

# URBAN AFFAIRS, M.A.

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## Description

The Graduate Program in Urban Affairs, which offers the Master of Arts degree, is located in the Sociology Department. It is a multidisciplinary program, utilizing the resources of the social science disciplines. As over half the world's population lives in or near urban areas, the study of urban affairs is an invaluable discipline.

The program is structured to meet the career development needs of adults desiring to work in urban administration or professional positions that address urban issues.

Persons who have an interest in the following areas will find the study of Urban Affairs to be of particular interest: Urban/city planning and administration, including local, state, and federal government, urban revitalization, human resources development, community organizations, public health, urban problems (housing, criminal justice, education, transportation), civics, urban studies or other urban environments. In addition, Urban Affairs students are increasingly being recruited for private and non-profit career opportunities.

## Degree Requirements

### Time Limit

A student matriculating in a master's degree program at Norfolk State University will be expected to complete all requirements for his/her degree within a four academic calendar-year period.

### Thesis or Comprehensive Exam

Each student is expected to write a thesis or take a comprehensive exam for the completion of the Master's of Urban Affairs. The thesis must involve a significant problem and be demonstrative of the student's competency in research methods. The comprehensive examinations are used to test students' knowledge of the subject area in two or more related areas. It is necessary that the student (candidate) be enrolled in the Graduate Program of Urban Affairs during the thesis defense presentation or to take the comprehensive examination.

### Credit Hours

The thirty-six (36) credit hour curriculum consists of two parts: core courses (24 hours) and electives (12 hours).

## Course Load

A full-time graduate student enrolled during an academic year is permitted to carry a class load of twelve (12) credit hours per semester, and six (6) credit hours during the Summer Session. To be considered in full-time study, the student must be registered for 9 or more credit hours each semester during the academic year. The Departmental Graduate Coordinator must approve any departure from these regulations.

## Transfer Credit

A maximum of six (6) credit hours may be allowed as transfer credit for students who have completed graduate courses at Norfolk State University and other accredited institutions. These credits should have been taken during the last five years and should not have been previously applied to a degree at another institution. The Coordinator

of the Graduate Program in Urban Affairs will make decisions regarding transfer of credit.

## Withdrawal from Courses

A graduate student may officially withdraw from a course in accordance with the dates stipulated in the University Calendar. To withdraw, a student must file a withdrawal petition provided by the Registrar's Office.

## Advancement/Advisement and Evaluation

Incoming students to the graduate program are expected to identify a specialization. A faculty member is assigned to advise the student and monitor his/her progress and performance during the tenure in the program. All candidates for the Master of Arts degree in Urban Affairs are must maintain a minimum of a 3.0 cumulative index out of a possible 4.0. The grades are reviewed by the program coordinator after each semester. In cases of sub-standard performance, actions are initiated. These include warning, probation, and termination.

## Application for Degree

Prospective graduates should adhere to the University Calendar regarding deadlines for filing an application for graduation. Applications must be filed in the program office. The application for graduation form will initiate clearance toward graduation by the Graduate Coordinator and the Registrar. The student is asked to pay the graduation fee at the time that he/she files the application. If all requirements for the degree are not met at the end of the last semester or summer session's work, the student will be required to file an update with the Graduation Audit Office in order that the corrected date is reflected on the diploma.

## graduation requirements

Subject Area	Credits
Core Courses	18
Electives	12
Thesis/Non Thesis Elective Courses	6
<b>Total Credit Hours</b>	<b>36</b>

## Core Courses

Code	Title	Credits
UAF 570	Introduction to Urban Studies	3
UAF 611	Urban Problems in Contemporary America	3
UAF 690	Advanced Seminar: Urban Policy Analysis and Program Development	3
UAF 693	Urban Community Field Placement	3
UAF 697	Urban Research Methods I	3
UAF 698	Urban Research Methods II	3

## Thesis Option

Code	Title	Credits
<b>Core Courses</b>		<b>18</b>
<b>Thesis Courses</b>		<b>6</b>
UAF 699	Thesis/Urban Affairs	
<b>Electives: Select 12 credits from the following:</b>		<b>12</b>
UAF 575	Information Systems and Urban Administration Research and Evaluation	
UAF 614	Structural Models for Urban Action	

UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
POS 661	Urban Finance Administration

**Total Credits** **36**

## Non-Thesis Option

Code	Title	Credits
<b>Core Courses</b>		<b>18</b>
<b>Comprehensive Examination</b>		<b>0</b>

**Electives: Select 18 credits from the following:** **18**

UAF 575	Information Systems and Urban Administration Research and Evaluation
UAF 614	Structural Models for Urban Action
UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
UAF 570	Introduction to Urban Studies
UAF 575	Information Systems and Urban Administration Research and Evaluation
UAF 611	Urban Problems in Contemporary America
UAF 614	Structural Models for Urban Action
UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
UAF 697	Urban Research Methods I
UAF 698	Urban Research Methods II
UAF 690	Advanced Seminar: Urban Policy Analysis and Program Development
UAF 693	Urban Community Field Placement
UAF 699	Thesis/Urban Affairs
POS 660	Urban Administration
UAF 750	Continuing Registration
UAF 752	Comprehensive Exam

**Total Credits** **36**

## Admissions

### Requirements

For admission to the graduate program in Urban Affairs, applicants must fulfill the requirements established by the Graduate Council of Norfolk State University and the Admissions Committee of the Urban Affairs Program. The requirements for admission are as follows:

1. A baccalaureate degree from a regionally accredited college or university, or equivalent qualifications for a foreign student.
2. A minimum overall undergraduate Grade Point Average (G.P.A.) of 3.0 on a 4.0 scale.
3. Three written letters of recommendation from faculty members familiar with the applicant. Applicant's current employer's recommendation (if current job is related to urban affairs) may be substituted for one of the faculty letters.

- a. One official transcript from each college and/or university attended (unless one transcript reproduces all others).
- b. Statement of professional interest and goals.

An online application must be completed and all supplemental materials uploaded into the application portal. Official transcripts should be sent to the following address:

Norfolk State University  
School of Graduate Studies and Research  
McDemmond Center for Applied Research Suite 602  
700 Park Avenue  
Norfolk, VA 23504  
(757) 823-8015

Applicants are admitted to study at the graduate level in one of two classifications: degree seeking (regular) and non-degree seeking.

### Degree Status

To be admitted as a degree candidate a student must hold a baccalaureate degree from a regionally accredited institution with a minimum overall grade point average of 3.0 on four-point scale.

### Non-Degree Status

Non-degree status is reserved for students who do not meet all requirements for regular admission, for students who do not seek to take courses leading to a particular degree, or for students who hold a baccalaureate degree from an accredited institution but whose academic record reflects less than the required minimum G.P.A. for regular admission. Such persons may be admitted as non-degree seeking students. However, upon completion of nine (9) credit hours of coursework with a "B" or better grade point average, the non-degree student may petition for a change to regular admission status. The change in status does not imply that all coursework completed will be automatically applied to the degree requirements, since the courses may have been taken on a non-credit basis. Generally, a maximum of nine (9) credit hours may be applied toward degree requirements.

### Application Deadline

The deadline for the fall term is May 1 and for the spring term is November 1 for guaranteed review of application materials.

### Application Review

A program committee reviews applications. A decision on admission status is sent to the Graduate School.

Persons seeking additional information may write, call or email:

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