

College of Urban Planning and Public Affairs

Dean, Michael A. Pagano
115 CUPPA Hall
(312) 413-8088

<http://www.uic.edu/cuppa/index.html>

Associate Dean, Albert J. Schorsch, III, (312) 996-2177
Interim Assistant Dean of Student Services,
Valerie Werner, (312) 413-2292

Introduction

The College of Urban Planning and Public Affairs (CUPPA) at UIC is an internationally recognized leader in education, research, and engagement in support of the world's cities and metropolitan areas. CUPPA provides innovative urban planning and public management education that puts engaged research to purposeful use at home and abroad. We strive for academic excellence and to provide inspirational learning experiences for our students. We make a contribution beyond the university. We are committed to respecting the unique individual contributions of faculty to scholarship, students to learning, and staff to service. We welcome cultural diversity in the composition of our faculty, staff, and students. We collaborate across disciplines, programs, and other institutional divides to generate more successful inquiry and learning. We are committed to innovation that anticipates future needs and crafts sustainable solutions in the pursuit of learning.

Urban and Public Affairs Program

412 South Peoria (CUPPAH)
(312) 413-2292

<http://www.uic.edu/cuppa/upa/>

Administration: Director, Valerie Werner
Assistant Director, Anna Baccellieri

Urban and Public Affairs (UPA) prepares students to enter urban professions and graduate professional education programs with knowledge and understanding of the complexity and diversity of the urban environment and the policy and management processes that affect it. Historically, Americans lived in small towns and rural settings; however, today the vast majority of Americans live within expanding urban regions that are linked to a global network of cities. The Urban and Public Affairs program educates students on the complexity and diversity of urban areas; teaches students comprehensive policy and management tools for addressing urban problems and creating solutions; and provides students with the opportunity to experience hands-on learning through internships, applied research, access to top scholars and professionals in the field, and by fostering leadership development. Graduates of UPA will have mastered knowledge and skills in:

- The forces that impact urban areas affecting the quality of life and potential solutions to problem areas
- Understanding of organizational theory and organizational behavior
- Issues of efficiency, equity, and social justice
- Understanding human resource management and financial administration
- Collaboration, diversity, and democracy in professional practice
- Plan and policy implementation and analysis
- Ethical and political values guiding city building and management

Graduating Urban and Public Affairs students will enter careers in public and nonprofit service, commerce, real estate, or other city building activities. Students entering graduate education will be prepared to study in related fields, such as public administration, urban planning, public health, law, public relations, international studies, sociology, political science, or peace and social justice studies.

Admission Requirements

Students apply for admission through the College of Urban Planning and Public Affairs. Admission into the Urban and Public Affairs program is selective and competitive.

1. Junior standing only (completion of 60 semester hours in Pre-Urban and Public Affairs in the College of Liberal Arts and Sciences or from any accredited community college or four-year college or university)
2. A grade point average of 2.75/4.00
3. Phone or personal interview
4. Personal statement of educational goals
5. Availability of space
6. One college-level microeconomics course

Special consideration will be given to students who have completed courses in public and urban concerns and have some knowledge of economics and government, including the following courses (or their equivalents) from either a community college or a lower-division program in a four-year institution:

- UPA/UPP 101—Introduction to Urban Studies (3)
- UPA/UPP 202—Planning Great Cities (3)
- POLS 101, 210, 310, 313
- SOC 101, 105, 241, 265, 276

Degree Requirements

To earn the Bachelor of Arts in Urban and Public Affairs degree from UIC, students need to complete the University and college degree requirements. University and college degree requirements for all College of Urban Planning and Public Affairs students are outlined below. Students should consult the *General Education* section of the catalog for more information on completing the General Education requirements.

