

MA in Community Planning Graduate Student Handbook

This handbook is intended as a useful resource to communicate key information about the University, the UW Tacoma campus, and the MACP program. Students are responsible for understanding the information and policies contained in this handbook, including information on websites and documents linked to from this document. Information found on the websites for the School of Urban Studies, the Graduate School, and UW Tacoma supersedes information found in this handbook. It is not a comprehensive list of all applicable policies, and is subject to change. Please refer to the SUS website for the most recent version.

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September 22, 2025

Dear Graduate Students,

It is my great pleasure to welcome you to the University of Washington Tacoma, the School of Urban Studies, and the Master of Arts in Community Planning program. We are delighted that you are beginning your graduate studies with us, and I look forward to meeting you.

As a student in the MA in Community Planning program, you are a valued member of our academic family. You are joining a program with a tradition of motivated and engaged learners in the classroom and the community, around the Puget Sound region and beyond.

Your MA in Community Planning degree will prepare you to advance your career as a competent, collaborative professional, enhancing your capacity to work with and empower community constituents, influence processes and policies, and work for community change and development.

Soon you will be taking classes and meeting our faculty members. You will experience firsthand their in-depth knowledge, their superb pedagogical approaches, and the collaborative learning environment that defines our school. As a program dedicated to social justice and inclusion, teaching and research are central to our commitment to these core values. We aspire to create classroom environments that are conducive to learning, while remaining brave spaces of expression. As you engage with your courses, fieldwork, and projects, you will be contributing to our shared mission of creating new knowledge and serving the community.

I encourage you to contact the UW Graduate School, the School of Urban Studies, your Graduate Program Coordinator Dr. Anaid Yerena, or your Graduate Program Advisor, Sarah Young, with any questions you have.

We are all committed to helping you succeed in your graduate education and hope that you leave this program feeling like life-long members of our community. We look forward to witnessing your success and celebrating your academic achievement upon graduation.

Sincerely,



David Reyes, DNP, MPH, RN
Interim Dean, School of Urban Studies

David Reyes, DNP, MPH, RN
Interim Dean, School of Urban Studies

IMPORTANT CONTACTS

School of Urban Studies

[Pinkerton Building \(PNK\)](#), UW Tacoma Campus

www.tacoma.uw.edu/urban-studies

www.tacoma.uw.edu/macp

Physical Address:

1702 Broadway
Tacoma, WA 98402

Mailing Address:

1900 Commerce Street
Box 358437
Tacoma, WA 98402

School of Urban Studies front desk

PNK 300 // 253.692.5880 // uwturban@uw.edu

Graduate Program Coordinator and Chair, Anaid Yerena, Ph.D.

yerena@uw.edu // 253.692.4910

Graduate Program Advisor, Sarah Young

youngsm@uw.edu // 253.692.5879

Interim Dean, David Reyes, DNP

djreyes@uw.edu // 253.692.5676

Associate Dean, Mark Pendras, Ph.D.

pendras@uw.edu // 253.692.4732

[Full directory of School of Urban Studies faculty and staff](#)

[UWT Campus Map](#)

IMPORTANT DATES

Important dates for students:

- | | |
|---------------------|--|
| ❖ September 23 & 24 | MACP New Student Orientation |
| ❖ September 24 | Autumn quarter begins, Convocation, 12-1:30 pm |
| ❖ October 23 | School of Urban Studies Social Hour, 5-7 pm |
| ❖ October 30 | Winter quarter registration opens |
| ❖ January 5 | Winter quarter 2025 begins |
| ❖ February 12 | Spring quarter registration opens |
| ❖ March 30 | Spring quarter begins |

University Holidays: Classes not in session, most campus buildings closed.

- | | |
|---------------|------------------------------|
| ❖ November 11 | Veteran's Day |
| ❖ November 27 | Thanksgiving |
| ❖ November 28 | Native American Heritage Day |
| ❖ December 25 | Christmas Day |
| ❖ January 1 | New Year's Day |
| ❖ January 19 | Martin Luther King Jr. Day |
| ❖ February 16 | President's Day |
| ❖ May 25 | Memorial Day |
| ❖ June 19 | Juneteenth |
| ❖ July 3 | Independence Day (observed) |

Quarter Breaks: No classes are held, but most campus buildings remain open.

