



## URBAN STUDIES INSTITUTE HANDBOOK FOR MIS IN URBAN STUDIES

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## Director's Message

Dear students,

I am delighted to welcome you to the Masters in Interdisciplinary Studies (MIS) in Urban Studies. The Urban Studies Institute (USI) was founded in 2016, and this is the inaugural year of our graduate program. You are the first cohort of students, and we will be working with you closely to ensure an exciting start of our program and a rewarding experience for all of you.

All of you are (or will be) assigned to a faculty advisor. This is the person who will be your first contact in the program and with whom you should consult on your classes, the direction of your studies, the topic of your thesis, your research interests, and so on. At the same time, I hope you will make contact with the other faculty and staff. The professors in the Institute, including Affiliate Faculty, are all top-flight scholars, recruited from leading universities, covering various areas of expertise and with considerable professional networks (in Atlanta, nationally, and globally).

You are starting the program with a strong group of student colleagues, and you will join them in a number of classes and projects. I encourage you to get to know each other, learn from each other, and enjoy life in graduate school. You are a diverse and talented group and we, the faculty and staff, are excited about having you in the program and in our classes.

Besides your classes and possible participation in research projects, you will be invited (and sometimes expected) to join events in the Institute such as our speaker series, symposia, as well as social gatherings.

I wish you a productive, rewarding, and enjoyable year!

Cordially,

Jan Nijman

## General Information

This Handbook describes requirements for earning a MIS degree at the Urban Studies Institute. The MIS in Urban Studies will be administered in the spirit of the interdisciplinary nature and programming of the degree. Consistent with the multi-departmental composition of the USI Curriculum Committee that crafted the proposal, the administration of the degree program (admissions, curricular matters, etc.) is overseen and advised by the Degree Program Committee (DPC). The DPC includes the core faculty of the USI as well as one faculty member each from the departments of Geosciences, Public Management and Policy (PMAP), and Sociology.

Graduate students in the Institute are expected to be familiar with all of the requirements, policies, and procedures described herein. The policies outlined here are additional to those found in the University's Graduate Catalog (published online: <http://www.gsu.edu/enrollment/catalogs.html>). It is the student's responsibility to know and meet the requirements of the University, the College, and the Institute. Your faculty advisor can help guide you through the requirements.

## Mission and Goals

The MIS in Urban Studies prepares students for professional or academic careers with specialized knowledge and skills in urban studies; students will develop a sophisticated understanding of urbanization and the making of cities; they will demonstrate strong analytical skills designed to promote best practices for solving complex challenges of urban environments and synthesize this information at local, national, and international scales.

## *Learning Outcomes*

1. Core Knowledge - Students will be able to identify and interpret historical, current, and emerging urban issues, opportunities, and challenges in the U.S. and globally, particularly with regard to themes of economic resilience, social inclusion, and environmental sustainability.
2. Research Enterprise - Students will develop investigative research skills to analyze complex urban questions and utilize different analytical skills to create translational research with strong societal/policy relevance independently.
3. Scholarly Communication & Professionalism - Students will communicate effectively both orally and in writing. Students will engage in ethical practices and demonstrate ethical principles that comport with equitable and equal urban societies.

## Admissions

Application for graduate study for the MIS in Urban Studies is completed online at [gradapply.gsu.edu/apply](http://gradapply.gsu.edu/apply). See the "Application Requirements" below, or visit <https://aysps.gsu.edu/admissions/application-deadlines-requirements> for all requirements and

deadlines. After submission, the application file is then sent to the USI for review. When an initial admissions committee decision has been made, the file is forwarded to the Director for final decision.