Semester Hour Requirement

The College of Urban Planning and Public Affairs semester hour requirement is 120 semester hours. UIC students complete the first two years of the program in Pre-Urban and Public Affairs through the College of Liberal Arts and Sciences. If admitted to the College of Urban Planning and Public Affairs, students complete the final two years in the Urban and Public Affairs curriculum. Please see *Preprofessional Studies* in the *College of Liberal Arts and Sciences* section of the catalog for more information on Pre-Urban and Public Affairs.

Degree Program	Degree Conferred	Total Hours
Urban and Public Affairs	BA in Urban and Public Affairs	120
BA in Urban and Public Affairs Degree Requirements		Hours
Pre-Urban and Public Affairs		60
Course Requirements in the College of Urban Planning and Public Affairs		39
Electives		21
Total Hours—BA in Urban and Public Affairs		120

Course Requirements

Pre-Urban and Public Affairs

Courses	Hours
ENGL 160—Academic Writing I: Writing for Academic and Public Contexts	3
ENGL 161—Academic Writing II: Writing for Inquiry and Research	3
Foreign language (16 hours in a single language or equivalent)	16
Quantitative Reasoning course ^a	3
Analyzing the Natural World course ^{bc}	3–5
Exploring World Cultures course ^b	3
Understanding the Creative Arts course ^b	3
Understanding the Individual and Society course ^{bd}	3
Understanding the Past course ^b	3
Understanding U.S. Society course ^{bd}	3
Additional General Education course(s) from any category ^{bd}	4–6
Free electives ^d	11
Total Hours—Pre-Urban and Public Affairs	60

^a See General Education Proficiencies for information on meeting this requirement.

^b Students should consult the General Education section of the catalog for a list of approved courses in this category.

^c A laboratory course is recommended.

^d Recommended electives include a college-level microeconomics course; UPA/UPP 101 and UPA/UPP 202; POLS 210, 310, 313; SOC 105, 241, 265, 276. UPA/UPP 101 and UPA/UPP 202 are both approved for the Understanding U.S. Society General Education category. Students should consult the General Education section of the catalog to determine if any of the other recommended electives are approved General Education courses.

Course Requirements in the College of Urban Planning and Public Affairs

Required Courses	Hours
UPA/PA 300—Introduction to Urban Policy Processes	3
UPA/UPP 301—Political Economy of Urban Development	3
UPA/PA 303—Urban Government I: Managing the Internal Environment	3
UPA/UPP 304—Visualizing the City: Methods and Tools for Representing the City	3
UPA/PA 305—Urban Government II: Managing the External Environment	3
UPA/UPP 306—Urban Policy Analysis Methods	3
UPA/PA 307—E-Government and Public Affairs	3
UPA/UPP 308—Globalization and Urban Public Affairs	3
One of the following courses:	3
UPA/UPP 492—Topics in Urban Affairs and Administration (3)	
UPA/PA 493—Topics in Urban and Public Affairs (3)	
One of the two sets of courses below:	6
UPA/UPP 494—Senior Capstone Experience in Urban Affairs and Administration I (3)	
UPA/UPP 495—Senior Capstone Experience in Urban Affairs and Administration II (3)	
OR	
UPA/PA 496—Senior Capstone Experience in Urban and Public Affairs I (3)	
UPA/PA 497—Senior Capstone Experience in Urban and Public Affairs II (3)	

Electives in CUPPA to reach total of 39 semester hours in Urban and Public Affairs 6

Total Hours—Course Requirements in the College of Urban Planning and Public Affairs 39

Electives Hours
Total Hours—Electives 21

General Education Core

General Education at UIC is designed to serve as a foundation for lifelong learning. Students are required to complete a minimum of 24 semester hours in the General Education Core with at least one course from each of the following categories:

- I. Analyzing the Natural World
- II. Understanding the Individual and Society
- III. Understanding the Past
- IV. Understanding the Creative Arts
- V. Exploring World Cultures
- VI. Understanding U.S. Society

For a description and a list of courses for each General Education Core category, students should consult the *General Education* section of the catalog. Information on meeting the General Education requirements for this program is listed in the previous section on *Pre-Urban and Public Affairs*.