- | | |
|-----------------|-----------------------------|
| ❖ December 13 | January 4 – Winter Break |
| ❖ March 21 – 29 | Spring Break |
| ❖ June 13 – 21 | Summer Break |
| ❖ August 22 | September 29 – Autumn Break |

UW Tacoma Academic Calendar – The [UWT Academic Calendar](#) includes important quarterly registration and drop dates, University holiday and break schedules, tuition and grade deadlines, and more.

PROGRAM OVERVIEW

Welcome to the [University of Washington Tacoma's Master of Arts in Community Planning](#) (MACP) Program. As graduate students in the MACP Program you will continue building skills as collaborative professionals who work with and empower co-leaders to influence and develop a range of creative approaches to community care. The program's emphasis is on social justice issues, community development, and addressing inequities. Our faculty are committed to encouraging students to think critically and creatively, to work collaboratively in the interest of creating just and sustainable communities, and to effectively communicate and mobilize knowledge in a variety of ways. These are a direct expression of the UW Tacoma's mission as an institution of higher education.

There are several key elements that distinguish the UW Tacoma approach to Community Planning and inform the degree you are pursuing:

1. **What/who counts as "community?"** We do not believe that there is any one such thing, even though that is the way the word is often used in urban development – and moreover we know, through our own research and others', that those singular notions of community tend to leave a lot of people out. In this program, you will need to think about communities, plural, and ask: Who is not at the table? Why not? What can be done about that, and how, in what venues?
2. **Where does "planning" happen?** There are a lot of planning programs out there, and almost all of them come out of an architecture and design tradition, or a public policy and government affairs tradition. These are important. But what research and experience tell us, repeatedly, is that urban development is organized by forces external to the city planning department. So planning, for our purposes, is what happens wherever people are influencing how a city is developed and to what ends – and "planners" are the ones doing that work – YOU – across the public, private and non-profit sector.
3. **Action and structure.** This is a faculty of social scientists and practitioners. We want you to go out and make change in the world, and we believe that in order to do that, one has to start with the premise that context matters. What you can do – action – is going to be framed and constrained by the setting you are in – structure. "Structure" is what many social scientists are most comfortable studying and teaching. It is the economic history of a place like The Hilltop, a historically black/African American neighborhood in Tacoma. It is the cultural norms of a place like the Pacific Northwest of the United States. It

is the decentralized governance arrangements of the 21st century. It is the social movements that influence our understandings of social issues. If you start to recognize what is structuring the environment you are operating in – economics, history, culture, politics, spatial design – you can work alongside organizers and community leaders to change these structures. To create more just urban places, different kinds of spaces and programs and opportunities.

This is ambitious. There is not a single other program like it in the country. We have literally reverse-engineered a program that says, not ‘what are we supposed to teach in a planning program’ – but rather, *what do students need to know to get things done, to plan for the common good, to make better cities*. We want you to have the skills to be good leaders and take your place in the world, and we also want you to have a critical edge, so that you recognize the inequity embedded in social structures, and you feel empowered to act strategically to create more just communities. In this way, we center social justice in your practice, and your identity as effective urban professionals.

PROGRAM LENGTH

The MACP requires two academic years (six academic quarters). The program begins in the autumn quarter and runs through the winter, and spring; after a summer break, the same three-term schedule (autumn, winter, spring) completes the second year.

The two-year, 60 credit program is designed to support an annual cohort of up to 20 students. The program is completed in two years by taking 10 credits per quarter (full time). A part-time option is available only in consultation with the Graduate Program Coordinator and Advisor.

COHORT STRUCTURE

The MACP fosters a collaborative experience for students through a cohort-based model. This means that students may begin the program only in the autumn quarter as a part of a new cohort and usually complete the program alongside other members of their cohort. The curriculum in this program is established by the graduate faculty and does not include any elective or optional units. Occasionally, students may arrange to complete the program part-time. It is important that any student seeking to complete the program part-time work closely with the Graduate Program Advisor and Graduate Program Coordinator to select courses in the appropriate sequence.

STUDIO PROJECT

The culminating project experience for MA students will be a studio-style practicum, conducted over two consecutive quarters. The studio will be led by an Urban Studies faculty member, who will identify and establish a working relationship with appropriate community partner(s). Initial scoping of the project will be undertaken by the faculty member and the partner(s) and framed by the interests and needs of the community partner(s).

