

Graduate Handbook

Masters in Urban and Regional Planning

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I. Program Overview

The graduate program leading to a degree of Master in Urban and Regional Planning (MURP) is committed to preparing students for professional planning careers in both the private and public sectors and seeks to develop both general planning knowledge and specific skills for practice. The program provides students with an advanced understanding of environment-, economy- and society-related planning issues using scientific, social scientific or humanistic approaches. Current faculty research and teaching expertise covers a wide range of planning subjects including urban design; land use planning; land use law; housing; community, economic and real estate development; natural resources; research methods; international development; transportation; technology; environmental planning; and public policy. The MURP degree is a nationally accredited degree and admits students with a variety of academic backgrounds. Ideal students are those with strong intellectual ability; good written and verbal communication skills; basic statistical methods; and have demonstrated a proven potential for leadership in the field of urban and regional planning.

A student entering the graduate program in urban and regional planning is expected to concentrate, under faculty guidance, on studies that provide an optimum learning experience in applying the various scientific principles, theories, techniques, and design skills of planning to specific field problems. The graduate student is immersed in significant planning studies and research. The graduate program is designed to provide professional competence. After graduation, the student should be capable of assuming responsibilities on an intermediate level of a professional planning operation. The master's program in Urban and Regional Planning is accredited by the [Planning Accreditation Board](#) (PAB).

II. Program Components and Plan Options

The Core Program

MURP Degree requires a total of 43 credits and can be achieved in two ways: Professional Practice Track or a Research Track. The foundation of the degree is contained in eight core courses (28 credits) required of all students:

1. Urban planning core courses (25 credits):
 - UP 801 Concepts and Issues in Planning and Development
 - UP 814 Applied Research Methods for Planning and Development
 - UP 823 Urban Land Management and the Environment
 - UP 824 Geographic Information Systems and Design Tools for Planning
 - UP 854 Economics of Planning and Development
 - UP 855 Environmental Planning and Climate Change
 - UP 865 Planning and Development Law
 - UP 894 Planning Practicum
2. In addition to the core courses, all students take 9 credits of Approved Electives (UP/PDC courses at or above 400 level).

Additional Requirements for the professional practice track:

Students choose nine (9) additional credits from the list of approved electives (UP/PDC courses at or above 400 level). If a student wishes to take electives not already approved by the program, they must get approval from the Program Director or their major research professor.

Additional Requirements for the Research Intensive Track:

Students are expected to write a Master's Thesis. This is a three-step process whereby the student must enroll in *UP 816 Advanced Research Methods* for 3 credits in Spring and *UP 889 Master's Research* for 2 credits with their major faculty advisor who will chair their research before they can enroll in 4 credits of *UP899 Master's Thesis Research*. A maximum of 6 credits can be taken in UP889 and UP899.

Summer Study Abroad Program

The Urban and Regional Planning program highly recommends all students take part in the 4 week-long study abroad program that can account for 4-6 approved elective credits. The study abroad program focuses on Europe in the odd years. The European program has a 35 year track record. MSU and the program provide a number of scholarships for partial support of the approved study abroad program so when developing your program with your advisor, contact the Program Director to learn more about this opportunity.

Suggested Course Sequencing**Professional Practice Track**

Fall 1	Credits	Spring 1	Credits	Fall 2	Credits	Spring 2	Credits
801	3	814	3	854	3	894	4
823	3	865	3	855	3	Elective	3
824	3	Elective	3	Elective	3	Elective	3
		Elective	3	Elective	3		
Total	9		12		12		10

Research Intensive Track

Fall 1	Credits	Spring 1	Credits	Fall 2	Credits	Spring 2	Credits
801	3	814	3	854	3	894	4
823	3	865	3	855	3	899*	4
824	3	816	3	889*	2	Elective	3
		Elective	3	Elective	3		
Total	9		12		11		11

* UP 889 is a pre-requisite for UP899. UP899 requires approval from Major Research Professor.

A total of 6 credits are required between UP889 and UP899.

Fast Track 4+1 Option

The purpose of the 4+1 Program is to offer motivated exceptional students the opportunity to achieve their career goals in a more efficient "fast-track" program at Michigan State University, completing BSURP and MURP in 5 years compared to the traditional 6 years.

