

UNIVERSITY OF ILLINOIS AT CHICAGO

MUPP DEGREE

Student Handbook AY2011-2012

Department of Urban Planning and Policy
University of Illinois at Chicago
412 S. Peoria Street, #215 (MC 248)
Chicago, Illinois 60607

Main phone: 312-996-5240
Main fax: 312-413-2314
Main e-mail: upp@uic.edu

Contents

1. Statement from the Head	3
2. Statement from the UPPSA President.....	4
3. Scope of the Handbook.....	5
4. History of the Department	6
5. UPP Mission & Goals.....	6
5.1. Mission Statement:	6
5.2. Goals:.....	6
5.2.1. Teaching.....	6
5.2.2. Scholarship.....	7
5.2.3. Service	7
6. The MUPP Program.....	7
6.1. MUPP Curriculum:	7
6.1.1. Distribution of Credits	8
6.1.2. The Core	8
6.1.3. Core Course Waivers	9
6.2. Advising Requirement	9
6.2.1. Required Plan of Study:.....	10
6.3. Areas of Concentration	10
6.3.1. Community Development (CD) Concentration	10
6.3.2. Economic Development (ED) Concentration	11
6.3.3. Globalization and International Planning Concentration.....	13
6.3.4. Physical Planning (PP) Concentration.....	14
6.3.5. Urban Transportation (UT) Concentration	16
6.3.6. Student Designed Concentration	17
6.4. The Professional Practice Experience (“Internship”)	17
6.4.1. Internship Waiver:	17
6.5. Internship Placement Support and the Career Center Website:.....	18
6.5.1. Geospatial Analysis and Visualization (GSAV).....	18
6.5.2. Joint programs.....	18
6.5.3. Study Abroad	19

6.6. Academic Integrity Policy	19
7. MUPP MASTER’S PROJECT AND THESIS GUIDELINES	21
7.1. Purpose	21
7.2. Thesis and Project Differences	21
7.3. Thesis and Project Proposals	22
7.4. Filing the Approved Proposal	23
7.5. Renegotiating the Proposal	23
7.6. Submitting the Final Document	23
8. Student services	24
8.1. Financial Aid	24
8.1.1. Research Assistantships (RAs)	24
8.1.2. Board of Trustees Tuition and Service Fee Waivers	24
8.1.3. Minimum Registration Requirements	25
8.2. Disability Resource Center	25
9. PLANNING TO GRADUATE?	25
10. People and organizations	26
10.1. UPP Faculty	26
10.2. UPP Adjunct, Clinical and Visiting Faculty	27
10.3. UPP Staff	28
10.4. Organizations	28
11. Forms	28

1. STATEMENT FROM THE HEAD

On behalf of the faculty and staff of the Department of Urban Planning and Policy (UPP) at UIC, I would like to welcome all of you. This is a very exciting time to embark on the journey to become an urban planner. While the domestic job market is still suffering from the major economic recession that started in 2008, I am certain that, the need for well-trained urban planners will only increase in the long run.

As one of the largest graduate planning program in the U.S., we are able to offer a wide variety of professional specializations topics courses covering a broad spectrum of urban issues relevant to planning in transportation, community development, urban design, spatial planning, environmental planning, international planning, and economic development that combine theory, method and practice. Only a few planning schools can match the breadth and depth of our curriculum. Although we try hard to keep policies and procedures as simple and student-friendly as possible, there are things that all students are expected to know. This handbook is intended to provide general information about the curriculum, policies and procedures. Some of the topics in this handbook are covered during the initial advising and the orientation, but there are many other important pieces of information that you need to become familiar with. Please take time to go over this handbook in the next few weeks because it will go a long way towards having a successful and enjoyable learning experience.

Of course, this handbook is not the only resource you have to successfully navigate the university environment. You will be assigned an academic advisor in the next few weeks. You should work closely with your adviser to develop a curriculum that will help you achieve your own learning goals in the most effective manner.

Last but not least, I should let you know that we spend a great deal of effort in maintaining the information on the UPP web site (<http://www.uic.edu/cuppa/upp/>) current. Much of the information in this handbook and also all the necessary forms are posted digitally. So, please regularly check the UPP WebPages. Again, welcome and I wish you best.

Sincerely,



Kazuya Kawamura
Associate Professor and Head

NOTICE

The purpose of this handbook is to provide information about the background, procedures, and policies of the MUPP program, as well as present an introduction to graduate study at the University of Illinois in Chicago. More detailed information can be found on-line in the UIC Student Handbook, available from the Vice Chancellor for Student Affairs, and in the UIC Graduate College Catalog, available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

2. STATEMENT FROM THE UPPSA PRESIDENT

Congratulations and welcome,

The Urban Planning and Policy Student Association (UPPSA) is the student organization for MUPPs and urban planning PhDs. We are a student group that focuses on developing planners and their philosophies through lectures, community service, events, and fun. For MUPPs, UPPSA can be a great tool to help you become familiar with the program by introducing you to the student body and planning profession as quickly as possible. This is critical to your future career because two years is a very short time span to learn a wide breadth of knowledge. UPPSA provides students with the opportunity to meet with peers outside of the classroom. We host transit-oriented-dinning (TOD) to socialize and explore Chicago. We organize regional volunteer events to help support neighborhoods and be active in the Chicagoland community. We provide avenues to develop strong professional networks through our active participation with the American Planning Association (APA), alumni, and professional lecture series events. We are expanding upon the services that past administrations have provided. We are exploring how to provide virtual space for student work, job/internship posting, student bios, and more. The goal of these new measures is to help students, particularly new students, to feel familiar with the program and encourage them to get off the ground running. We want to help students develop strong professional skills and academic portfolios to take to interviews and their future careers.

We know with your membership and active participation, UPPSA can provide you with opportunities that will further your career while building lasting relationships. UPPSA is here to listen to any questions and concerns that students may have about the program. We want to make sure that your time as a student planner will be fruitful. Again, congratulations for matriculating into one of the top tier programs in the nation! I give you my best wishes as you return back to school to start a new career or progress an old one.

Best wishes,

A handwritten signature in black ink, reading "Whitney Panneton". The signature is written in a cursive style with a large, sweeping initial "W" and a long, horizontal flourish at the end.