Over the course of the first studio, students meet with the partner organization, visit the organization's location, observe activities of the organization, listen and gather information to provide a contextual understanding of the issue, project, and overall workings of the community partner(s). With guidance from the faculty member, the group will establish the scope and aims of the project.

The process is partner-led, collaborative, and emergent; students use skills drawn from coursework in prior classes as well as those taught during the practicum. The deliverable is a group effort. At the end of the second term, the work will be presented and shared in a public setting with the community partner(s) and other invited guests, furthering the community planning goals of the partner(s), as well as the student's professional development.

The collaborative, studio-style format of the practicum serves multiple purposes:

Pedagogically, it enables students to learn from one another, share insights and resources, and experience the relational challenges and opportunities characteristic of community organizing and planning, including respect for diverse experiences and voices, understanding competing interests and needs, listening to partners, "clients," and the broader community; continual learning, trust-building, division of labor, conflict management, contextual challenges required to understand the uniqueness of each community, and collective impact.

Institutionally, it allows faculty to structure an experiential learning environment where students can maximize their practical skill development, community partner expectations and feedback are continually foregrounded, and points of contact between the university and the community partner are well understood. This allows students to focus on the process, the product, and varied approaches to problem-solving; and allows the partner to engage the insight and capacity of an entire cohort and increases the likelihood of truly useful project outcomes.

Locally and regionally, it enables the program and its students to develop a reputation for delivering value. Projects that are taken on, should be sufficiently complex and ambitious to impact the community and simultaneously benefit students from the structure of a shared endeavor.

GETTING STARTED

NEW STUDENT CHECKLIST

- ✓ **Set up your Net ID & 2FA:** If you haven't already done so, [create your UW Net ID](#). Your NetID is required to access all university systems. The University has also added two-factor authentication to protect your data. Complete the setup for 2FA with your UW NetID as soon as possible in order to be able to register for your chosen classes. [Set up 2FA now.](#)
- ✓ **Configure your UW Email:** After creating your UW NetID, you'll be prompted to create a UW email inbox via the [MYUW portal](#). All email communications from UW Tacoma will be sent only to UW email address, so it's important to check it regularly.
- ✓ **Submit your official transcripts:** After accepting an offer all students must provide an official (sealed) transcript and degree statement (with date of award & title of degree awarded) for verification to Graduate Enrollment Management Services (GEMS). [Read more from GEMS here.](#)
- ✓ **Get your Husky Card:** Your [Husky ID Card](#) is your official identification card as a member of the UW Tacoma community. It can be used at all three campuses. The Husky Card provides access to buildings and restricted parking lots, opportunities and services, including campus libraries. It will also serve as [your ORCA Card powered U-PASS](#) for use on public transit.
- ✓ **Complete Title IX Training:** You will be required to complete [the Husky Prevention & Response \(Title IX\) online training](#) about preventing and responding to sex- and gender-based violence and harassment.
- ✓ **Register for classes:** Students are expected to register before the beginning of the quarter. Questions about which courses to register for may be directed to the Graduate Program Advisor. Find important information and resources related to registration on the [Office of the Registrar's website](#). Quarterly registration dates are posted here.
- ✓ **Explore U 501:** The Graduate School provides this online graduate school orientation resource for all new graduate students. It is hosted on the Canvas online platform and broken up into modules by topic, which students can explore at their own pace. Read more and find a link to join on [the Grad School website](#).

- ✓ **Check in with your advisor:** If you have any questions, don't hesitate to ask! Your Graduate Program Advisor is available to you by email or you can schedule an appointment in person or via Zoom. Find contact information and a booking link on the [School of Urban Studies advising page](#).

PAYING FOR YOUR DEGREE

Paying Tuition

Tuition can be paid online, by mail or drop box, or in installments using the UW Tuition Payment Plan. Read more on the [UWT Cashier's website](#).

- Tuition is due by the 3rd Friday of the quarter. Students may choose to enroll in a tuition payment plan by the 1st Friday of the quarter.
- Find tuition-related dates and deadlines [on the academic calendar](#).
- View [quarterly tuition rates on the Office of the Registrar's website](#).
- Information on loans and other financial aid options is available [on the UWT Financial Aid website](#).

