assignment. The approval form requires course identification for core courses in each program, plus dually counted courses. The courses applied uniquely to one program must total no less than half the total credit hours for that program (e.g., no less than 30 for CRPLAN since the degree requires 60). With few exceptions, the core course listing corresponds the core courses plus studio discussed earlier in the guide and which total 31 credit hours.

The minimum total number of credit hours required for the dual degree plan is the number of credit hours of the degree program with the highest credit hour requirement, plus half the credit hours of the other degree program. So, if a student were interested in a dual degree with Environment and Natural Resources (total credit hour requirement of 36 hours), s/he would have a minimum total requirement of $60 + 18 = 78$ credit hours. Further, since 31 hours would be in CRP core, and 18 (minimum) would be in ENR core, a student would likely have approximately $78 - 31 = 47$ hours of dually counted credit hours.

Additionally, the sum of the unique program hours plus the dually counted credit hours must be no less than the total credit hours required for each program. Given the previous example, the 31 core hours in CRP plus the 47 elective hours, would be 78 total which is over the needed amount of 60 hours. Similarly, the 18 core hours in ENR plus the 47 elective hours, is similarly over the 36 required hours in ENR. The student may find s/he has fewer courses appropriate for dual credit hours. In such cases, the distribution of core/dual courses may necessarily be adjusted so long as the prior requirements are still met. If, for example, a student had more CRP dedicated courses for the dual with ENR, s/he could shift more electives into the CRP core section so long as the dually counted courses meets the joint total requirement with ENR (so, 18 minimum).

6. **Internships**

All students in the MCRP program are required to complete 560 hours of a planning practice internship with the exception of students completing a practicum in place of the internship. While this can be completed in 2 semesters, the intention of the
program is that the interns remain in their position for the full two years in which they are in the program. The Internship Program Coordinator will collect resumes and submit them to the collection of internship sponsors that work with the MCRP program. Students may also secure their own internship independent of the MCRP Internship Program Coordinator. Once an internship is secured, students should fill out the Internship Registration Form and send it to the internship coordinator for approval and record keeping. See the MCRP Internship Handbook for details.

a. **Eligibility** Students must be in good standing (3.0 cumulative GPA) in order to participate in an internship. Students who were admitted conditionally may not participate in an internship until their conditions of admission have been met. Students must be considered full-time in the MCRP program (14 hours per semester) in order to hold an internship and use the hours towards the 560 hour requirement. The Graduate School has an alternate definition of “full time” (8 credit hours) and it is not applicable for the internship program consideration.

b. **Resumes** Students must submit a 1 page (and ONLY 1 page) resume and the Internship Introduction Form to the internship coordinator (Assistant Professor of Practice Kimberly Burton). The resume must include the student’s current status as an MCRP student as well as their availability date. The focus of the experiences listed in the resume should be on the skills that would be well applied to planning.

c. **Course** In addition to the 560 hour requirement, students must take the professional development seminar (CRPLAN 6191S) in two semesters.

d. **Expectations/Issues** Students are expected to work at their internship position for 20 hours per week on average; some weeks may be more, some less. As required courses in the first year curriculum are held on Tuesdays and Thursday, first year students are expected to participate in their internships on Monday, Wednesday and Friday. The one required course in the second year curriculum is on Wednesday and Friday. Students are expected to conduct themselves in a professional manner at all times. They are not only representing themselves, but also the program. Any poor conduct will be reported by the supervisor to the internship coordinator for discussion and review. Students who are consistently problematic may be dismissed from their internship.
e. **Internship Tuition and Fee Waivers**

The CRP program has a limited number of tuition and fee waivers that are associated with the internship program generally. To be considered for a waiver, a student must 1) secure an internship for the term in which s/he receives the waiver by the stated deadline (typically 1 week prior to the start of the term in which the award will be dispersed); 2) have a 3.5 minimum GPA (either in the program or coming into the program if the student will be in their first semester); and, 3) have Ohio residency for tuition purposes. Waivers are highly competitive; not all students meeting the minimum requirements receive a waiver. Waiver decisions are made by the section head in conjunction with the graduate studies committee. There is no application to be considered for a waiver. Decisions are typically made in July for the upcoming academic year. Waivers are usually offered for both the fall and spring semesters.

f. **Hours Verification**

Following every semester in which the student is employed (or volunteers) as an intern, s/he should submit the Internship Record form to the internship coordinator. The form should list the number of hours worked that term and must be signed by the intern’s supervisor. Once a student has reached the 560 hour requirement, no further verification will be sought from the supervisor, though the student is encouraged to remain as an intern if all parties are happy with the arrangement.

7. **Advisors**

Students entering the MCRP program are assigned a faculty advisor, typically based on their area of interest and advisor availability.

a. **Expectations**

Students usually interact with their advisor if they have questions about the program, are looking for course or professional advice, or need an advisor signature on a form. Some advisors are more proactive about meeting regularly with their advisees than others.

b. **Changing**

Students may wish to change advisors because they have changed interest areas, or have formed a more comfortable relationship with another faculty member. Requests to change to a new advisor should be sent to the Master’s Program Chair. We encourage students to let their current advisor know of the pending change; faculty members understand that these changes happen and the notification is seen as a professional courtesy.
8. Knowlton School Faculty and Staff

In addition to your assigned faculty advisor, there are others in the Knowlton School who are available to assist you:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Clark</td>
<td>City and Regional Planning Section Head</td>
<td>200F</td>
<td>614-292-1790</td>
<td><a href="mailto:conroy.36@osu.edu">conroy.36@osu.edu</a></td>
</tr>
<tr>
<td>Maria Conroy</td>
<td>City and Regional Planning Graduate Studies Chair</td>
<td>225</td>
<td>614-292-5427</td>
<td><a href="mailto:akar.3@osu.edu">akar.3@osu.edu</a></td>
</tr>
<tr>
<td>Jesus J. Lara</td>
<td>Master of City and Regional Planning Program Chair</td>
<td>294</td>
<td>614-292-7452</td>
<td><a href="mailto:lara.13@osu.edu">lara.13@osu.edu</a></td>
</tr>
<tr>
<td>Jacquelyn Monnin</td>
<td>Graduate Programs Coordinator</td>
<td>100A</td>
<td>614-292-1404</td>
<td><a href="mailto:monnin.69@osu.edu">monnin.69@osu.edu</a></td>
</tr>
</tbody>
</table>

**Section Head**

The City and Regional Planning (CRP) Section Head serves as the head of the CRP program at the Knowlton School and handles the higher level administration of the undergraduate and graduate programs.

**Graduate Studies Chair**

The Graduate Studies Chair (GSC) serves as the head of the Master’s and PhD programs at the Knowlton School. Any forms submitted through GRADFORMS typically require GSC approval.

**Master’s Program Chair**

The Master’s Program Chair handles admissions and recruitment efforts for the MCRP program as well as other administrative functions for the program.

**Graduate Programs Coordinator**

The Graduate Programs Coordinator is a useful resource for students in navigating the administration of the programs and clarifying program requirements in addition to policies and procedures.