Whitney Panneton (President)

3. SCOPE OF THE HANDBOOK

The purpose of this handbook is to provide information about the background, procedures, and policies of the MUPP degree program, as well as present an introduction to graduate study at the University of Illinois in Chicago. It is supplementary for MUPP degree requirements as listed in the Graduate Catalogue at <http://www.uic.edu/gcat/UPUPP.shtml>. More detailed information can be found on-line in the [UIC Student Handbook](#), available from the Vice Chancellor for Student Affairs, and in the [UIC Graduate College Catalog](#), available from the Graduate College. Each student is responsible for being informed and abiding by the rules and regulations in these documents.

- UIC Student Handbook can be found at <http://www.uic.edu/depts/dos/handbook/index.html>
- UIC Graduate catalogue can be found at <http://www.uic.edu/gcat/>

The administrative procedures and curriculum requirements set forth in this handbook apply to all students matriculated into the MUPP degree program in the 2010-2011 academic year. Any changes that may be proposed to the MUPP degree program's degree requirements will first be reviewed by the Department's MUPP Committee, after discussion with and input by the Urban Planning and Policy Students Association (UPPSA), and will be presented to UPP faculty for its deliberation and approval, as set forth in the University Statutes. Any substantive revisions to the master's degree curriculum will first require review and approval by the department, the College, the Graduate College, the University and the IBHE before becoming effective. Procedural or administrative changes, however, require only departmental review and approval.

Any *substantive* curriculum requirements described in this handbook will follow you throughout your studies in UPP and all course requirements must be fulfilled for you to get your master's degree. Even if the curriculum requirements for the Master in Urban Planning and Policy degree should change in the future for other cohorts of master's students, you will still be bound by the course requirements set forth in the MUPP Handbook that was in effect in the year in which you were first matriculated in the program. This policy is to ensure that you are not unduly delayed in completing your necessary coursework by having the rules for earning your degree suddenly change on you midway through your studies.

However, there may also be new *administrative* changes proposed or adopted during the time that you are matriculated in the MUPP degree program. For example, the department may change its advising requirements or the Graduate College may change the process used by graduate students to appeal a grade. These procedural changes become effective in any year that they are adopted, and you must comply with all new procedures in order to fulfill your degree requirements, notwithstanding the administrative procedures set forth in this handbook and in effect in the year of your initial matriculation into the MUPP degree program.

4. HISTORY OF THE DEPARTMENT¹

The Department of Urban Planning and Policy (UPP) offers the Master of Urban Planning and Policy (MUPP) graduate degree and the Ph.D. degree in Urban Planning and Policy. The MUPP program, with over 190 full- and part-time students enrolled, is one of the largest graduate planning programs in the United States. The MUPP program at UIC is fully accredited by the Planning Accreditation Board of the American Planning Association and Association of Collegiate Schools of Planning.

Since its creation in 1973, the MUPP program has graduated over a thousand students who pursue careers in planning and management throughout the nation and in many foreign countries. The MUPP program provides its students with basic problem-solving and analytical skills as well as substantive preparation in specific areas of concentration, including community development, economic development, globalization and international planning, physical planning and urban transportation. Graduates are employed with a variety of public and private organizations engaging in economic or neighborhood development, city and regional planning, transportation planning, and housing.

The Ph.D. Program in Urban Planning and Policy offers advanced study of critical urban development challenges facing cities and metropolitan areas in the 21st century. Blending urban planning and public policy perspectives, the doctoral program provides a unique and powerful resource for the advanced study of challenging urban problems and their complex remedies. Students participate in an interdisciplinary learning community of faculty and research staff conducting a mix of applied and theoretical studies. Graduates will leave as scholars well prepared for positions as university professors, professional researchers or leadership roles in the public, private or nonprofit sectors. Admission to the doctoral program is granted only to individuals who already possess a master's degree in planning or in a closely-related field.

5. UPP MISSION & GOALS

5.1. Mission Statement:

The Department of Urban Planning and Policy fosters scholarship about cities, educates people to plan for cities and offers advice to city makers and users.

5.2. Goals:

5.2.1. Teaching

Degree Programs:

- Prepare MUPP Degree students for professional employment in urban planning related occupations

¹ College of Urban Planning and Policy. 2006. Briefing Paper 11: Understanding Our History. Accessed at http://www.uic.edu/cuppa/cuppa_history.pdf (August 11, 2009).

- Prepare UPP PhD students for employment in academia and research related positions
- Prepare UIC Urban and Public Affairs undergraduate students for graduate study in urban research & professional fields or occupations in public and civic organizations
- Support and promote collaborative learning among faculty and students with colleagues and citizens in civic domains ranging from the local to the global scale
- Promote integration which contributes to interdisciplinary understanding and cross-fertilization of classroom experience and cutting-edge research conducted at research centers

5.2.2. Scholarship

- Produce scholarship that contributes to the growth and improvement of knowledge about urban planning and related fields of inquiry
- Conduct and coordinate specialized inquiry on complex urban problems pooling diverse research skills in research centers

5.2.3. Service

- Translate the UIC Great Cities Commitment into specific educational programs, research studies, technical assistance and plans that urban clienteles will find useful.
- Strive to offer practical professional advice through an array of integrated teaching, research and service activities for a diverse clientele coping with complex urban problems.

6. THE MUPP PROGRAM

UPP's graduate Masters of Urban Planning and Policy program is fully accredited by the Planning Accreditation Board of the American Institute of Certified Planning and the American Planning Association

6.1. MUPP Curriculum:

The MUPP curriculum has five components: required core courses, concentration courses, electives, the professional practice experience (internship), and either a master's project or thesis. Although, in theory, students may be able to take courses in another concentration in lieu of electives in order to fulfill the distribution requirements for two concentrations, in reality scheduling conflicts between required Concentration courses often preclude this "dual concentration" option.

6.1.1. Distribution of Credits

Component	Number of Courses (4 credit hours for each course)	Credit Hours
Core	5	20
Concentration	3	12
Electives	2-5	8-20
Professional Practice Experience	1	4
Masters Project or Thesis	1 (project) to 4 (thesis)	4 (project) to 16 (thesis)
TOTAL	15	60

6.1.2. The Core

There are five core courses required for the MUPP degree. The core courses provide the backbone of common planning knowledge for all MUPP students. Although not required core courses, UPP 510, Data Analysis, and UPP 514, Economic Analysis, provide valuable conceptual tools that students will use in more specialized studies, such as within the economic development and urban transportation concentrations.