General Education Proficiencies—Foreign Language, Quantitative Reasoning, and University Writing Requirement

College of Urban Planning and Public Affairs students must meet the following General Education Proficiencies: Foreign Language, Quantitative Reasoning, and University Writing Requirement. As noted in the previous section on *Pre-Urban and Public Affairs*, students meet the General Education Proficiencies as follows:

Foreign Language

Students must earn sixteen hours in a single language or the equivalent.

Quantitative Reasoning

Students in the College of Urban Planning and Public Affairs must demonstrate competency in quantitative reasoning to earn a degree. Such competence can be demonstrated in any one of the following ways:

1. Achievement of a score on the mathematics placement examination high enough to qualify for enrollment in Mathematics 180. Placement in Mathematics 180 may be by other means determined by the Department of Mathematics.
2. Grade of C or better in any one of the following courses: Mathematics 121, 123, 145, 150, 160, 165, 180, Statistics 101.
3. Grade of C or better in a mathematically oriented course in a department in LAS other than Mathematics. Such courses must require Mathematics 090 or 118 as a prerequisite. At present, such courses include Communication 201; Criminology, Law, and Justice 262; Political Science 201; Psychology 343; and Sociology 201.
4. Grade of C or better in a logic course in the Department of Philosophy: Philosophy 102 or 210.
5. Transfer students may present equivalent courses taken elsewhere, for which they have received a grade of C or better, to satisfy this requirement.

University Writing Requirement

Students must earn a passing grade in English 160 and 161.

Other Requirements**Grade Point Average (GPA) Requirement**

A student must earn a cumulative grade point average of 2.75/4.00 in all work taken at UIC and a cumulative grade point average for required courses in the UPA major of 2.75. In addition, the combined average of a student's transfer work and work taken at UIC must be at least 2.75.

Graduation Declaration/Filing to Graduate

Students declare their intent to graduate online using *Student Self-Service*. The deadline for submission to the Pending Degree List is the end of the third week (fall and spring) or second week (Summer Session 2) of the term in which graduation is sought. Failure to submit the request at this time may delay the awarding of the degree. A final review will be made following the close of the term. If a student has satisfactorily completed all the degree requirements, the student's name will be placed on the official degree list.

Enrollment Residence Requirement

See the *University Degree Requirements, Graduation, and Commencement* section of the catalog for a complete description of this requirement.

Transfer Credit

Transfer guides are available for most colleges in the Chicago area and can be found at <http://www.uic.edu/depts/oar/transf/index.html>.

UPA Policies**Academic Load**

In the Urban and Public Affairs program, students must enroll in a full-time program of study, in either day or evening classes. During the fall and spring semesters, a minimum full-time program is 12 hours of credit per semester. A program of 19 semester hours or more must be approved by a college dean or the director of the UPA program. For Summer Session 1 (four-week) and Summer Session 2 (eight-week), UIC considers a total aggregate of 6 semester hours as the minimum number necessary to constitute full-time enrollment. A program of 11 semester hours or more during the summer session must be approved by a college dean or the director of the UPA program.

Academic Probation and Dismissal Rules

A student will be placed on academic probation in any term in which either a cumulative or semester grade point average of less than 2.75/4.00 is earned. A student on probation is expected to earn greater than a 2.75 in the next term and have a UIC cumulative grade point average of 2.75 by the end of the second term on probation.

Dismissal Rules

Students failing to earn a cumulative grade point average of 2.75 by the end of two terms on probation will be dismissed from the University. In any term, a student may be dismissed for one or more of the following reasons:

1. First-term students will be dismissed after their first term of enrollment if they earn zero credit or obtain a deficit of -15 points or more. Deficit points are calculated as follows: multiply the number of credit hours for each course taken by the points for the grade received, A=+2, B=+1, C=0, D=-1, F=-2. Add the points of each course taken during the semester. The total equals the deficit points used to determine probation status. Each deficit point equals one hour of B.