Students in the Bachelor of Science in Urban and Regional Planning (BSURP) may apply for the fast track MURP Degree where they can graduate with both a BSURP and MURP degree in 5 years. The Students would then be dual enrolled in the MURP during the Senior year of the BSURP Degree.

Transfer Credits

A maximum of 13 transfer credits equal to the 400 or 800-level at MSU may be accepted toward the Master in Urban and Regional Planning degree.

III. Degree Requirements

Admission Requirements

The MURP is a two-year, 43-credit, STEM designated, accredited program. Admission to MURP occurs on a rolling basis GRE is not required. The following information submitted through the MSU Graduate Admissions website shall be reviewed:

A bachelor's degree

Transcripts and diplomas

Résumé/CV

TOEFL/IELTS if English is not your native language. International students please note [MSU requirements for English language proficiency](#)

A written personal statement detailing your professional interests and goals

Three letters of recommendation

BSURP students interested in the fast-track option should contact the Program Director in their junior year. A maximum of 13 transfer credits equal to the 400 or 800-level at MSU may be accepted toward the Master in Urban and Regional Planning degree.

Prior to Attending the Program

[Activate your NetID and MSU E-mail account](#). MSU E-mail will be the official mode of communication. Students are advised against forwarding their MSU E-mail to other outside accounts. MSU uses e-mail for a variety of official communications related to employment, student, and safety concerns. For instance, notices regarding a tuition bill are sent to a student's MSU e-mail account. It is important to [activate your NetID](#) because your MSU account is the only e-mail account to which official notices are sent. Students use their PID and PAN for activation.

Professional Practice Track Requirements and Timeline

All students are encouraged to discuss Professional Practice and Research Track options with the Program Director. The Research Intensive track will require additional diligence in order to complete necessary milestones in an efficient manner.

First Semester

Attend the required SPDC new graduate orientation and the URP program specific orientation. Students are encouraged to participate in orientation activities offered by the Graduate School (and for international students, by the Office of International Students and Scholars).

Contact the Program Director when you arrive on campus to discuss degree requirements, plan your courses (especially those for the first semester), and to discuss other student-related concerns.

Register for classes. Master's students must be registered for a minimum of 9 credits per semester 6 if hired as a Graduate Assistant) to be considered "full time". International students must register for a minimum of 9 hours to fulfill Visa requirements. International students must be registered for a minimum of one on-campus course during each semester to maintain their Visa status.

Second Semester

Meet with Program Director and register for classes.

Third Semester

Review your Plan of Study with the Program Director and file it with the Graduate Secretary.

Fourth Semester

Complete and submit the [on-line application](#) for graduation at the beginning of the semester. You must apply for graduation even if you do not plan to attend the ceremony. This will circulate the appropriate paperwork to the Graduate Secretary that is needed to approve and confer your degree.

Pay all final fees and complete questionnaires required by the Graduate School. [Prepare for commencements](#); see guidelines and checklist provided by the University.

Research Intensive Track Requirements and Milestones

This is a recommended timeline for students who plan to complete a thesis (Plan A) in the Masters of Urban and Regional Planning program at the School of Planning, Design and Construction. What follows is a description of the stages of the research proposal development process and specific dates by which it is recommended that students complete each stage. Although these are only recommendations, and students who do not keep pace with the timeline described below may still successfully complete a thesis, it is highly recommended that students strive to complete each stage in a timely fashion.

First Semester

During this time period you should make a concerted effort to reach out to faculty in the URP program to identify their research interests and discuss ideas for thesis research projects. If you are having difficulty identifying a research topic, you may consider asking professors what research questions they would like to answer and how they plan to go about doing so. During this time period you may also have preliminary discussions with faculty regarding their willingness to serve as your major professor, although they may prefer to defer this decision until your research proposal is more fully developed. Nonetheless, this is a good time to gauge professors' interest in serving as your major professor.

Each professor takes a different approach to advising, so it is highly recommended that at this stage you discuss with faculty their expectations regarding student thesis research, the types of research projects and topics they are willing to supervise, the type of guidance they provide to advisees, and expectations regarding authorship and co-authorship.