Required Core Courses

- UPP 500 History and Theory of Urban Planning
- UPP 501 Urban Space, Place and Institutions
- UPP 502 Planning Skills: Computers, Methods and Communications
- UPP 505 Plan-Making
- UPP 506 Plan-Making Studio

Scheduling Goals: Since the Department admits new students in both the fall and spring semesters, there are no formal prerequisites among the core courses but MUPP students should pay close attention to the order in which they take the core courses – for example, UPP 502, Planning Skills, should be taken before the UPP 505 and 506 Plan-Making course and studio.

We attempt to have UPP 500, 501 and 502 taught three times per year, with UPP 505 and 506 taught in the spring semester. Full-time students should plan on taking UPP 502 during

the fall semester and UPP 505 and 506 during the spring of their first year; part-time students taking evening courses should plan on taking UPP 502 prior to taking UPP 505 and 505 during the spring of their second year. UPP 505 will be offered in the evening, while the UPP 506 studios will be offered during both during the day and the evening. However, these scheduling goals remain tentative and are subject to revision.

6.1.3. Core Course Waivers

Students who have previously covered course material substantially similar to what is included in a core course may request a waiver of that course. If you wish to pursue this option, you should discuss it with any faculty member who teaches the course in question. If you come to an understanding that a waiver is warranted, submit Course Waiver Request Form to the faculty member, along with any documentation requested by the faculty to support your request. This might include a hyperlink to a description of the course you took elsewhere or a hard-copy syllabus. If everything is in order, the faculty member will sign off on the request and forward it to the UPP Director of Graduate Studies for approval and inclusion in your student file. The waiver form can be found online on the UPP webpage at http://www.uic.edu/cuppa/upp/current_students/cs_forms.html

KEEP IN MIND THAT A WAIVER DOES NOT REDUCE YOUR TOAL CREDIT HOURS REQUIRED TO GRADUATE, BUT IT DOES ENABLE YOU TO TAKE AN ADDITIONAL COURSE IN YOUR CONCENTRATION OR ELECTIVE.

6.2. Advising Requirement

Incoming students are first advised by the Head and/or Director of Graduate Study. Students will not be able to register for courses until he/she completes this initial advising. By the 10th day of the first semester, each student will be assigned a permanent faculty advisor who is responsible for providing assistance in planning remaining coursework and completing all degree requirements. Students should be aware that not deciding on the concentration until the late into their first year of study may affect the time to complete the degree requirements since some of the required courses are offered for only one semester per year.

Students must meet with their advisors in their first semester of study, to make sure that they enrolled for the appropriate courses to enable them to complete their degree requirements without unnecessary delay. They should also meet with their advisor at least once per semester thereafter to discuss their progress in the MUPP program and to plan their next semester's work. Advisors are prepared to offer help in the following ways:

- Scheduling concentration courses and electives
- Reviewing registration plans for consistency with program requirements
- Answering routine questions about concentration requirements, thesis/project procedures, leaves of absence, and continuity of registration
- Securing internship placements

Students sometimes change advisors. This may occur as students choose or change their areas of concentration or because of particular needs dictated by thesis or project topics. Students should feel free to request a change of advisors when necessary. As the first step, the student should schedule a meeting with the potential new advisor. In the meeting, the student should discuss the reasons for requesting the change with the prospective advisor. If the faculty agrees to be the advisor, the student should meet with the current (original) advisor to notify the change and explain the rationale. The student should notify Hazel Brown (memi@uic.edu) of such changes (with cc sent to the original and new advisors).

6.2.1. Required Plan of Study:

Your approved plan of study must be on file by the 5th week of your second full or part-time semester in order to avoid an advising hold on your registration. Complete a draft of your plan of study form, meet with your advisor, make revisions to the plan of study and submit to your advisor for approval. A copy of the form is shown at the end of this document and can also be downloaded from the UPP website:

http://www.uic.edu/cuppa/upp/current_students/cs_forms.html

6.3. Areas of Concentration

The concentration requirement is the completion of 12 hours (three courses of four credit hours each) of approved coursework in one of the concentration areas of community development, economic development, transportation, globalization and international planning, environmental planning, urban design and spatial planning, or in a student-designed *and* advisor-approved concentration.

6.3.1. Community Development (CD) Concentration

The Community Development (CD) Concentration seeks to prepare students for work principally in the nonprofit sector but also in institutions and firms dedicated to the wellbeing of communities. The concentration introduces students to rationales informing community action, to the strategies CD applies to its work, to in-depth issues challenging urban communities. Emphasis is placed on social change and fairness/equal opportunity especially for the most challenged and disadvantaged groups in US society.

Goals for the Community Development Concentration

1. Provide participants with the theoretical and practical knowledge that is necessary to understand, contextualize and act on the challenges communities face
2. Develop analytical and critical skills and criteria to examine specific community circumstances and environments and to access the data and resources necessary for strategizing and action.
3. Familiarize participants with the organizations, actors and major issues communities confront in their daily life and the ways in which they work.

Requirements

- UPP 540 Community Development I: Theory
- UPP 541 Community Development II: Practice
- UPP 54_ Community Development Elective or faculty approved course.

Prerequisite Structure: None

Scheduling Goals (Subject to Change)

Course	Semester	Time
Community Development I	Fall/Spring	Day/ Night Alternating
Community Development II	Spring	Day/ Night Alternating
Community Development Elective	Fall and/or Spring	Day/ Night Alternating

6.3.2. Economic Development (ED) Concentration

The modern city prospers when the local economy produces a diverse assortment of jobs and revenues. But the roller coaster of economic boom and bust often takes a heavy toll on local residents. Plants shut with little warning and the burdens of economic growth fall unevenly across the urban landscape. The field of economic development starts from the assumption that state, market, and third sector institutions can and do intervene to spread the benefits of economic activity, reduce its costs, and counter its uneven distribution.