*Application Requirements:* These requirements are subject to change at the college level. Please refer to the college application page for updates to the application process:

<https://aysps.gsu.edu/admissions/graduate-admissions/>

A completed application includes:

1. **Submitted Online Application.** All online applications must be submitted by the deadline. Paper applications are not available.
  1. Create a new account.
  2. In the drop-down menu of *Please select a college*, select “**Interdisciplinary Studies – University Wide**”.
  3. In the drop-down menu of *Please select a program*, select **Interdisciplinary Studies, Master of Interdisciplinary Studies**.
  4. In the drop-down menu of *concentration*, select **Urban Studies**.
2. **Application fee:** A nonrefundable fee of \$50 is required for each application. This fee must be paid online by credit card.
3. **Goal statement:** The goal statement is your means of presenting yourself to the Graduate Admissions Committee. You should submit a short typed statement of personal and professional goals as they relate to this program. Most applicants write two typed pages, summarizing their work experience, the reasons they have chosen the program, why they want to attend Georgia State, and how the degree fits in with their career goals.
4. **Official GRE (Graduate Record Examination) scores:** Official scores must be reported to institution code 5251. More information can be found at our [Admissions FAQ page \(https://aysps.gsu.edu/admissions/graduate-admissions/graduate-frequently-asked-questions/\)](https://aysps.gsu.edu/admissions/graduate-admissions/graduate-frequently-asked-questions/) or, to schedule the test, at [www.gre.org](http://www.gre.org). Applicants may be considered for a waiver of the GRE with departmental approval. Generally, applicants eligible for a GRE waiver must have (1) a Master’s degree or (2) a minimum of 4-years professional work experience, generally in the public and/or nonprofit sectors, and a minimum undergraduate cumulative GPA of 3.0. For consideration, applicants should complete the waiver form [here \(https://aysps.wufoo.com/forms/mis-urban-studies-program-gre-waiver-request-form/\)](https://aysps.wufoo.com/forms/mis-urban-studies-program-gre-waiver-request-form/).
5. **TOEFL or IELTS Academic scores (International applicants only):** All international applicants are required to submit official TOEFL or IELTS Academic scores.
6. **Two letters of recommendation:** All letters should be submitted through the online application.
7. **Upload Transcripts from each post-secondary college/university attended:**

- Upload each transcript to the *Academic History* section of the [online application](#) before submitting your application *-or-* upload to your [application status page](#) under the *Upload Materials* section if your application has been submitted.
- Review all requirements for submitting transcripts [here](#).
- *Failure to follow these [requirements](#) will delay your application processing.*

All documents and other materials submitted by or for persons in connection with their interest in consideration for admission to this program become the property of this institution and cannot be returned at any time. It is the responsibility of each applicant to follow the application procedures completely and correctly and to be certain that all required materials have been submitted by the application deadline. Incomplete applications will not be processed.

No guarantee regarding admission can be made before an applicant's file is complete and has been reviewed by the Graduate Admissions Committee. Applicants must assume responsibility for all costs related to applying for admission regardless of the admission decision.

#### *Changing Semester of Application*

Admission is for entry in a specific program or status and for a specific semester. The Andrew Young School of Policy Studies does not offer deferment of enrollment. Contact [AYSEnroll@gsu.edu](mailto:AYSEnroll@gsu.edu) if you have questions about this process.

#### *Application Deadlines*

Application deadlines for this program can be found on the Andrew Young School of Policy Studies website: <https://aysps.gsu.edu/admissions/application-deadlines-requirements/#master-urban-studies>.

## Enrollment and Funding

#### *Course Load and Continuous Enrollment*

A graduate student is considered full time if enrolled in nine semester hours; enrollment in less than nine hours is considered part-time status. Generally, three to four courses per semester is deemed the normal course load for full-time students. (Part-time study is possible.) Students who hold a graduate research or teaching assistantships (GRA; GTA) and receive a tuition waiver are required to be registered for a minimum of 18 credit hours for every semester that they hold a GRA or GTA position. These credit hours will include at least 3 courses or 9-12 credit hours, and then an additional 6-9 hours by registering for URB 8999. URB 8999 Master's Research-Urban Studies allows GRAs/GTAs to reach the 18 hours for each semester, in addition to their normal course load.

Students who have not attended Georgia State University within one calendar year are required to complete an online Re-entry Application form obtained from the Office of Academic Assistance website: [aysps.wufoo.com/forms/ays-graduate-reentry-application-form/](https://aysps.wufoo.com/forms/ays-graduate-reentry-application-form/).

Students who do not attend the semester for which re-entry was originally required must complete a new re-entry form for subsequent semesters.

All students who wish to reenter one of the graduate level programs or non-degree status after an absence of one year must meet the degree requirements and academic regulations of the graduate catalog current upon return, along with other reentry provisions as may be in effect.