2. Continuing students will be dismissed at the end of any term in which their cumulative deficit points (see above) are -15 or more.
3. Failure to earn any credit.
4. Failure to earn at least a 1.00/4.00 (D) average for a term.
5. Failure to earn at least a 2.75/4.00 while on probation.
6. Failure to meet conditions of probation.
7. Failure to meet conditions specified at the time of admission.
8. Failure to make progress toward completion of the UPA degree.
9. Two or more consecutive terms of University withdrawals.

The dean may waive the dismissal rules in extraordinary circumstances.

Appeal of a Dismissal Decision

Students who have been dismissed by the college may apply for readmission after two terms (excluding the summer session). Students who can document that poor academic performance was the result of significant extenuating circumstances, such as a long-term or debilitating illness or personal crisis, may petition for immediate reinstatement. The student must make arrangements for an interview, with supporting documentation, with the director of UPA or dean prior to the first day of instruction of the new term.

Change of Course Schedule—Dropping Courses

Undergraduate students may drop courses using *Student Self-Service* through the end of the second week of classes for fall and spring semesters, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2. During weeks 3 through 10 of the fall and spring semesters (first Thursday through the second Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2) students may drop courses with the permission of their major college. If the drop occurs between 0 and 2 weeks in fall and spring, there will be no notation on the transcript. If the drop occurs during weeks 3 through 10 in fall and spring (first Thursday through the second Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2), a W is noted on the transcript. Undergraduate students may drop a maximum of 4 UIC individual courses that result in a W notation on their transcript during their entire undergraduate degree program.

Class Attendance

Each instructor may establish his/her own attendance policy, including penalties for nonattendance. Failure to attend classes does not result in automatic withdrawal from a course. The college expects that students will attend all classes.

Course Prerequisites

A student must satisfy the prerequisites before enrolling in a course. A student enrolling in a course without having met the prerequisites may be withdrawn from the course. Course prerequisites are listed in both the course descriptions in this catalog and the *Schedule of Classes*. Only the instructor may waive the prerequisite, if given evidence that the student is adequately prepared to pursue the subject.

Credit/No Credit Option

The credit/no credit option allows the student to complete a course with a grade of credit (CR) or no credit (NC) instead of a letter grade. Courses completed with a grade of CR carry credit and apply toward degree requirements. In general, grades of CR and NC are final and cannot be changed to letter grades. The UPA program's policy coincides with campus policy with the following conditions:

1. Only students in good standing may elect to take a course under the credit/no credit option. Students on probation and those whose status is undetermined at the time at which they elect the option are not eligible.
2. A student may request only one course per term as credit/no credit.
3. No more than two courses in a single discipline may be taken as credit/no credit.
4. Only elective courses may be taken on a credit/no credit basis; courses being used to meet any graduation course requirements must be taken for letter grades.
5. The following describes the restrictions that apply to all students regardless of major or curriculum:
 - a. Students may not take English 160 or 161 as credit/no credit.
 - b. Students may not take any course used to satisfy the foreign language requirement as credit/no credit.
 - c. Students may not take any course used to satisfy the General Education Core requirements as credit/no credit. Until students have completed the minimum requirement in each General Education Core category, courses from these areas may not be taken as credit/no credit.
 - d. Students may not take any course used to satisfy the quantitative reasoning requirement as credit/no credit.
 - e. Students may not take any course being used to satisfy the requirements of the UPA major or required prerequisite and collateral courses of the major as credit/no credit.
6. A student may earn no more than 21 semester hours of credit at UIC under the credit/no credit option.