Goals for the Economic Development Concentration

1. To rigorously analyze the structure and needs of local and regional economies.
2. To build on analysis to formulate place-specific economic development plans and policies.
3. To anticipate and evaluate the prospective impact of alternative economic plans and policies.
4. To familiarize students with the key issues and actors relevant to the functioning of local and regional economies

Requirements

- UPP 530 Economic Development I: Analysis
- UPP 531 Economic Development II: Planning
- UPP 53_ Economic Development Elective or faculty approved course

Prerequisite Structure

- UPP 514 is recommended prior to taking Economic Development I for students without any economics background.
- UPP 530 Economic Development I is a prerequisite for UPP 531 Economic Development II.
- UPP 514, Economic Analysis for Planning and Management, is recommended for some Economic Development electives

Scheduling Goals (Subject to Change)

Course	Semester	Time
Economic Development I	Spring	Day/ Night Alternating
Economic Development II	Fall	Day/ Night Alternating
Economic Development Elective	Fall and/or Spring	Day/ Night Alternating

6.3.3. Environmental Planning

The Environmental Planning (EP) Concentration provides students with an overview of the theory and methods used to guide urban development and redevelopment in a more sustainable manner, so as to conserve natural resources and enhance ecosystem services while providing for economic development and promoting social equity and civic engagement within the planning process. The concentration introduces students to both regulatory and market-based strategies of environmental management, explores economic and systematic quantitative analyses of environmental policy, and offers electives examining discrete topics of environmental practice (such as EIS development, food policy, energy planning, green infrastructure for urban stormwater management, water resources management, etc.).

Goals for the Environmental Planning Concentration

1. To provide students with an understanding of cities as human-ecological systems.
2. To trace the evolution of federal environmental protection laws in response to increased urbanization in the United States.
3. To introduce students to market-based approaches to environmental management, including the use of tradable permit and tax and economic incentives to promote environmental goals.
4. To train students to use economic and systems methods to evaluate environmental policy.
5. To enable students to explore specific issues in environmental protection and planning in depth by taking various elective courses or an environmental planning studio and by writing a masters project or thesis on a topic of environmental planning or policy which integrates environmental theory, analysis, and practice.

Requirements

- UPP570, Environmental Planning and Policy, 4 hours (renumbered from UPP 554);
- One of the following two courses:
 - UPP 571, Economic and Environmental Planning, 4 hours (renumbered from UPP 537) or
 - UPP 572, Systems Methods for Environmental Planning and Policy, 4 hours (new course)

- UPP 57_ Environmental Planning Elective or faculty approved course

Prerequisite Structure

- UPP 514, Economic Analysis for Planning, is strongly recommended before taking UPP 571

Scheduling Goals (subject to change)

Course	Semester	Time
Environmental Planning and Policy	Spring	Day/Night Alternating
Economic and Environmental Planning	Fall	Day/Night Alternating
Systems Methods for Environmental Policy	Spring	Day/Night Alternating
Elective/Studio	Fall/Spring	Day/Night

6.3.4. Globalization and International Planning Concentration

The purpose of this concentration is to make students aware of the importance of planning in different contexts that tie the local and global. Students will develop an understanding of how globalization has changed both cities and planning. Students will be exposed to a contextual framework for exploring planning literature and practice in an international perspective. Students will develop an understanding of the relationship between local conditions and global forces, particularly the importance of globalization in local politics through exploration of how global economic forces rather than local supporters have become dominant in maintaining local regimes. Students will develop an understanding of the forces driving urbanization and the challenges at the periphery of urbanizing areas. Students will explore new challenges and issues, such as environmental impacts and migration.

Goals for the International Development Concentration

1. Provide students with theoretical and practical knowledge that is necessary to comprehend and contextualize the processes of globalization.
2. Develop analytical and critical skills to examine the impact of globalizing processes on a specific locale and to access the relevant data and resources.
3. Familiarize students with approaches and role of concerned stakeholders including worldwide organizations like the World Bank, multinational regional compacts like NAFTA, NGOs, and the national governments.

Requirements

- UPP 520 International Planning I: Globalization and Development Theory
- UPP 521 International Planning II: Comparative Policies and Programs
- UPP 52_ International Planning Elective or faculty approved course

Prerequisite Structures

None

Scheduling Goals (Subject to Change)

Course	Semester	Time
International Planning I	Fall	Day/ Night Alternating
International Planning II	Spring	Day/ Night Alternating
International Planning Elective	Fall or spring	Day/ Night Alternating

6.3.5. Urban Design and Spatial Planning Concentration

Goals for the Urban Design and Spatial Planning Concentration Overall:

All human activity has a physical manifestation and takes place within a territorial context that land use planners or urban designers learn to study, analyze and integrate within plans. The physical planning concentration teaches knowledge and skills for professional entry level planning in land use planning or urban design. Students learn to work across a variety of scales from site-level to region using theory, method and practice. Students also learn to understand and include institutional, legal, and environmental relationships as part of plan making and implementation focusing on the pressing demands for just and sustainable urban development. The physical planning concentration combines theory, skills and practice.

Students must elect to complete the requirements of either urban design or land use track in order to complete the urban design and spatial planning concentration.

Urban Design Track

Goal: Students understand basic ideas about three-dimensional space production for the built environment. This will include concepts describing massing at the site, district, and master plan scale and the purpose and importance of design guidelines for place making. Each will acquire entry level visualization skills for current urban design practice in planning leaning how to use these to integrate with the work of land use planners, landscape architects, and architects. Obtain practical experience using design ideas and technique to prepare a professional urban design plan and/or design guidelines for a client.

Requirements

- UPP550 Physical Planning I Theoretical Foundations
- UPP551 Physical Planning II: Methods
- UPP556 Urban Design Studio or equivalent design studio assigned by department

Prerequisite Structure

Students should take both UPP550 (theory) and UPP551 (method) before taking the Urban Design Studio UPP556 (practice). Students may take UPP550 and UPP551 in any order.

Scheduling Goals (Subject to Change):

Course	Semester	Time
UPP550 Physical Planning I Theoretical Foundations	Fall	Day/ Night Alternating
UPP 551 Physical Planning II: Methods	Spring	Day/ Night Alternating
UPP556 Urban Design Studio or equivalent design studio assigned by department	Fall	Day/ Night Alternating, 6 contact hours

Land Use Track

Goal

Students learn to describe, analyze, assess and recommend changes for the physical organization and use of land within regions, cities and neighborhoods. Students acquire theory and concepts from three disciplines: planning, geography and social science. Each learns to use visual and analytic methods to describe spatial and temporal change in the function and use of the urban physical environment across scale. Obtain practical experience using land planning ideas and technique to prepare a professional urban physical plan for a client.