Other Funding

- Learn about other funding options on the [Graduate Schools funding page](#).
- Get help from the UW [Graduate Funding Information Service \(GFIS\)](#) with skills and tools to find funding.
- Apply for School of Urban Studies scholarships [on the SUS website](#).

GRADUATE ADVISING

As a student in this program, you have access to a number of advising resources and individuals. Your primary advising contacts will be the Graduate Program Coordinator and the Graduate Program Advisor. Your faculty are also wonderful advising resources in your time with us and beyond. Building connections with faculty members can enhance your learning experience and open up valuable opportunities for mentorship and growth.

Graduate Program Coordinator

The Graduate Program Coordinator (GPC) provides advising of a substantive, academic nature and functions as the liaison to the Graduate School.

The MACP GPC also serves as the chair of the MA in Community Planning program. In this roll they oversee matters relating to the graduate curriculum and courses.

Graduate Program Advisor

The Graduate Program Advisor (GPA) is a staff member of the School of Urban Studies who is available to help MACP students navigate the logistics of their academic journey. This includes, but is not limited to, navigating the policies and resources listed in this manual. Your GPA can help you with questions about registration, on-leave status, graduation, and more. Your GPA is also a great place to start when you have a question but don't know who to ask.

Find contact information and a link to schedule an appointment on the [SUS Academic Advising & Resources page](#).

Graduate Program Coordinator and Chair, Anaid Yerena, Ph.D.
yerena@uw.edu // 253.692.4910

Graduate Program Advisor, Sarah Young
youngsm@uw.edu // 253.692.5879

Graduate students also have access to all campus resources, including [Career Development](#), the [Office of Student Advocacy & Support](#), and counseling services through [Psychological & Wellness Services](#) (PAWS).

EARNING YOUR DEGREE

SCHEDULING

Courses will typically take place in the evening. Most classes are approximately four hours in length and will usually meet in-person on the UW Tacoma campus. The schedule will be available one quarter in advance, and course offerings can be found on the [University Time Schedule](#). Some classes may require daytime activities even if class meets in the evening. All courses are five credits and will require additional work, which will happen on the student's own time.

Studio courses will require smaller group meetings, in addition to the regularly scheduled classroom hours. These course takes place during the last two terms of the program.

CURRICULUM OVERVIEW

There are 60 required credits (12 courses). Courses are offered in autumn, winter, and spring quarters. Course schedule may vary from year to year. More information about the course content, learning outcomes, and assignments are detailed in the syllabi provided by faculty for each class. Courses are to be taken in the prescribed sequence*. *Course substitutions from other programs or institutions will not be allowed.*

MACP Year 1

Autumn Quarter

- TCMP 521: Planning Theory & Practice
- TCMP 554: Community Development

Winter Quarter

- TCMP 572: Planning for Equity
- TCMP 571: Legal Urbanism

Spring Quarter

- TCMP 546: Strategic Influence
- TCMP 566: Analyzing Community

MACP Year 2

Autumn Quarter

- TCMP 582: Movement & Organizing
- TCMP 557 Urban Spatial Design

Winter Quarter

- TCMP 525: Property & Capital
- TCMP 590: Community Planning Studio I

Spring Quarter

- TCMP 573: Power & Decentralization
- TCMP 591: Community Planning Studio II

**Disclaimer: The course schedule above is subject to change and courses may be offered in different quarters/sequence than stated.*

ACADEMIC POLICIES

Grading

Grades shall be entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and no credit is earned.

Ungraded Credits

All courses in the Master of Arts in Community Planning curriculum must be taken for a grade. No grades of S/NS AND C/NC will be issued.

Incomplete Grade Policy

In accordance with the UW Graduate School Policy, "Incomplete" may be given at the discretion of the faculty only when a student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, the student must convert an Incomplete into a passing grade **no later than the last day of the next quarter**.

Upon receiving an incomplete the student will receive a warn letter from the SUS Graduate Chair. If the student receives another incomplete while they still have an incomplete outstanding, they will be placed on academic probation.