Students must apply to take a course credit/no credit at the UPA office, CUPPA Hall, no later than the tenth day of the term (first Wednesday of Summer Session 1 or first Friday of Summer Session 2). After that date, students may not request courses on a credit/no credit basis nor may they change a credit/no credit request previously submitted. It is the responsibility of the student to determine eligibility under the regulations. Students will be informed if they are ineligible and will receive a grade for the course. Students with questions concerning their eligibility should make an appointment with the director of the UPA program.

Double Major, Double Degrees, and Second Bachelor's Degree**Double Major**

This option is not available in the College of Urban Planning and Public Affairs.

Double Degrees

Double degrees consist of two bachelor's degrees completed concurrently. Double degrees with the Urban and Public Affairs program and a program in another college

may be possible. Students should consult the college section of the catalog for the second degree program to determine if this option is available.

Students seeking two bachelor's degrees concurrently must formally request acceptance into the second degree program. Students must complete a minimum of 30 semester hours beyond those required for the first degree and all requirements for each of the degree programs as specified by the college and major department. All students interested in double degrees should discuss this option with an advisor.

Double degrees are not permitted when there is substantial course overlap between the first and second degrees.

Students who obtain double degrees receive a diploma for each degree. No more than two bachelor's degrees may be awarded concurrently.

Second Bachelor's Degree

Students who have already earned a bachelor's degree at UIC or another institution are required to follow the same application procedures as all other applicants in order to pursue a second bachelor's degree. Students must complete all requirements for the second degree as specified by the college and the major department, including a minimum of 30 semester hours beyond those required for the first degree. The UIC enrollment residence requirement must also be met, i.e., the last 30 semester hours for the second degree must be taken at UIC. A second bachelor's degree is not permitted when there is substantial course overlap between the first and second degrees.

Graduate-Level Courses for Undergraduate Students

With program approval from the UPA director and permission from the professor, an undergraduate student may enroll in a course in the Graduate College (400- or 500-level) for undergraduate elective credit. Prior to enrollment, students must obtain approval and must have met course prerequisites.

Students should understand that graduate-level courses taken by an undergraduate student are generally not applicable toward a graduate degree.

Independent Study

A student must have a minimum 2.75/4.00 grade point average in all course work taken at UIC and must obtain consent of the instructor and the UPA program prior to registration. No student may enroll in an independent study course after the tenth day of the term without approval of the UPA program.

Petition Procedure

Any rule, regulation, or action of the UPA program may be appealed in writing. Petitions are submitted to the UPA office, CUPPA Hall. It is the student's responsibility to provide documentation in support of the petition. Submission of a petition does not imply approval.

Registration Approval

All new students are required to attend an orientation program prior to registration. Certain students or groups of students may be required to see an advisor prior to registration.

Repeat Policy for Standard Graded Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may

disadvantage a student and narrow a student's options. The UPA program requires students to discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A or B grades may not be repeated. Normally, courses with a C grade may not be repeated. Courses with D or F grades may be repeated once without written permission. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. The original grade will be calculated into the grade point average, unless the student initiates a request for *Repeating a Course with Grade Point Average Recalculation* as described below. Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once due to a grade of D or F requires written permission from the student's college dean. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult their college before repeating a course.

Repeating a Course with Grade Point Average Recalculation

Important Note: Grade point average recalculation for a repeated course **is not** automatic. The student must initiate a request in the college office as outlined below.

For the grade point average recalculation policy to apply, a student must declare to his or her college the intent to repeat a course for a change of grade before reenrolling in the course. The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC. Only one registration for the course counts toward the total number of credits required for graduation.

Undergraduate students are allowed grade point average recalculation in up to four repeated courses. Under the course repeat policy, all courses taken and their grades appear on the transcript in the semester in which they were taken. Under the grade point average recalculation policy, the grade earned the first time the course is taken will be dropped from the calculation of the cumulative GPA and the grade(s) earned when the course is repeated will be used in the calculation. This rule holds, even if the second grade is lower than the first. If a course is repeated more than once, the first grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA.