Requirements

- UPP557 Site Planning
- UPP558 Land Use Planning
- UPP552 Physical Planning III: Studio or equivalent studio assigned by department

Prerequisite Structure

Students should take both UPP558 (theory) and UPP557 (method) before taking the Physical Planning Studio UPP552 (practice). Students may take UPP558 and UPP557 in any order.

Scheduling Goals (Subject to Change):

Course	Semester	Time
UPP557 Site Planning	Spring	Day/ Night Alternating
UPP558 Land Use Planning	Fall	Day/ Night Alternating
UPP 552 Physical Planning III: Studio	Fall	Day/ Night Alternating, 6 contact hours

6.3.6. Urban Transportation (UT) Concentration

The urban transportation concentration teaches students how to plan for equitable and efficient transportation systems, emphasizing multi-modal transportation (public transit, bicycle, pedestrian, and transportation of goods) and its connectivity to the physical and built environment, the economy, and society. Emphasis is placed on how to develop successful multi-modal transportation systems. Long-range and operational planning at the national, regional, and local scales are investigated, acknowledging the importance of both information-based, rational planning and participatory planning. Students will learn appropriate use of both planning and technology solutions to satisfy travel needs and address mobility problems. Students prepare for professional practice in public agencies and private transportation companies.

Goals of the Urban Transportation Concentration:

1. To prepare students for professional practice in public agencies and private transportation companies.
2. To understand the role of transportation of urban areas
3. To be able to define transportation problems in terms of accessibility to sites of employment, housing, social services and recreation
4. To develop competency in long-range planning, project management, program and project evaluation
5. To contextualize major transportation issues in relation to energy, environment, social justice and advanced technology policies
6. To familiarize students with transportation funding and financing
7. To understand basic concepts of management of urban public transit systems
8. To understand the design and analysis of the physical, financial, and institutional feasibility of alternative transportation projects using quantitative transportation models, the process of selecting projects for implementation, and system operation management.

Requirements

- UPP 560 Urban Transportation I: Introduction
- UPP 561 Urban Transportation II: Policy and Methods
- UPP 562 Urban Transportation III: Laboratory

Prerequisite Structure

- Students without basic knowledge of statistics should take UPP 510, Data Analysis for Planning and Administration I
- Students without basic knowledge of microeconomics should take UPP 514, Economic Analysis for Planning and Management,
- Urban Transportation I is a prerequisite for Urban Transportation III, and recommended before Urban Transportation II.
- Urban Transportation II and Urban Transportation III can be taken simultaneously.

Scheduling Goals (Subject to Change)

Course	Semester	Time
Urban Transportation I	Fall	Day/ Night Alternating

Urban Transportation II	Spring	Day/ Night Alternating
Urban Transportation III	Fall	Night

6.3.7. Student Designed Concentration

Students with special interests or career goals may design their own concentration in consultation with a faculty adviser. A student designed concentration must be approved by the Department Head and a copy of the approved proposal will be placed in the student's file.

6.4. The Professional Practice Experience (“Internship”)

The Professional Practice Experience (UPP590), commonly known as the “Internship” consists of 300 hours of field-work. UPP590 can be taken during or after the internship. *Students must have their internships agreements approved by Prof. Curt Winkle, UPP’s Director of Graduate Studies before hours worked can begin counting toward the internship requirement.* Internship hours worked will not be approved retroactively.

Field work placements should be selected according to the following criteria:

- The agency should be interested in the purpose of the fieldwork, committed to making the experience worthwhile for the student, and capable of handling the student’s needs.
- The assignment should be related to the student’s interests and area of concentration.
- The student should have a clearly identifiable supervisor and a definable work task.
- The assignment should usually result in a specific work product.

In order to ensure that all parties to the fieldwork assignment have a clear understanding of what is involved in an internship, agreement forms are available on the UPP webpage (http://www.uic.edu/cuppa/upp/current_students/cs_forms.html).

The Internship Agreement form needs to be signed by the student, by his or her prospective supervisor, and by the Director of Graduate Studies before internship hours can begin counting toward the internship requirement. This agreement states: a) the nature of the work to be done, b) the supervisor, c) compensation (if any), and d) the expected final product (if any).

6.4.1. Internship Waiver:

The internship requirement may be waived for those students who come to the program with professional planning experience or are already employed in a public or private agency. To qualify for a waiver a student must submit a resume, a detailed statement of professional experience, Course Waiver Request Form, date of employment and the name and contact information for the work supervisor. The Course Waiver Request Form and accompanying material should be submitted to the Director of Graduate Study, Professor Curt Winkle.

6.5. Internship Placement Support and the Career Center Website:

Students are encouraged, in consultation with their advisor or other faculty, to seek out appropriate internship placements on their own. In order to facilitate summer internship placements, the Department organizes an internship placement event during the spring semester. Representatives of public and non-profit agencies and private-sector consulting firms come to campus for this event and interview students for internships.

Job and internship notices are also posted online on the College's Career Center website, www.uic.edu/cuppa, under CUPPA's Career Center hyperlink at <http://www.uic.edu/cuppa/AlumniCareerCenternew.html>.

6.5.1. Geospatial Analysis and Visualization (GSAV)

UPP's Urban Data Visualization Lab conducts computer-based urban and regional visualization research serving UIC faculty, students, local officials, and the general public. As a component of UPP's academic program, the Lab trains graduate students in Urban Planning and Policy to employ integrated analytical methods combining databases, geographic information systems (GIS), statistical, object-oriented and agent-based modeling, three-dimensional graphics, video, Web, and virtual reality programming.

UDVL staff will also be helping deliver UPP's certificate in Geo-Spatial Analysis and Visualization (GSAV). Students can earn the certificate by taking a three-course curriculum. The curriculum requires completion of UPP 460, Introduction to Geo-Spatial Analysis, and UPP 461, GIS I, and a choice of a third course in Advanced GIS, Advanced Visualization, or Agent-Based Modeling. Information about the GSAV certificate can be found at: http://www.uic.edu/cuppa/upp/gsav/gsav_home.html.