An extension may be approved upon the student's request with the agreement of the faculty member, only when a student has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

Repeating a Course

Graduate students may repeat any course only once. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be calculated, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

Academic Standards

Students in the Master's program are graduate students at the University of Washington, and as such must abide by general UW Graduate School (as listed in [Graduate School Policy 1.1](#)), School of Urban Studies, and MACP program regulations regarding satisfactory progress through the program.

In order to maintain satisfactory performance and progress expectations, students must meet the following standards:

- Earn a minimum GPA of 3.0 in each quarter in the program.
- A minimum grade of 2.7 is required for a course to be counted toward the graduate degree.
- A cumulative GPA of 3.0 is required for graduation.
- Make adequate progress with studio project as determined by the faculty teaching the studio.

Satisfactory Performance & Progress Toward Degree Completion

Admission to the Graduate School allows students to engage in graduate study and research at the University of Washington. Continuation in the Master of Arts in Community Planning at the University of Washington Tacoma occurs only as long as students maintain satisfactory performance and progress toward completion of the graduate degree program as outlined in the [Academic Performance and Progress Policy 3.7](#). Students must also meet the requirements found in the [University of Washington Student Conduct Code](#). The Graduate Program Coordinator in collaboration with the Graduate Program Advisor monitors graduate student academic progress on a quarterly basis.

If a student does not pass a required course, the student must meet with the Academic Advisor and the Graduate Program Coordinator before the beginning of the next quarter to develop a plan for degree completion.

Please refer to the Graduate Admissions, Graduation Requirements for Master's Degree, and Graduate Student Policies sections in this catalog or refer to the [Graduate School website](#) for more information.

Evaluation of Student Performance & Progression

Good Academic Standing

In order to be in good academic standing, students must maintain a minimum **cumulative and quarterly University grade point average of 3.00** for all 400- and 500-level graded courses taken after attaining graduate status at the University of Washington. In addition, students must complete and pass **all required MACP classes with a grade of a 2.7 or higher**. Students who earn a quarterly or cumulative grade point average below a 3.0, an individual course grade below a 2.7, or an incomplete will be reviewed for satisfactory progress. This review may involve a meeting with the Graduate Program Advisor and/or Graduate Program Coordinator. If a student falls below this standard of academic performance, they will be evaluated individually on a quarterly basis by the Graduate Program Coordinator and the Graduate Program Advisor. The Registrar will record only those actions recommending Academic Alert, Final Academic Alert, and Drop.

Notification (Formerly Academic Warning)

A notification will be issued to a student whose cumulative or quarterly grade point average falls below 3.0, or who fails to earn at least a 2.7 in a required class. This status is initiated and documented by the School of Urban Studies, but is not reported to the Graduate School and does not appear on the student's transcript. A notification may also be issued for obtaining an incomplete or for behavioral concerns. In these cases, the student must meet with the Graduate Program Coordinator. The student will be notified in writing, and documentation will be placed in the student's file.

Academic Alert (Formerly Academic Probation)

This status is used for a student who has failed to resolve problems with student performance or progress that the program has previously documented and communicated to the student. Students in this status will be reviewed quarterly.

A student may not be on Academic Alert for academic concerns for more than three consecutive quarters. If a student has been in this status for three quarters and has not resolved the reason for the status, they will be placed on Final Academic Alert. Students who earn a grade of 2.0 or lower in a required class will be placed on Academic Alert. In this instance, a previous warning is unnecessary.

A student placed on Academic Alert for behavioral concerns may not remain in this status for more than one quarter. They will be reviewed at the end of the quarter and either returned to good academic standing or moved to Final Academic Alert.

Final Academic Alert (Formerly Final Academic Probation)

After at least one quarter of Academic Alert, a student may be placed on Final Academic Alert (for one quarter only). The Graduate School will consider one additional quarter in extenuating circumstances as noted in [Graduate School Policy 3.7.3](#).

Drop

Drop is an official action that terminates a student's enrollment from a graduate program. After one quarter of Final Academic Alert, a student may be dropped from the program. Exceptions to this policy will be considered by the Graduate School only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Registrar is notified by the Graduate School, and the student is immediately dropped from the Master of Arts in Community Planning program. This final action is recommended for students who have not corrected the condition(s) that caused the Final Academic Alert within the specified time limit. When dropped, a student is not eligible to complete the program or return later to complete the degree.