Typically, students work on developing this literature review in UP 823 (Urban Land Management and the Environment). Identifying a gap in the literature can be challenging, especially if you are unfamiliar with the urban planning literature. As you select a research question and identify the gap in the literature that it aims to fill, you should seek feedback from professors.

Research can make a contribution to the literature in a variety of ways, so as you read about your topic it may be helpful to look for specific ways to address gaps in the literature. Some examples include:

Replicating prior research (i.e., testing an accepted hypothesis from the literature)

Replicating prior research in a new context: (i.e., testing whether theories/methods designed for one context could be applied to a new context)

Employing a new or better method to test a hypothesis from the literature

Attempting to resolve or provide further evidence on one side of a controversy

Testing an untested hypothesis from the literature

Identifying a topic has been overlooked and conducting a systematic study

Designing research to illuminate or evaluate unquestioned assumptions in the literature

Second Semester

January-February: You should aim to finalize a literature review that successfully identifies the **gap in the literature that your research will address** as well as the **primary research question you plan to answer**. Once you have completed your literature review, you should seek detailed feedback from faculty. Your coursework in UP 816 (Advanced Research Methods for Planning and Development) will build progressively on the foundation you developed during your first semester. Although some students do choose to change directions at some point in the Spring semester, this can sometimes delay the development of your research proposal, so it is recommended that you finalize your research question by the end of January. At this stage, you should have had multiple conversations with faculty regarding your research project, and you may have even identified a major professor or your entire thesis committee.

March: By the end of March you should plan to have a draft of your research proposal. This will be submitted for review in UP 816. This research proposal should describe the title of the research project; a literature reviewing (highlighting the gap your research will address); the central and related research questions you will answer; a description of the site selection, data source, and data collection process; a description of the measurement of key phenomena to be studied; an explanation of the analytical method to be used and how it will help to answer the research question; and a summary of the potential impact and relevance of the proposed study. Once your draft proposal is completed, it is a good time to reach out to faculty to identify a major professor that will agree to supervise your research.

April: By the end of April you should complete a final draft of your research proposal for UP 816.

Schedule a meeting with the Major Professor to discuss committee composition. Contact potential committee members to present your research proposal and ask if they are willing to serve on your committee.

Finalize your academic program of study and circulate for approval. Once you have signatures from your Major Professor and Guidance Committee the Program should be submitted to the Graduate Secretary for review and sent to the Dean of the College for approval. The original form will be placed in your permanent academic file.

Summer

Plan to conduct field research, if necessary.

Third Semester

Register for UP 889 (Master's Research).

Work with your Major Professor to secure approval from the Institutional Review Board (IRB), as appropriate to your research by submitting the application form found at [Human Research Protection Program website](#).

Prepare a written draft proposal of your Plan A Thesis and discuss with your Major Professor then secure his or her approval prior to submitting it to your Guidance Committee.

Revise your proposal based on the feedback from your Major Professor and schedule a meeting with your Guidance Committee to discuss your proposal. Provide each member of your Guidance Committee with a copy of your proposal at least two weeks prior to the committee meeting.

Schedule and hold a meeting with your Guidance Committee to discuss and approve your proposal and review progress on your academic program.

Fourth Semester

Register for UP 899 (Master's Research).

Complete and review your Plan of Study with your Major Advisor and submit to the Graduate Secretary.

Write your Thesis under the guidance of your Major Professor. All students must follow all guidelines defined by the Graduate School. Refer to [The Graduate School EDT website](#) for specifics on Plan A Thesis requirements and formatting.

Prepare for Thesis defense. Graduate students enrolled in the Plan A option are required to pass an oral examination in defense of the Thesis and coursework. The Graduate Secretary will schedule the defense with approval from the student's Thesis Committee Chair. A minimum of three regular faculty members will be present at the Thesis defense. A passing evaluation must be given by 2/3 of committee members in order for student to pass. Students who fail the initial evaluation may be re-evaluated the next semester after recommended changes are made. The student must meet the minimum enrollment requirement for the University during this additional semester. Students who fail a second attempt will be dismissed from the program.

Completion of Thesis:

Students must be enrolled for a minimum of 1 credit for the semester in which you plan to defend their Thesis.