For more information, please contact William A. (Max) Dieber, maxdbr@uic.edu, UDVL Director.

6.5.2. Joint programs

UPP also offers following opportunities for students to pursue interdisciplinary degrees or concentrations. For detailed information, please consult the web sites.

Master of Arts in Real Estate (MRE)
<http://www.uic.edu/cba/mare/index.html>

Interdepartmental Graduate Concentration in Survey Research Methodology
<http://www.srl.uic.edu/gcsrcm/Survey%20Research%20Methodology%20Brochure.pdf>

Interdepartmental Concentration in Gender and Women's Studies
<http://www.uic.edu/depts/wsweb/graduate/gradrequirements.htm>

6.5.3. Study Abroad

The Department of Urban Planning and Policy recognizes that planning is increasingly a global activity, and works to provide students with opportunities for international exchange that will enhance their ability to work globally.

Currently, the two primary vehicles for students to gain international experience are the Department's negotiated agreements with the Peace Corps for participation in the [Peace Corps Masters International](#) program, and with the School of Geography, Planning and Environmental Policy at [University College Dublin](#).

An additional opportunity for study abroad is the Great Cities London Program, led by UPP faculty, in cooperation with the Great Cities Institute, UIC's Study Abroad Office, and the Institute for the International Education of Students (IES). This program offers students the opportunity to study contemporary urban issues in two great cities: Chicago & London. Students spend one month in London, from mid-May to mid-June.

Students in the department may also pursue opportunities through study abroad. This is typically done either by participation in exchange programs developed by other accredited planning departments or through arranging to study at institutions abroad that have a negotiated agreement with UIC through its Office of International Affairs.

Students wishing to pursue any of these options should plan early to ensure that their progress towards the MUPP degree is not delayed. Please refer to more detailed information about each program on the webpages below, and consult with [Ann Barnds](#) at abarnd1@uic.edu or 312-996-2165 early in the process, to ensure that they meet application deadlines and that planned study abroad will be accepted towards fulfillment of degree requirements in UPP.

- University College Dublin:
http://www.uic.edu/cuppa/upp/prospective_students/ps_stdy_ucd.html
- Peace Corps Master's International:
http://www.uic.edu/cuppa/upp/prospective_students/ps_stdy_peacecorp.html
- Great Cities London:
http://www.uic.edu/cuppa/upp/prospective_students/ps_stdy_gclp.html

6.6. **Academic Integrity Policy**

UIC's Guidelines Regarding Academic Integrity (<http://www.uic.edu/ucac/catalog/GR.shtml#qa>) states

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community—students, staff, faculty, administrators—share the responsibility of insuring that these standards are upheld so that such an environment exists. Instances of academic misconduct by students, and as defined herein, shall be handled pursuant to

the *Student Disciplinary Policy* which is available online

http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf.

Academic dishonesty includes, but is not limited to:

Cheating: Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise, or extending to or receiving any kind of unauthorized assistance on any examination or assignment to or from another person.

Fabrication: Knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty/Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade, grade, or evaluation of academic performance. Any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

Examination by Proxy: Taking or attempting to take an exam for someone else other than the student is a violation by both the student enrolled in the course and the proxy or substitute.

Grade Tampering: Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

Nonoriginal Works: Submission or attempt to submit any written work authored, in whole or part, by someone other than the student.

Student Disciplinary Policy

The *Student Disciplinary Policy* is the University's process to handle allegations of misconduct by UIC students. The *Student Disciplinary Policy* addresses both academic misconduct (such as plagiarism, cheating, or grade tampering) and behavioral misconduct (such as theft, assault, under-age drinking, and drug use.)

The main purpose of the *Student Disciplinary Policy* is to insure that students receive due process—which means that every student should have a fair opportunity to express their side of the story before any decisions are made about their disciplinary case. The Student Disciplinary Policy was designed to be educational in nature. The *Student Disciplinary Policy* is available online at http://www.vcsa.uic.edu/NR/rdonlyres/C10B0B31-31AD-4386-9A7A-17CA7A579C2D/962/Student_Discipline_Book.pdf.

As graduate students, you will be doing considerable amount writing for the next several years. It is absolutely essential that all your work adhere to the highest standard of practice regarding the proper attribution of ideas and works that belong to others. If you are not clear about what constitute plagiarism and how to avoid it, please review the following web site by Professor Edelberg in the Department of Philosophy.

http://tigger.uic.edu/~edelberg/crediting_others/index.htm

It is each student's responsibility to know what constitute plagiarism and avoid it.

7. MUPP MASTER'S PROJECT AND THESIS GUIDELINES

7.1. Purpose

The master's project or thesis is the final requirement of the MUPP program. The purpose of this requirement is to give the student experience in the conceptualization of a research or planning problem, the development of a methodology for addressing the problem, and the preparation of a document which carries out the analysis and communicates the results and conclusions reached.

7.2. Thesis and Project Differences

The thesis and project differ with respect to content, credit hours, and advising requirements. A project is usually an exercise in applied research directed toward an actual planning problem. The project may focus on the definition of the problem, the context of the problem, and the analysis of alternative solutions or issues in implementation, monitoring, and evaluation. The primary focus in the project is the substance and the context of the planning application. A project is often developed in the context of a student's professional job experience or internship. When this applies, it should be clear that the student has direct and personal responsibility for any work product submitted as a master's project. Any questions on this point should be discussed with the faculty advisor.

Masters projects carry 4 hours of credit. Students are required to write and secure approval of a master's project proposal prior to registering for master's project hours. The project proposal can be reviewed and approved by any UPP faculty member.

A thesis is a more traditional piece of academic research, and frequently involves the analysis of historical materials and use of secondary sources. An exploration of planning theory or research methods would also be appropriate for a thesis. There are specific format requirements for theses. Students writing theses should obtain a copy of these guidelines from the Graduate College.

Students can earn from 8 to 16 hours of credit for thesis research. Thesis proposals must be reviewed and accepted by a faculty committee constituted according to requirements of the Graduate College.

Students who select the thesis must present their work to a formal thesis examination committee.

The thesis committee must include three members of the UIC faculty. The chair of the committee must be a member of the UPP faculty. At least two of the committee members must be permanent members of the UIC Graduate Faculty. Most associate and full professors are members of the UIC Graduate Faculty. Sample of projects and theses completed by MUPP graduates are available from the UPP department. Please contact Ann Barnds abarnd1@uic.edu if you wish to review them.