Reentering students who have earned a minimum of 18 hours of appropriate credit at Georgia State University with a minimum GPA of 3.00 will be eligible for re-entry without being required to meet current admissions criteria.

“Appropriate credit” means assigned preparatory courses and/or other courses that are applicable to the student’s current program.

Students who have not earned at least 18 hours of appropriate credit at Georgia State University with a minimum GPA of at least 3.00 must reapply and meet current admissions criteria. The provision to meet current admissions criteria includes submission of current scores on the Graduate Record Examination if the latest score on file will be more than five years old at the time of re-entry.

All students who are approved to re-enroll will be eligible to retain all Georgia State credit (and already approved transfer credit, if any) earned previously if their program can be completed within the time limit that was applicable to their program before the absence. The cumulative graduate GPA calculations will include all attempts in all graduate courses at Georgia State. Current time limits would apply.

Students who plan not to register for a particular semester but who intend to continue the program at some later semester should discuss such plans with an academic advisor in order to facilitate re-entry at a subsequent time. Failure to comply with this request may complicate reentry in the semester preferred. An absence from the program, whether planned or unplanned, does not exempt students from the requirement to complete the program within the appropriate time limit.

### *Transfer Credit*

Transfer of credit will be approved under the following conditions. The course, if completed at an institution in the United States, must have been completed at an institution recognized by a regional accrediting body as degree granting for higher education at the time the course was taken.

- The course must have been restricted to graduate students only.
- A grade of B or higher must have been received in the course.
- The content of the course must correspond to that of a Georgia State University course required or permitted in the student’s program.

- Degree credit completed before enrollment in the current Georgia State program will be considered if it will not be more than six years old at the time the student graduates.
- Credit completed elsewhere after enrollment in the current Georgia State program will be considered for transfer credit if it is within the time limit allowed for completion of the current program.
- Transfer credit will be limited to a maximum of 6 semester hours.

A request for [transfer credit form](#) must be completed. The request must indicate the specific course(s) for which transfer credit is sought. A copy of the other institution's catalog must be submitted to verify that the course was limited to graduate students only. The Office of Academic Assistance must have an official transcript on file showing course completion for the course being requested. Requests for transfer of graduate credit cannot be processed until all necessary information has been received.

Transfer credit will not be considered for master's students admitted in special status or provisional status until the student has completed the special coursework requirements and has been admitted to full status in the master's programs. Once the student has completed these requirements, he or she may follow the procedures outlined above to request transfer credit.

#### *Academic Warning and Dismissal*

#### [2030.90 Scholastic Discipline: Master's Programs and Status](#)

Each student admitted to a graduate program, as a non-degree seeking student, or as a transient student of the school must maintain a cumulative grade-point average (GPA) in the program of 3.00 or higher in all attempts at all courses numbered 6000 and higher. (This means that the original grade in a course that is repeated is not dropped from the cumulative GPA for purposes of determining good academic standing.) Also included in this GPA are all graduate level courses at the university in addition to those in another degree program. Therefore, a student who wishes to take a course for personal enrichment or for other purposes not related to the pursuit of the graduate degree should audit the course.

The GPA calculation on the university transcript includes all attempts of all graduate courses taken at Georgia State University. This means that for a student who has previously taken graduate courses, the cumulative GPA may differ from the GPA for the current program. To graduate, a student must have a cumulative GPA in all graduate courses completed at Georgia State University of 3.0 or higher.

Questions about the calculation of the GPA for determining academic standing should be directed to the Office of Academic Assistance. Any student with unusual circumstances (such as credit lost due to the time limit for completing a program) must contact the Office of Academic Assistance for further information. The interpretation of the school's scholastic discipline policy as it applies to unusual situations is the responsibility of the dean of the school as represented by the Office of Academic Assistance.

### 2030.95 Scholastic Warning, Exclusion and Termination (Master's-Level)

A master's student in the school whose cumulative grade point average falls below 3.00 at the end of a semester will be placed on "scholastic warning." After being placed on scholastic warning, a student must attain a 3.00 cumulative grade point average within two consecutive semesters of enrollment; otherwise, the student will be terminated from the master's program.