Complete all required forms in the [Thesis formatting guide](#) found at The Graduate School website. Submit a draft of your Thesis to your Major Professor and Guidance Committee at least two weeks before your defense.

Schedule a time with your Major Professor and Guidance Committee for defending or presenting your work. This will be an open session to which students and faculty in the School of Planning, Design and Construction may attend.

Once student has confirmed a date and time that will work for their Major Professor and Guidance Committee they should contact the Graduate Secretary to reserve a conference room. At this time the student will also provide the title of their Thesis so the appropriate announcements may be sent out to SPDC faculty and students.

Provide your Major Professor and each member of your Guidance Committee a copy of your Thesis at least two weeks prior to the defense or presentation.

Orally defend Thesis.

Modify Thesis as instructed by your Guidance Committee.

Prepare an abstract of your Thesis to be filled with "Dissertation/Thesis Abstracts;"

Read and comply with the MSU's Thesis/Dissertation electronic submissions to ensure that you have met all requirements and submitted all forms necessary, paperwork can be found at [Theses and Dissertation Submissions](#).

Submit a copy of your Thesis to the Graduate School via the process described at [Theses and Dissertation Submissions](#).

Distribute copies of the Thesis to your Major Professor, and Guidance Committee. Individual committee members may request an alternative format, such as softbound, unbound, or digital.

Final Logistics:

Pay all final fees and complete questionnaires required by the Graduate School.

Complete and submit the [on-line application](#) for graduation at the beginning of the semester. You must apply for graduation even if you do not plan to attend the ceremony.

[Prepare for commencements](#); see guidelines and checklist provided by the University.

IV. Master's Research Guidance Committee

The Program Director acts as the preliminary advisor for all incoming graduate students.

Professional Track students will stay with the Program Director as their advisor. Research Track students will switch to their Research Advisor once they have identified a major professor with appropriate research interests.

Research Track students should select a new faculty member to serve as their Major Professor in addition to forming a Guidance Committee. The committee will act as consultants, advisors and evaluators for the student's program and research. They'll approve the academic program of study, the Thesis proposal and oral defense. The Guidance Committee for Plan A students should consist of the Major Professor (URP faculty member), one committee member within URP and one committee member outside the program. See university-wide rules about the composition of guidance committees for [master's](#) students.

In general, no more than 1 non-regular faculty member may serve on a master's committee or doctoral committee. The number of non-regular faculty may not exceed the number of regular MSU faculty on the committee. See the Graduate School's [procedure for approving non-regular committee members](#).

The composition of the Guidance Committee (excluding the Major Professor) can change providing a member is willing to step down and a new member is found. This should be accomplished with the approval of the student's Major Professor. A Request to change the academic program of study must be submitted to the Graduate Secretary for approval from Program Director and the Dean's Office. If a student's Major Professor leaves the University or is unable to continue advising the graduate student, the student must search for a new Major Professor. If another faculty member in URP accepts the student, the student may continue their existing program of study. However, if a new Major Professor cannot be found, the student will be advised to complete their degree under the supervision of an URP faculty member assigned by the Program Director.

The following tenure stream faculty members shall act as major research professors for Research Track students.

Wayne R. Beyea: beyea@msu.edu

Senior Specialist

Current Research: Urban redevelopment, renewable energy siting and infrastructure, climate resilient community development, and land use law

Methods: Applied and case study based research, quantitative methods and data analyses.

Additional Interests: Active transportation, planning official education & green infrastructure

Si Chen: chensi8@msu.edu

Assistant Professor

Current Research: Urban Informatics, Environmental Planning, Environmental Modeling, Climate Adaptation Planning, Land Use Modeling, Planning Support System

Methods: Spatiotemporal Analysis, Artificial Intelligence, Geographic Information System, Citizen Science

Additional Interests: Urban Ecology, Resilient Urban Design, Social Media Analytics, Green Infrastructure

Noah Durst: durstnoa@msu.edu

Associate Professor

Current Research: Housing; urban informality; jobs/housing balance; municipal annexation.