Transferring

Students currently enrolled at UIC who want to transfer into the College of Urban and Public Affairs should complete an Intercollege Transfer Application available at the UPA program office, CUPPA Hall. Students are welcome to discuss possible admission to UPA with the director. Requests must be initiated by the Friday of the eleventh week of the fall and spring semesters and the fourth week of the summer session. Admission to UPA is limited to those students in good academic standing who have a UIC grade point average of at least 2.75/4.00 and whose combined UIC and transfer grade point average is at least 2.75. Those students who are accepted into UPA are expected to enroll immediately in courses that fulfill the UPA degree requirements.

Students applying to UPA as transfers must have earned at least 60 semester hours of credit and must submit complete transcripts from all postsecondary institutions.

Provided space is available, a minimum 2.75/4.00 grade point average is required for consideration. Please consult the *Admissions* section of the catalog for more information.

The UPA student who wants to transfer into another UIC college must follow the procedures of that college. Students interested in other colleges should contact those colleges directly.

Academic Advising

Advising Policy

The Urban and Public Affairs undergraduate program encourages the intellectual growth and development of the student as an individual. Newly admitted students are required to participate in a small group advising session prior to their initial registration. To arrange an advising appointment, students may call (312) 413- 2565 or (312) 413-2292 or come to the UPA program office, CUPPA Hall, Suite 316.

Students should consult the UPA director or other appointed academic advisor at least once during the first term in residence and at least once an academic year thereafter. The students' UPA advisor assists students in individual program planning and course selection, as well as discusses with students the feasibility of various career paths based on interest and academic performance. Additionally, advisors can explain college and program rules and requirements and can help resolve special registration problems. In conjunction with this, advisors refer students to additional resources on campus.

The responsibility for selecting courses and meeting graduation requirements rests with the students, who must plan intelligently to make their programs consistent with their goals and with college requirements.

Academic Honors

University Honors

The college recognizes and conforms with the campus-wide honors program. University Honors are awarded to graduating students whose cumulative grade point average falls within the following honors categories:

Summa cum laude: 3.90 and above

Magna cum laude: 3.75 to 3.89

Cum laude: 3.50 to 3.74

Transfer students must have earned a minimum of 42 hours at the University of Illinois at Chicago at the end of the term prior to the term of graduation and have a minimum of 60 hours completed at UIC upon graduation.

In addition, transfer students must have an institutional (UIC) grade point average of 3.50 in order to qualify for University Honors.

Dean's List

Exceptional academic achievement in the College of Urban Planning and Public Affairs is recognized each term by inclusion on the Dean's List. Eligibility is based on a 3.50/4.00 term GPA with a minimum program of 12 semester hours, exclusive of basic military science and basic activity courses in physical education. At least 9 semester hours must be earned for letter grades, in addition to a grade of Credit earned in any course taken on a credit/no credit basis.

Sample Course Schedule

Junior Year

Fall Semester	Hours
UPA 300—Introduction to Urban Policy Processes	3
UPA 301—Political Economy of Urban Development	3
UPA 303—Urban Government I: Managing the Internal Environment	3
Two elective courses outside of UPA	6
Total Hours	15

Spring Semester	Hours
UPA 305—Urban Government II: Managing the External Environment	3
UPA 306—Urban Policy Analysis Methods	3
UPA 308—Globalization and Urban Public Affairs	3
Elective course in UPP or PA	3
One elective outside of UPA	3
Total Hours	15

Senior Year

Fall Semester	Hours
UPA 304—Visualizing the City: Methods & Tools for Representing the City	3
UPA 493—Special Topics in Urban and Public Affairs	3
UPA 494—Senior Capstone Experience	3
Two elective courses outside of UPA	6
Total Hours	15

Spring Semester	Hours
UPA 307—E-Government and Public Affairs	3
UPA 495—Senior Capstone Experience	3
Elective course in UPP or PA	3
Two elective courses outside of UPA	6
Total Hours	15