### *Graduate Research Assistantships*

The Institute can offer a limited number of graduate assistantships to qualifying students. Assistantships are prioritized for graduate students seeking a degree within the Institute they offer a tuition waiver (excluding \$37.50, mandatory fees, and health insurance) and a stipend per semester.

Students are eligible to receive tuition waivers if they a) are registered as full-time students (18 credit hours in each semester), and b) are in good standing (e.g., GPA above 3.0). Other factors that are considered include GPA, GRE scores, letters of recommendation for incoming students, progress in the program, teaching effectiveness, and GPA at Georgia State for continuing students. Students whose GPA falls below 3.0 may have graduate assistantships withdrawn. In addition to graduate assistantships offered by the Institute, students may be eligible for assistantships offered by other Departments or units at the University to work with other faculty, including USI Affiliate Faculty.

It is a College requirement that students receiving an assistantship be registered for 18 semester hours of credit each semester in which they receive support. One of those courses may be URB 8999; these credits will not count toward the total credit hours required for the Master's degree.

**Part-time students (those taking fewer than 9 credit hours of classes) are not eligible for GRAs or departmental funding.**

The University and Andrew Young School of Policy Studies offer various scholarships for eligible students. Information can be obtained from the University's Student Financial Services Office (<https://sfs.gsu.edu/>). Students are also encouraged to visit the Student Financial Services office to obtain additional information on Pell Grants and various federal loan programs.

### Advising

Students will be assigned a faculty advisor when they begin the program. The advisor is intended to be a contact person who can provide general advice and guidance on graduate school, the history of the program, and program of study approval. Initially, the advisor will be assigned to the student by the Institute. Students may approach another faculty member (including Affiliate Faculty) at any time to ask that faculty member to become his or her advisor, but students should recognize that faculty may already have substantial advising obligations. Students are encouraged to identify and get to know the faculty in their areas of interests (regardless of advisor status). Students are expected **to initiate contact with their advisors during the first week of classes of their first semester in the program.** Additional

advising is provided at the college level from Michelle Lacoss in the Andrew Young School's Office of Academic Assistance. See Appendix 2 for contact information for specific topics.

## Curriculum

Coursework and other requirements specified by both the department and the individual concentrations are described in this section of the handbook. All students are expected to complete the departmental core curriculum within two semesters of entering the program. Descriptions of these course can be found in the graduate catalog, under the Andrew Young School - Masters Programs:

<https://catalog.gsu.edu/graduate20182019/andrew-young-school-of-policy-studies/#masters-programs>

**Required Core Classes:** *All students take the following 4 departmental core courses (3 credit hours each):*

- URB 8010 Urban Theory and Praxis
  - URB 8020 Global Urban Trajectories
  - GIS Course (GEOS 6532 or PMAP 8561)
  - Methods Course: PMAP 8121
- Or as approved by the faculty advisor and the Degree Program Chair

**ELECTIVES** (choose 12 credits- four courses at 3 credits each)

ANTH 6200 Urban Anthropology  
 ECON 8310 Economics Educational Policy  
 ECON 8300 Urban Economics  
 GEOS 6515 Qualitative Methods in Geography  
 GEOS 6020/URB 8060 Urban Environments  
 GEOS 6764 Urban Geography  
 GEOS 6768/HIST 6320: Metropolitan Atlanta  
 GEOS 6774: Contemporary Urban Theory & Issues  
 GEOS 8007: Urban Environmental Geography  
 GEOS 8010: Seminar in Urban-Economic Geography  
 HIST 8630: The American Built Environment  
 LAW 7251 Law & Social Welfare  
 PH 7140 Social and Behavioral Aspects of Public Health  
 PH 7297 Global Water, Sanitation and Hygiene  
 PH 7340 Built Environment and Health  
 PH 7300 Urban Health  
 PMAP 8010 Social Policy  
 PMAP 8021 Scope and Theory of Planning  
 PMAP 8311 Urban Demography and Analysis  
 PMAP 8321 Economic Development, Policy and Planning  
 PMAP 8331 Urban Development and Sustainable Cities  
 PMAP 8351 Local Government and Management  
 SOCI 8020 Research Methodology  
 SOCI 8212 Race and Ethnic Relations  
 SOCI 8226 Urban Sociology  
 SW 7300 Methods of Community Research