Methods: Quantitative/spatial methods; big data/machine learning

Additional interests: Social equity; residential segregation; gerrymandering; public policy

Zenia Kotval: kotval@msu.edu

Professor and Program Director

Current Research: Comprehensive economic development and policy, brownfield revitalization, downtown development, fiscal impact analyses and the economic impacts of community development initiatives.

Methods: Quantitative methods and data analyses, economic base analyses, applied research and case study based research.

Additional Interests: Planning education & pedagogy, planning practice and research methods

Zeenat Kotval-K: kotvalze@msu.edu

Associate Professor

Current Research: Food Deserts/Access to food; Aging Population; Public Health

Methods: survey research; quantitative methods

Additional interests: travel behavior; economic development

Rex LaMore: lamore@msu.edu

Senior Specialist and Director of CCED

Current Research: Community development, environmental planning and domocology

Methods: qualitative survey research; mixed methods

Additional interests: planning ethics, planning practice, local governance

Patricia Machemer: machemer@msu.edu

Associate Professor

Current Research: Participatory Design and Planning, the role of children and youth in planning, engaged research, active learning

Methods: qualitative survey research; principal component analysis, and image preference

Additional interests: property rights and alternative methods to pricing land, gender equity in landscape architecture

Victoria Morckel: morckelv@msu.edu

Senior Specialist

Current Research: Housing; urban informality; social planning; urban redevelopment.

Methods: Quantitative/spatial methods; big data/machine learning

Additional interests: Social equity; residential segregation; public policy

Deyanira Nevarez Martinez: nevarez1@msu.edu

Assistant Professor

Current Research: Criminalization of Poverty, Homelessness, Housing, Housing Justice, Housing Precarity, Street-Level Bureaucracy, Urban/Rural Informality

Methods: Ethnography, Qualitative methods (interviews), Geospatial analysis (GIS)

Additional Interests: Borderland Studies, Chicanx/Latinx Studies, Colonias, Critical Race Theory, Race and Ethnicity, Residential Segregation.

Mark Wilson: wilsonmm@msu.edu

Professor and Director of the Ph.D., Program

Current Research: Autonomous vehicles; planning and impact of mega events (Olympics, World Cup, Expos etc.); industrial park development

Methods: survey research; social media; content analysis

Additional interests: information technology; knowledge economy; nonprofit organizations

V. Graduate Student Advising and Mentoring

The Urban Planning Program advising and mentoring policies are consistent with the Guidelines for Graduate Student Advising and Mentoring Relationships accessed at [Guidelines for Graduate Student Mentoring and Advising](#).

The Program will pay particular attention to the following:

Enable graduate students to make timely progress in their degree programs by ensuring that required courses and examinations are scheduled in a timely manner

Create opportunities for networking and expanding career and professional development (e.g., organizing speaker series, colloquia, and other formal and informal events)

Create opportunities for graduate students to become familiar with the various forms of scholarship in the field whether it be with their disciplinary research, teaching or outreach.

Share responsibility with guidance committees and faculty advisors for fostering the professional and career development of graduate students (e.g., providing venues for honing professional writing and presentation skills, grants writing, publishing)

Ensure that regular progress checks are provided for students (including annual written evaluations)

Provide education in research ethics and integrity

Recognize and reward excellence in mentoring, and identifying opportunities for professional development so that faculty can improve their mentoring skills and abilities

Connect faculty to a broader community of support by sharing information about MSU and Graduate School resources that can support them in mentoring graduate student

VI. Graduate Research Assistants

Graduate Assistantships (GA) may be offered by individual faculty members to assist with sponsored research. Graduate assistants are responsible for knowing the specific policies and procedures that govern their particular assistantship and academic program. Please contact the faculty member to learn about specific duties, assignments and expectations. GAs are offered on a semester-by-semester basis and are dependent of funding availability. All GAs must adhere to the Academic Performance and Codes of Conduct and Research Integrity outlined in Section VII of this Handbook.

Graduate Assistants are required to maintain a 3.5 GPA, and satisfactorily perform all duties and responsibilities. All GAs are contingent upon continued adequate funding. The faculty member may or may not have funding to support all or part of the position offered and reserves the right to solely determine the extent of available funding and, if necessary, withdraw or adjust the terms of the assistantship.