Transcription

Action is taken for one quarter only and is reviewed each quarter. No action will appear on the transcript for any subsequent quarter unless a recommendation is made by the Master of Arts in Community Planning Program Chair to the Dean of the Graduate School.

Appeals

Students may appeal a change in status directly to the Dean of the School of Urban Studies. Appeals beyond this point must follow the process outlined in the [Academic Grievance Procedure Policy 3.8](#).

Maintenance of Student Status

It is expected that graduate students will enroll in all twelve required courses. If a student wants to be a part-time student, they have to meet with the Graduate program advisor. Students who do not enroll in (and complete) any one of the required twelve courses will be required to meet with the Graduate Program Coordinator or Graduate Program Advisor to create an academic plan to satisfy the program's academic requirements and may be placed on probation or withdraw from the program.

Continuous Enrollment & On Leave Status

Graduate students are required to maintain graduate status by registering for all required courses during their program of study. Failure to maintain this status requires reinstatement to the University of Washington. Students who desire to take a quarter or quarters off without going through the reinstatement process must apply for on-leave status for each quarter they do not register. For complete details refer to the [Graduate School's on-leave policy](#).

Reinstatement to the Graduate School

Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured and registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non-refundable reinstatement fee before registering for the requested quarter of reinstatement.

Time to Degree & Limits for On-Leave Status

The Graduate School normally allows six years from the quarter of admission to complete requirements for a master's degree. Periods spent On-Leave or out of status are included in these limits. Before approving a Petition for On-Leave Status for a student whose leave period will take them in excess of these limits, the department must first file a Petition to the Dean of the Graduate School (via [MyGrad](#)) explaining why this action is being requested. This Petition to the Dean must be approved by the Graduate School before the Petition for On-Leave Status is filed.

CAMPUS & PROGRAM POLICIES

Email Policy

Students are expected to activate and regularly check their UW email account for messages. Important communications will be sent to this email address, and some offices on campus will not respond to non-UW addresses.

If you are experiencing difficulty setting up or accessing your UW email, please see the resources on the [UW Tacoma IT page](#).

Campus-Level Notifications

[Sign up for UW Alert](#) to be sure you get timely notifications of any campus emergencies or disruptions to normal campus operations:

School of Urban Studies Communications

You will be added to the MA in Community Planning and School of Urban Studies listservs. We use these listservs to inform students of campus and SUS events, funding, internships and jobs, and other relevant opportunities.

Tuition Exempt Students

Eligible University and state of Washington employees may enroll for and receive a tuition exemption for up to 6 credits each quarter on a space-available basis. Eligible students are allowed to enroll for more than six credits and will be charged tuition accordingly for the additional credits.

The University of Washington Tacoma has limited the number of graduate credits to which a state employee may apply tuition exemption benefits to a total of twelve (12) credits toward the requirements of any graduate degree program it offers. More information about tuition exemption policies can be found on the [UW Tacoma Office of the Registrar's website](#).

International Students

International students should be in contact with the UW Tacoma International Student & Scholar Services (ISSS) office, and should attend all trainings and orientations. More information; including visa information, ISSS portal login, and new student to-do list; is [available on the ISSS website](#).

Other Policies & Resources

- [School of Urban Studies academic advising & resources](#)
- [School of Urban Studies Student Concerns](#)
- [UWT Office of the Registrar Services & Resources for Students](#)
- [UW Student Rights & Responsibilities](#)
- [UW Student Conduct Code](#)
- [UW Graduate School Policies](#)
- [UW Graduate School Additional Resources](#)

See Appendix 2 for more resources.

HOW TO GRADUATE

Request a Master's Degree

In order to graduate, every master's student must make a master's degree request [through their MyGrad account](#) during their final quarter. Requests may be submitted between the first and last day of instruction of the quarter of expected graduation. More information will be provided by the program when the time comes. The degree request is solely the responsibility of the student.

After a request is submitted, the School of Urban Studies will run a degree audit to verify satisfactory completion of all required course work to date, and check with faculty to verify that the student is on track to complete their final quarter successfully. If the student is on track to complete all degree requirements, a recommendation is made to the graduate school that they be awarded the degree, pending completion of final classes.

General information on timelines and processes is available on the [Graduate School website](#) (this is a non-thesis master's program).