SW 8350 Economics of Poverty & Public Policy

SW 8440 Global Social Work Practice, Policy, Research

WGSS 8002 Globalization and Gender

Or other graduate course relevant to urban studies, as approved by faculty advisor and the Degree Program Chair

**CAPSTONE** (*6 credits total*): These options can be chosen after completing 12 credit hours in the degree program.

- Research track: Two research papers (URB 8890/8895 6 credits)
- OR**
- Professional track: professional research project/paper (URB 8895 3 credits) and internship/assistantship (URB 8899 3 credits)

### *The Capstone Experience*

Students should review the requirements for the capstone experience soon after enrolling in the program and discuss whether they might opt for the research or professional track option with their faculty advisor during their first semester. Students should review the syllabi for the research paper, the professional research project/paper, and the internship/assistantship before discussing these options with their advisor and officially incorporating on their program of study. Capstone modules may be supervised either by either a core or affiliate USI faculty member.

The syllabi for the capstone modules are located here:

[URB 8890](#) (Research track paper syllabus)

[URB 8895](#) (Professional research project/paper)

[URB 8899](#) (Internship/assistantship)

### *Waiving Required Courses*

Students who have taken similar graduate courses previously and believe that any of **the required core courses** should be waived must submit a petition [here \(https://aysps.wufoo.com/forms/graduate-petition-mis-urban-studies/\)](https://aysps.wufoo.com/forms/graduate-petition-mis-urban-studies/) in addition to writing to their faculty advisor by the end of their first semester of study. Typically, such requests are made when a student has taken a similar graduate course elsewhere. The online petition must include syllabi and a transcript indicating the grade in the course. It is expected that the student received a “B” or better in the course and that the course was taken within the previous five years to be considered for a waiver. Once approved by the faculty advisor, the waiver form will need to be approved and signed by the DPC Chair. You may also use the waiver form to select an elective not currently on the prescribed list. Note: A waiver for a required course does not provide a student with credit hours for that course: substitute credit hours must be attained via additional electives, which require approval as noted on the student’s program of study. It is possible that a student receives transfer credits for a course that fulfills a core requirement. (See instructions for transfer credit above.)

### *Choosing Electives and Completing Your Plan of Study Form*

Generally, MIS students are expected to complete 12 hours of elective credit from the list of electives above. With the approval of their faculty advisor, students may choose a course as an elective not on this list. Also, if a student has a required core waived, they may need to take more than 12 hours of electives. In a student's first semester they need to complete a Program of Study (see attached form in Appendices) together with their advisor. The form must be signed by their advisor and by the DPC Chair. Changes to the [Program of Study](#) (Appendix 1) should be submitted to their advisor for signature and forwarding to the DPC Chair by the first week in their last semester of the program. Final, approved program of study documents must be sent to the AYS Office of Academic Assistance for processing.

## Administrative Resources & Procedures

### *Completion of Degree Requirements*

The maximum time limits set by the faculty for completing a graduate degree program are: six years from the first semester of admission for the master's programs. Students who fail to complete requirements within the limits specified by the Andrew Young School of Policy Studies may file an Appeal to the director of the Office of Academic Assistance (OAA) of the Andrew Young School of Policy Studies. The director will review the information submitted in support of the appeal and the student's total record. The director will then make a recommendation to the associate dean for academic programs, who will make the decision regarding acceptance or denial of the appeal. The student will receive a written response from the school normally within 10 workdays of the date the appeal is received. (Workdays are counted as Monday through Friday except university holidays.) Contact the OAA at [ayspsacademicassist@gsu.edu](mailto:ayspsacademicassist@gsu.edu) for details about this process.

### *Graduation*

Students must apply for graduation with the Graduation Office through their [PAWS](#) account two semesters prior to the semester in which they expect to graduate.