The University has no obligation to provide reappointment or extension beyond the ending date. GAs may be dismissed prior to the expiration of the period set forth for cause, including but not limited to, incompetence, serious personal or professional misconduct, failure to carry out assigned duties, theft or misuse of University property, acts of moral turpitude, insubordination, intellectual dishonesty, use of professional authority to exploit others, or violation of law and/or University rules and regulations.

Graduate Assistants are covered under other MSU policies, including those regarding campus safety, Drug and Alcohol-Free Workplace, policy on Religious Observance, Procedures for Handling Allegations of Misconduct in Scholarship, MSU Anti-discrimination Policy, and the policies on Sexual Harassment and Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships. Additional information can be accessed at

<https://grad.msu.edu/assistantships>.

Employee Accommodations

The program follows University protocol and policies for persons with disabilities. University policies are available at <https://www.rcpd.msu.edu/get-started/employee-accommodations>.

VII. Academic and Professional Performance

Students will meet with the Program Director or major professor at least once a year to discuss academic progress. Students on funded assistantships will receive a written evaluation of their academic progress, performance, and professional potential at least once per academic year. This evaluation will assist students to define their strengths and weaknesses so that the student can work on improvement of weaker performance areas [Graduate Student Rights and Responsibilities](#).

College of Social Science guidelines state that the accumulation of grades below 2.0 in more than two semester courses of 3 or more credits each removes the student from candidacy for the degree. It is imperative that a student contact the Program Director if a grade less than 2.0 is earned for a course.

In addition, the MSU Academic Programs Catalog states “Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors. A 3.0 cumulative grade point average for all courses counting toward the master’s degree is the minimum University standard.” The College of Social Science and the Urban and Regional Planning major adhere to the University’s minimum standard. A student in danger of falling below the overall GPA of 3.0 may be removed from degree candidacy.

Please see MSU guidelines about [RCR training and unit-specific RCR plans](#). The Program follows all University policies and guidelines that can be accessed as follows: [MSU Guidelines on Authorship](#) and include information on authorship norms related to the field. [MSU’s Institutional Data Policy](#) and describe any additional norms or expectations guiding the use of data in the unit and/or field. [MSU’s Procedures Concerning Allegations of Misconduct in Research and Creative Activities](#). The Program follows University procedures to obtain approval from the appropriate Institutional Review Board (IRB) for the respective involvement of [human subjects](#) in research.

Students are expected to adhere to the CSS [Community Code of Conduct](#). The Program may consider dismissal due to unethical or dishonest behavior while engaged in research, scholarly, and creative activities. Expectations about professional conduct can be noted in Section IX of this Handbook. Students will meet with their major professor to discuss unacceptable practices, understand and evaluate their behavior and create an action plan to remedy the situation. The student will be given a verbal warning followed by a written warning with remediation criteria by the major professor and/or Program Director. If the student fails to comply with the expected remediation, the situation will be escalated to the College level where the CSS [Procedures and Codes for Academic Dishonesty](#) will be followed and may lead to dismissal procedures being initiated.

VIII. Integrity And Safety in Research and Creative Activities

The Responsible Conduct of Research (RCR) Plan for the Master of Urban and Regional Planning (MURP) program in the School of Planning, Design and Construction (SPDC). Students in the MURP program participate in RCR training in Spring of their first year as part of

UP 814, a core (required) course on Applied Research Methods in Planning and Development. Students engage in a combination of out-of-class and in-class activities that address RCR content, including the following topics:

Management of data

Mentorship

Publication, peer review, authorship

Plagiarism

Research integrity and misconduct

Protection of human subjects

Out-of-class content includes resources on research integrity available from the Graduate School, selected readings from the scholarly literature on research methods, and instructor-developed materials. In-class activities center around discussion of RCR content, in particular the ethics of research, and its relevance to research in the field of Urban and Regional Planning.

The Program guidelines for integrity in research and creative activities are consistent with University Guidelines <https://grad.msu.edu/researchintegrity>.