7.3. Registration

After students have completed a project or thesis proposal and have secured faculty approval, they should register for UPP 597 (project) or UPP 598 (thesis). In order to complete registration for project or thesis, notify Hazel Brown memi@uic.edu to remove the registration restriction for UPP597 or UPP598.

Both projects and theses receive either an “S” or “U” grade.

Students who do not complete their thesis or project work in one semester are required to register and pay for zero credit hours of UPP 597 or UPP 598 each semester until their work is completed.

7.4. Thesis and Project Proposals

The thesis or project proposal should contain a statement of the topic and a work plan. The thesis and project form can be found on the UPP website under Academic and Forms: <http://www.uic.edu/cuppa/upp/academic/academic-5.htm>

Thesis Proposal Format

1. Description of the research question or hypothesis.
2. Discussion of the importance of the topic.
3. Review of previous work and relevant theory.
4. Work tasks.
5. Management plan.
6. Outline of thesis document.

Project Proposal Format

1. Statement of the planning or policy problem.
2. Discussion of the importance of the problem, and previous work on it.
3. Work tasks.
4. Management plan.
5. Outline of project report.

The thesis committee or project advisor may require submission of a literature review or data collection plan as part of the proposal.

The work tasks should describe all steps that will be required to complete the thesis/project.

The management plan should include a project timetable indicating when specific work tasks will be started and completed, and anticipated level of effort for each task. The management plan should also include a schedule for submitting intermediate and final written reports, and an outline of all such documents.

The management plan should clearly indicate which tasks have been previously completed (e.g., as internship projects) or will be completed by others (e.g., another student's work, consultants, agency staff).

The procedure for preparing the proposal is as follows:

Draft a proposal covering the points listed above.

Discuss it with your advisor and revise as necessary.

Identify two or three faculty willing to serve on the committee (if the thesis option is being used).

Schedule a formal meeting to discuss the proposal.

7.5. Filing the Approved Proposal

Once the proposal has been approved by the project advisor or thesis committee, the student's advisor should submit an approval form to the Director of Graduate Studies.

7.6. Renegotiating the Proposal

Any changes in the project or thesis should be discussed with the advisor or thesis chairperson. Significant changes should be approved in writing and filed with the MUPP office.

Any changes in thesis credit hours must be approved by the thesis committee and by the Director of UPP in writing. Students do not normally receive additional credit unless the scope of work is changed. Difficulty in getting or analyzing data is not a sufficient reason for changing the amount of credit to be awarded.

7.7. Submitting the Final Document

7.7.1. Project

Two bound and one electronic copies of completed master's project must be filed with the MUPP office along with the certificate of approval signed by the project advisor and a printout of the Completion Certificate for the student exit survey. If you plan to graduate in the same semester that you complete your project, you must submit your approved copies by the TWELFTH week of the semester and by the SIXTH week during the summer term.

7.7.2. Thesis

Submission of thesis is done electronically. Thesis must be converted to a pdf file and submitted to the Graduate College. Please see the following web site for more detail.

<http://grad.uic.edu/cms/?pid=1000916>

8. STUDENT SERVICES

8.1. Financial Aid

8.1.1. Research Assistantships (RAs).

RA awards are usually but not always made at the time of admission. The award letter will state the amount, the hours of work required, and the length—either one semester or a full academic year. Renewal or extension of an award is not automatic; you must apply in writing to the UPP Head well before the end of the semester for a renewal. All RA awards include a stipend as well as waivers of base tuition and most fees.

RA awards are granted only to full-time students enrolled for 12 or more hours of credit per semester. RA appointments, with the exception of hourly appointments, usually include tuition and fee waivers of most base tuition and fee charges, but will not include a waiver of the tuition differential required of all students matriculated in the UPP program. A base tuition and fee waiver granted to an RA for the entire academic year (fall and spring semesters) will usually carry forward into the summer semester, as well.

Because the Department does not receive permanent state funding for RAs, the availability of funding for RA appointments cannot be determined with precision. Some awards are made at various times during the academic year. This happens when new money becomes available from an external grant or contract or when students who had received an award commitment change their plans. Notices of the availability of new RA appointments are usually distributed to all MUPP students by e-mail and are also posted on-line on the College's Career Center website (which requires a current UIC ID and password to access).

If you wish to be considered for an RA during the academic year, you should submit a letter of interest and your curriculum vitae to the Head of the Department of Urban Planning and Policy. If you are interested in a particular research center, please provide that information to that center in addition to the Department, so that the appointment decision can be collaboratively considered by both the Department and the center. Please also note that a research assistantship appointment at a CUPPA research center will normally not satisfy the internship requirement for the MUPP degree (unless the RA's work for the center's client is done under the direction of the client).

8.1.2. Board of Trustees Tuition and Service Fee Waivers

Each year UPP is allocated a fixed number of tuition and service fee waivers by the Graduate College. These are called Board of Trustees (BOT) of the University of Illinois Tuition and Service Fee Waivers Awards, and can be for either one semester or one academic year. A renewal or extension is not automatic. To be eligible, student must be engaged in full-time study (12 hours minimum) and have completed at least one semester of study in the UPP program. Students interested in being considered for a tuition and service fee waiver should notify the Department Head in writing.

8.1.3. Minimum Registration Requirements

If you are receiving financial assistance, you must meet UPP's minimum registration requirement each semester or you will be charged tuition. The Graduate College will not approve exceptions to the Department's minimum credit requirements, as listed below.

Tuition and service fee waiver	
Fall and Spring semesters:	12 hours
Summer semester:	6 hours

Research Assistantships	
Domestic students:	12 hours
Foreign students:	
25% appointment	12 hours
33% appointment	10 hours
40% appointment	8 hours
Summer - all students	3 hours

8.2. **Disability Resource Center**

The University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services and all activities at UIC. UPP students with disabilities who require accommodation must be registered with the Office of Disability Services (ODS). Please contact ODS at 312-413-2183 (voice), or 312-413-0123 (TTY).