### *Academic Honesty*

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University's policy on academic honesty is published in the Faculty Handbook (<http://www2.gsu.edu/~wwwfhh/fhb.html>) and the Student Handbook, On Campus, which is available to all members of the University community (<http://studenthandbook.gsu.edu/>). Academic honesty is a core value of the University and all members of the University community are responsible for abiding by the tenets of the policy. Georgia State students, faculty, and staff, are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are outlined

below and on file in the offices of the deans of each college, the Office of the Dean of Students, and the Office of the Provost.

Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the University community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered by the university.

No instructor or department may impose academic or disciplinary penalties for academic dishonesty outside the parameters of this policy. This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to a failure to meet degree completion requirements and therefore a revocation of a student's degree.

Plagiarism, cheating on examinations, unauthorized collaboration, falsification and multiple submissions are further defined within the policy. *Link to catalog:*

<https://catalog.gsu.edu/graduate20182019/university-academic-regulations/#academic-honesty>

### *Letters of Recommendation*

Letters of recommendation from the faculty will be needed in most cases if you proceed to further graduate study or seek employment. Bear in mind that these letters will speak to your integrity, character, cooperativeness, accomplishments, etc., as well as to your potential in further professional or academic pursuits. It is a good idea to seek agreement from faculty before listing faculty as references.

### *Summer Plans*

Your summer plans should be made with a view to completing your degree program in the shortest possible time. Summer is the time when a graduate student can make great strides in his or her research, explore electives, or complete a portion of your capstone. To do this, you must be free of other responsibilities and able to devote time to your research project or professional work.

**If you are aiming to complete the program within 18 months a summer class may be necessary.**

Students on the research track should consider this time to research and plan their final research papers; and, those on the professional track might consider completing their internship during the summer months. Since faculty are not always available in the summer, students should consult with their faculty well in advance of the summer for any directed reading or special requests.

## Library & University Resources

### *Library*

Mr. Joseph Hurley (jhurley@gsu.edu) is the Library liaison to the Urban Studies Institute and may be contacted for specific and non-routine questions. You are encouraged to meet with Mr. Hurley so that you may make the most of the library's resources.

The website for the University Library is <http://www.library.gsu.edu/>. You can use Interlibrary Loan (ILL), which is a borrowing service for GSU students, faculty, and staff to request books, articles, and other materials that are not found in Georgia State University collections. The Web site for ILL is <http://library.gsu.edu/78.html>.

### *Information Systems and Technology Open Labs*

The University has multiple open access computer labs on the downtown campus. Information on these labs' software/computers can be found here.

<http://technology.gsu.edu/technology-services/it-services/labs-and-classrooms/computer-labs/pantherprint/>

Additionally, there is a collaborative workspace for visualization in Library South, CURVE (Collaborative University Research and Visualization Environment). It is a technology-rich discovery space supporting the research and digital scholarship of Georgia State University students, faculty, and staff.

### *CETL- Center for Excellence in Teaching and Learning*

CETL advances a university community where the best practices of engaged teaching and learning are supported through a range of programs for all instructors, from first-time graduate assistants to longtime faculty. They have training opportunities, instructional support and information technology tools available for graduate students: <https://cetl.gsu.edu/resources/graduate-students/>.

### *AYS Career Services*

The Office of Career Service & Alumni Relations at AYSPS provides individualized career counseling, internship/job search support, resume & cover letter reviews, LinkedIn profile feedback, mock interviews, and career fair & networking events. See <https://career.aysps.gsu.edu/> for further information.

# APPENDICES

### **University Resources**

#### [Office of Student Financial Aid](#)

102 Sparks Hall  
(404) 413-2400

#### [Office of Disability Services](#)

230 Student Center  
(404) 413-1560 (Voice/TDD)

#### [Health Services](#)

147 Sparks Hall  
(404) 413-6219

#### [Office of the University Ombudsperson](#)

215 One Park Place South  
(404) 413-2510

#### [Transportation and Parking](#)

University Center, 2nd floor  
(404) 413-9500

#### [Locker Rentals](#)

Student Center, 3rd floor  
(404) 463-9115

Textbook Link

<http://www.efollett.com/>

#### [Welcome Center](#)

Room 134 of Dahlberg Hall  
30 Courtland Street  
(404) 413-2063

#### AYS [Office of Academic Assistance \(OAA\)](#)

Andrew Young School of Policy Studies  
14 Marietta Street NW, Suite G52  
Atlanta, GA 30303  
e-mail: ayspsacademicassist@gsu.edu  
(404) 413-0021