Guidelines for the Use of Generative AI in Academic Assignments

The use of generative AI technologies, such as ChatGPT, is becoming increasingly common in academic settings for various tasks including data analysis, drafting and editing text, and formulating strategies. The nature of its use in academic settings will likely continue to evolve as the technology progresses. The following guidelines serve as a foundation for policy for the appropriate and ethical use of generative AI in the URP program.

Authorized Use and Instructor Discretion

Generative AI can be employed in a range of academic tasks, as explicitly authorized by the instructor for a particular assignment. The requirements or prohibitions on the use of generative AI may differ from assignment to assignment and are up to the instructor's discretion. Specific guidelines for the use of generative AI, if any, will be clearly delineated in each course syllabus. Students are strongly encouraged to consult the syllabus or reach out to the instructor for clarification on the use of generative AI for each assignment.

Citation and Documentation

When using generative AI for coursework, students must provide appropriate citation and documentation that explicitly summarizes how the technology was employed. Failure to do so may result in academic penalties.

Example of proper citation:

"Generative AI was used to assist in data analysis and text editing (ChatGPT, 2023)."

Reference format:

ChatGPT by OpenAI. (2023). Version [insert version]. Retrieved [insert date], from [insert website]

Unauthorized Use and Penalties

Unauthorized use of generative AI in any academic assignment may result in penalties under MSU's policy on Academic Misconduct.

IX. Student Conduct and Conflict Resolution

Code of Conduct

The Urban and Regional Planning program all students to adhere to the [Code of Responsibility](#) as covered in the [MSU Spartan Life Student Handbook](#), [Graduate Student Rights and Responsibilities GSRR 2.4.8](#) and the [AICP Code of Ethics and Professional Conduct](#). In particular,

We shall protect and enhance the integrity of our profession.

We shall describe and comment on the work and views of others in a fair and professional manner.

We shall share the results of experience and research that contribute to the body of planning knowledge.

We shall examine the applicability of planning theories, methods, research and practice and standards to the facts and analysis of each particular situation and shall not accept the applicability of a customary solution without first establishing its appropriateness to the situation.

We shall increase the opportunities for members of underrepresented groups to become professional planners and help them advance in the profession.

We shall systematically and critically analyze ethical issues in the practice of planning.

Grievance Procedures

Most matters can be resolved quickly and equitably by speaking with the faculty member or persons involved. If unresolved, all grievance procedures should customarily begin with the Program Director. If the Program Director is directly involved, the procedure should begin with the School Director. If satisfactory resolution is not obtained within the Program or School, the grievance may be escalated to the Office of the Dean and/or the Office of the Ombudsman.

The Urban and Regional Planning program grievance procedures are consistent with the [CSS Procedures and Codes for Academic Dishonesty](#) and University [Grievance Systems](#). The Office of the Ombudsperson can be accessed at <https://ombud.msu.edu>.

X. University Resources and Policies

Resources provided by the Graduate School:

[Graduate Career Development](#)

[Diversity, equity, & inclusion programs](#)

[Events](#)

[Forms](#)

[Funding](#)

[Graduate life & wellness](#)

[Mentoring](#)

[Policy information](#)

[Professional development](#)

[Research integrity](#)

[Traveling scholar opportunities](#)

[University Committee on Graduate Studies](#)

[Office of Environmental Health and Safety](#)

[Graduate Life and Wellness](#)

Resources provided by university

[OISS](#), [RCPD](#), [Office of Spartan Experiences](#), [the Libraries](#), [the Olin Health Center](#), [Institutional Diversity and Inclusion](#), [the Burgess Institute for Entrepreneurship & Innovation](#), [the Writing Center](#), [University Outreach & Engagement](#), and the [Ombudsperson's Office](#)

Links to Select University Policies

[Academic Programs Catalog](#)

[Anti-Discrimination Policy \(ADP\)](#)

[Code of Teaching Responsibility](#)

[Disability and Reasonable Accommodation Policy](#)

[General Student Regulations](#)

[Graduate Students Rights and Responsibilities \(GSRR\)](#)

[Guidelines for Integrity in Research and Creative Activities](#)

[Integrity of Scholarship & Grades](#)

[MSU Guidelines for Graduate Student Mentoring and Advising](#)

[MSU-GEU Contract](#)

[Policy on Relationship Violence and Sexual Misconduct](#)