9. **PLANNING TO GRADUATE?**

To declare your intention to graduate for a certain term you must complete the online Intent to Graduate. Students should go to the University portal, <https://my.uic.edu>, and login. In the "Academics" tab of the student part of the portal (you may also have staff and faculty sections if you work on campus and/or are a teaching assistant) go to the "Records" sub-tab. Choose links, and then the link to Declare your Intent to Graduate. Read the information carefully, and follow the instructions given. (You may view a short tutorial about the Intent to Graduate form in the "Learning Hub" of the portal. If you are logged in, go to the "My Announcements" portlet and choose the Learning Hub; if you have not yet logged into my.uic.edu - the Learning Hub is on the right.)

<http://grad.uic.edu/cms/?pid=1000030>

The Intent to Graduate site also allows you to input a diploma mailing address. Diplomas are typically mailed two or more months after the end of the term of graduation.

If you have lost access to the my.uic.edu because you have not been a registered student for over

two semesters go to <https://apps.uillinois.edu/StudentFacSelfService.html> and log into Student Self-Service. You will be able to complete the Intent to Graduate in Self-Service. (Note: If you have forgotten your password, there is a link to change with information on the login page.) The Intent to Graduate must be submitted for the term you intend to graduate. The on-line form is available from the time when registration for that term begins through the Friday of the third week of fall and spring semesters, or through the second week of the summer (eight-week) session. If you complete an Intent to Graduate for one term and do not graduate that term, you must complete another Intent to Graduate for the new term in which you are attempting to graduate.

If you are declaring for a master or doctoral degree, your college is "Graduate College,"

10. PEOPLE AND ORGANIZATIONS

10.1. UPP Faculty

Ning Ai	Environmental Planning and Policy, Environmental Economics
Kheir Al-Kodmany	Physical planning, quantitative analysis, and urban design; co-Director, Urban Data Visualization Lab
Philip Ashton	Housing finance, community economic development, urban revitalization
John Betancur	Economic development and sociology; interim Director, Institute for Research on Race and Public Policy
Joshua Drucker	Economic development
Douglas Gills	Community and economic development
Charles J. Hoch	Physical planning, housing planning and policy
Martin S. Jaffe	Land use and environmental planning, physical planning. On sabbatical leave, fall semester, 2009.
Kazuya Kawamura	Freight transportation, transportation economics, environmental justice
Brenda K. Parker	Political economy, program evaluation, and urban and public affairs
David C. Perry	Economic development, planning theory and political economy; Director, Great Cities Institute
Janet Smith	Housing, community development, poverty and race issues; co-Director, Voorhees Center for Neighborhood and Community Improvement
Piyushimita (Vonu) Thakuriah	Transportation, statistics, and quantitative methods;
Nebiyou Tilahun	Travel behavior analysis, transportation economics, transportation safety
Nik Theodore	Economic development, labor markets, urban policy; Director, UI Center for Urban Economic Development
Sanjeev Vidyarthi	Physical planning, urban design, international planning

Rachel N. Weber	Local and regional economic development, industrial location, and public finance
Curtis R. Winkle	Health planning, management skills, program evaluation, statistics
Moira Zellner	Environmental planning
Tingwei Zhang	Quantitative analysis, urban design, international planning

10.2. UPP Adjunct, Clinical and Visiting Faculty

Keisha Farmer-Smith	UPP 501 Urban Space, Place and Institutions
Peter Creticos	UPP 536 Urban Employment Planning
Sarah Barr	UPP 460 Introduction to Geospatial Analysis and Visualization, UPP 461 Introduction to GIS for Planning
Charles Daas	UPP 202 Planning Great Cities, UPP 403 Introduction to Urban Planning
William A. "Max" Dieber	UPP 461 Introduction to GIS for Planning
Yochai Eisenberg	UPP 461 Introduction to GIS for Planning
Kevin Gibbs	UPP 462 Intermediate GIS
Eugene Goldfarb	UPP 493 Survey of Sustainable Development Techniques
Kiersten Grove	UPP 565 Complete Streets
Ben Gomberg	UPP 565 Complete Streets
Robert Nelis	UPP 594 Strategic planning in a post-bubble environment
Erica Pascal	UPP 553 Land Use Law
Noah Jenkins	UPP 545 - Community Development: Special Topics: Capacity building and proposal development
Nina Savar	UPP 461 Introduction to GIS for Planning, UPP 462 Intermediate GIS, UPP 460 Introduction to Geospatial Analysis and Visualization
Stephen Schlickman	UPP 565 Transportation Funding and Finance
Mosheh Wolf	UPP493 Introduction to Urban Ecosystems, UPP 510 Data Analysis for Planning and Management I
Thomas Snyder	UPP 514 Economic Analysis for Planning and Management
James Van der Kloot	UPP 493 Survey of Sustainable Development Techniques

10.3. UPP Staff

Ann Barnds, abarnd1@uic.edu, Assistant to the Director for Administration
 Wei Liu, weiliu@uic.edu, Assistant to the Director for Budgeting
 Hazel Brown, memi@uic.edu, Admissions and Records Officer
 William A. (Max) Dieber, maxdbr@uic.edu, Director, Urban Data Visualization Lab
 Nina Savar, nsavar@uic.edu, GIS Coordinator, Urban Data Visualization lab

10.4. Organizations

Research Centers and Institutes located within CUPPA

- Center for Urban Economic Development: <http://www.urbaneconomy.org/>
- Great Cities Institute: <http://uic.edu/cuppa/gci/index.shtml>
- Institute for Research on Race and Public Policy: <http://www.uic.edu/cuppa/irpp/>
- Nathalie P. Voorhees Center: <http://www.uic.edu/cuppa/voorheesctr/>
- Survey Research Laboratory: <http://www.srl.uic.edu/>
- Urban Transportation Center: <http://www.utc.uic.edu/>

Planning Organizations in Chicago

- American Planning Association: <http://www.planning.org/>
- American Institute of Architects Chicago Chapter: www.aiachicago.org
- Congress for New Urbanism: <http://www.cnu.org/>
- Urban Regional Information Systems Association: www.urisa.org

A more complete list of web-based resources can be found on the Planning Links subpage of the Current Students page on the UPP website:

http://www.uic.edu/cuppa/upp/current_students/cs_pln_links.html

11. FORMS

All the necessary forms can be found at the following web site

http://www.uic.edu/cuppa/upp/current_students/cs_forms.html