

SAN DIEGO STATE UNIVERSITY

School of Public Affairs

Official Program of Study (OPS) and Advancement to Candidacy

Master of City Planning

Last Name	First	Middle	Red ID #
Street Address			Apartment Number
City	State	Zip Code	Telephone Number
MCP	City Planning		
Degree			E-Mail
Major			

CORE COURSES [10 courses (33-36 units)]	The program requires 48 approved units to graduate, with no more than nine units of 500-level courses and no more than a total of nine units in CP 797 and 798. COURSE TITLE	Units	Grade or P = planned E = enrolled
PA 525	The U.S. City Planning Process	3.00	
CP 625	Quantitative Techniques in Urban Planning	3.00	
CP 630	Seminar in Urban Planning Implementation	3.00	
CP 640	Seminar in Urban Planning Theory	3.00	
CP 660	City Planning and Geography Information Systems Applications	3.00	
CP 670	History of Urban Planning	3.00	
CP 690	Seminar in Land Use Planning	3.00	
CP 700	Urban Design and Land Use Planning Studio	6.00	
PA 604	Methods of Analysis in Public and Urban Affairs	3.00	
CP 796	Internship in Urban Planning <i>(Consult the MCP Coordinator to determine the number of internship units you will be required to complete.)</i>	Circle 3.00 or 6.00	
ELECTIVE COURSES [3-5 courses (9-15 units)]	(CAN CHOOSE UP TO TWO 500-HUNDRED LEVEL ELECTIVE COURSES) Elective choices must be approved by MCP Coordinator. Refer to the Graduate Bulletin for a list of options.		
1.		3.00	
2.		3.00	
3.		3.00	
4.		3.00	
5.		3.00	

Use space below for listing transfer coursework and/or for coursework you have petitioned. Attach your Petition of Adjustment of Academic Requirement form to this OPS for approval by the Graduate Coordinator.
Indicate university, course abbreviation, number, title and units.

Plan A <input type="checkbox"/>	Thesis <i>(If you choose the thesis option, list CP 799A as one of your 3-unit electives)</i>	3.00	
Plan B <input type="checkbox"/>	Final comprehensive exam in lieu of thesis (report of exam required)	0.00	

I have read and accept this program of study (sign and date below)

Student _____ Date _____

I approve this program of study (sign and date below)

Student has met all programmatic requirements and is recommended for advancement to candidacy

Graduate coordinator _____ Date _____

Requirements for Filing an Official Program of Study and Advancement to Candidacy Master of City Planning

- Students are eligible to submit an *Official Program of Study (OPS)* after completing 15 units of City Planning courses. Students must also have a GPA of at least 3.00, and have Classified Graduate Standing.
- The *OPS* should be submitted no later than the semester prior to anticipated graduation.
- Eligible student should complete the *OPS* form (*see reverse side*).
 - Please include the following information:
 - Fill-in name, address, etc. information.
 - Fill-in the grades received for each course including electives (whether complete or not) using the following characters:
 - The letter grade you received for the courses, or “P” for planned courses, or “E” for enrolled courses.
 - Elective choices must be approved by MCP Coordinator. (*Refer to your Graduate Bulletin for a list of acceptable courses.*)
 - Circle the number of Internship units required (*Consult the MCP Coordinator to determine the number of internship units you will be required to complete.*)
- Indicate your choice of Plan A, the Thesis, or Plan B, the Final Comprehensive Exams. (*If you choose the thesis option, list CP 799A as one of your 3-unit electives*)
- Print your *OPS*, sign it and return it to the MCP Graduate Coordinator for approval.
- If you have any questions please contact the MCP Graduate Coordinator:

Dr. Lawrence Herzog
San Diego State University
School of Public Affairs
5500 Campanile Dr.
San Diego, CA 92182-4505
Office: PSFA111
Phone: 619-594-6964
laherzog@mail.sdsu.edu

Additional information for filing an *OPS*

Students should consult the current **Graduate Bulletin** for information about the policies and procedures to be followed in completing and filing the Official Program of Study (OPS).

Do not include any course in which the student received a grade of C- or lower, U (unauthorized incomplete), or IC (incomplete over one year old). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

The **Petition for Adjustment of Academic Requirement** form is used to request an exception of specific requirements stated in the Graduate Bulletin. These may include substitution of required courses, extension of incompletes, excess units taken through Extended Studies' Open University, using prior year's Graduate Bulletin requirements and transfer courses from another university replacing required courses. The petition must be signed and supported by the graduate adviser. A letter of support may accompany the petition if extensive explanation is required. If the student is submitting their OPS at the same time, the petition must be included. After the petition is submitted, the Graduate Division will make the final decision. Both the student and Graduate Adviser will receive notification of the decision. This petition can be found at <http://www-Rohan.sdsu.edu/~gra/grad/adjacadreqs.html>.