#### [University Housing](#)

Suite 250 - University Center  
(404) 413-1800

#### [Commuter Housing](#)

Suite 400 - University Center  
(404) 413-1515

#### [Office of Student Activities](#)

218 University Center  
(404) 413-1750

#### [Counseling Center](#)

75 Piedmont Ave, N.E.  
Suite 200A - Counseling & Testing Center  
Suite 240 - Student Health Promotion  
(404) 413-1640

#### [University Bookstore](#)

University Center, 3rd floor  
(404) 413-9700

#### [Campus Safety and Security](#)

One Park Place South  
(404) 413-2100

Appendix 1- Program of Study

This is a downloadable document that you should complete together with your faculty advisor.

[https://urbaninstitute.gsu.edu/mis-program-of-study\\_04242018/](https://urbaninstitute.gsu.edu/mis-program-of-study_04242018/)

Urban Studies Institute - Andrew Young School of Policy Studies  
MIS Urban Studies  
Program of Study

Name:  Panther ID:  Phone:   
Student Email:

Course	Planned Term Yr.	Term Taken	Grade	Credit Hours	Remarks
<b>Graduate Coursework in Urban Studies: 30 Hours</b>					
<b>1. Required Courses (12.0 hours)</b>					
URB 8010	Urban Theory & Praxis	Select	Sel	3.0	
URB 8020	Global Urban Trajectories	Select	Sel	3.0	
GEOG 8632 or PMAP 8361	GIS Course	Select	Sel	3.0	
PMAP 8121 or other similar course	Applied Research and Statistics	Select	Sel	3.0	
		Select	Sel	3.0	
<b>2. Elective Courses (12.0 hours):</b> Courses available include: ANTH 6200, ECON 8310, ECON 8300, GEOS 6515, GEOS 6020, GEOS 6764, GEOS 6768, GEOS 6774, GEOS 8007, GEOS 8010, HIST 6320, HIST 8630, LAW 7251, PH 7140, PH 7297, PH 7340, PH 7300, PMAP 8010, PMAP 8021, PMAP 8311, PMAP 8321, PMAP 8331, PMAP 8351, SOCI 820, SOCI 8212, SOCI 8226, SW 7300, SW 8350, SW 8440, WGSS 8002					
Students should consult and obtain approval for any course substitutions from primary faculty advisor.					
		Select	Sel		
		Select	Sel		
		Select	Sel		
		Select	Sel		
<b>3. Capstone Experience: Select Internship &amp; Paper or Two Paper option (6.0 hours)</b>					
<input type="checkbox"/> Internship & Paper					
URB 8890	Research Paper	Select	Sel	3.0	
URB 8899	Internship	Select	Sel	3.0	
<input type="checkbox"/> Two Paper Option					
URB 8890	Research Paper	Select	Sel	3.0	
URB 8895	Research Paper	Select	Sel	3.0	

A minimum of 30 semester hours of graduate coursework is required for the master's program in Urban Studies. This program plan should be on file by the end of the first semester or before eighteen (12) semester hours of coursework have been completed.

1.   
Student  
  
Date

2.   
Faculty Advisor  
  
Date

3.   
DPC Chair  
  
Date

## Appendix 2- Departmental/Program Contacts

The information below is a guide on when you should contact a particular personnel:

### *Your faculty advisor*

Planning course of study, initial approval of program of study, initiating possible course waivers, transfer credits, electives not currently on electives list, etc.= Individual Faculty Advisor

### *DPC Chair*

Laura Castelli [lcastelli@gsu.edu](mailto:lcastelli@gsu.edu)

404-413-0034, 810 (55 PP)

Course registration logistics, IT service, financial related questions (assistantships)

### *Office of Academic Assistance (AYS)*

Michelle Lacoss, [mlacoss@gsu.edu](mailto:mlacoss@gsu.edu)

Course registration

### *AYS Career Services*

Colleen Perry & Brian Mitchell

[cperry@gsu.edu](mailto:cperry@gsu.edu) & [bmitchell@gsu.edu](mailto:bmitchell@gsu.edu)