UW Tacoma Commencement

Graduate and undergraduate students receiving a UW Tacoma degree may participate in UW Tacoma Commencement for the academic year in which they graduate. This is an annual campus-level celebration of the completion of your degree. Commencement is held each June; to participate, you will register in May (specific dates TBA). This registration process will include purchase of your cap, gown, and master's hood; as well as reserving tickets for family and friends. Read more on the [UWT Commencement site](#).

MACP Graduation Ceremony

Each master's program celebrates its graduates with a program-specific celebration. In this ceremony you will be awarded a master's hood for completion of your MA in Community Planning program by your faculty, with family and friends in attendance. This will be a chance for your guests to learn a bit more about your accomplishment in completing your degree, and for personal recognition from the School of Urban Studies.

In order to participate in the graduation ceremony, you will need to order your cap, gown, and hood through the [UW Tacoma Commencement registration process](#), even if you do not intend to attend UW Tacoma's Commencement.

You may choose to participate in UW Tacoma Commencement, the MACP Graduation Ceremony, both, or neither, but we hope you will choose to celebrate the accomplishment of completing your degree with us at both, especially at the more intimate program Graduation Ceremony.

Appendix 1- MACP Required Course Work

TCMP 521 Planning Theory & Practice - Explores how community planners and other actors engage theories of planning procedures and preferred urban forms to guide urban development and social change. Considers how leading scholars in the field have theorized the potential and challenges of planning.

TCMP 554 Community Development - Examines academic, policy, and practice dimensions of community development; and foregrounds resident-centered sustainable and equitable development strategies. Students gain skills to integrate and synthesize multiple perspectives into coherent, unified vision; as well as specific practices they can employ to make communities better places to live, work, and raise families.

TCMP 572 Planning for Equity - Provides an overview of the equity planning tradition in urban affairs and community planning. Introduces participatory process, democratic deliberation, and inclusive management. Emphasizes planning skills for recognizing, empowering, and resourcing groups and individuals with historical, economic, and operational disadvantages in processes of urban development and decision-making.

TCMP 546 Strategic Influence - Provides conceptual framework and practical skills for understanding/analyzing the potential of strategic thinking to inform and engage community, and to assess public will -- exposing students to divergent/convergent thinking; analysis of diverse perspectives of the same issue; and the role of communication in information gathering; community engagement; and social documentation.

TCMP 571 Legal Urbanism - Explores the relationship between law and the city, examining how "law" situates cities and urban residents in the US and shapes behaviors and environments in cities. Considers how legal structures enable or inhibit urban social justice and how they might be used to advance socially just and sustainable urban conditions.

TCMP 582 Movements & Organizing - Introduces students to the role of local organizations in advocating for urban policies and social change. Develops skills to distil and summarize theoretical readings and the competency to gather and analyze data in the context of a process evaluation.

TCMP 557 Urban Spatial Design - Introduces students to the social dimensions of place-making through design in a studio style course. Develop a facility for creating and managing community-engaged that lead to publicly informed urban design projects.

TCMP 573 Power & Decentralization - Presents theoretical frameworks for analyzing political power in collaborative networks. Introduces analytic methods for understanding and anticipating how power operated in decentralized governance, including the ways in which community groups and urban stakeholders can identify key coalitions, political frames, and entry points in processes of urban development and resource allocation.

TCMP 525 Property & Capital - Focuses on low-income, mixed-income, and affordable housing policies in the U.S. Learn about public and private finance mechanisms for the development and capitalization of these housing products.

TCMP 566 Analyzing Community - Asks students to think critically about the way we imagine and construct "community" and "communities" - ideas that are often naturalized and romanticized in social movement literature. Exposes students to feminist, post-structuralist, Foucauldian, and other critical social theories, as well as non-US based examples.

TCMP 590 Community Planning Studio I - Develop an annotated bibliography, work with an agency or NGO partner to identify a specific need, develop a formal statement of need and project plan including a plan for implementing the project.

TCMP 591 Community Planning Studio II - Work with faculty advisor and community-partner liaison to identify and complete a work product that is useful for the partner and that uses concepts and tools learned in the MA program. Engage in self-assessment of the project and the experience.

Appendix 2 – Graduate Student Resource Guide

