

**GRADUATE PROGRAM POLICY STATEMENT FOR THE
SCHOOL OF PUBLIC POLICY & ADMINISTRATION
2/8/11**

Section 1 - Program Administration

The School of Public Policy & Administration offers five graduate degrees: the doctor of philosophy in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May of 1973; the master of arts in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May 1974; the master of public administration authorized as a permanent degree by the Board of Trustees in May 1976; the master's of science and doctor of philosophy in Disaster Science & Management, authorized as a permanent degree by the Board of Trustees in April, 2009; and the master of arts in historic preservation, authorized as a permanent degree by the Board of Trustees in April 2010.

The M.A. and Ph.D. programs are administered by the Urban Affairs and Public Policy director operating under guidance specified in the document "Academic Reorganization of the College of Urban Affairs and Public Policy.

The M.P.A. program is administered by the M.P.A. director, operating under guidance specified in the documents "M.P.A. Governance" and the "Academic Reorganization of the College of Urban Affairs and Public Policy".

Section 2 - Degree Requirements

2.1 REQUIREMENTS OF THE MASTER OF ARTS DEGREE IN URBAN AFFAIRS AND PUBLIC POLICY. The master of arts in urban affairs and public policy is based on the premise that planning and policy analysis are rapidly becoming integrated, intellectually and practically, into a single interdisciplinary field and profession. The degree program educates individuals in disciplinary and practicing foundations of both policy analysis and planning. The context of the program is distinctively urban. It seeks to graduate individuals who combine the skills and theory to work in a variety of policy analysis/planning positions. The degree can also prepare individuals for further graduate work at the doctoral level.

ASSESSMENT PLAN

The purpose of graduate education in the M.A. in Urban Affairs & Public Policy is to provide students with the intellectual ability to understand, create, integrate, and apply sophisticated discipline-specific knowledge to the public policy issues of the day.

Because knowledge is dynamic, students are additionally expected to learn the intellectual system of the discipline--that is the discipline's system of thinking, knowing, and acting, in order to acquire and evaluate future knowledge. Toward these ends, the following goals for graduate student learning are presented.

Demonstrate breadth and depth of knowledge in the discipline

Graduate students should understand the current and historical theories, concepts, and models of the discipline. They should possess the ability to access and evaluate the literature of the discipline and understand the major issues in the current state of knowledge. In addition to knowing the specific content of the discipline, students should be able to understand and appropriately use the methods and techniques of advancing knowledge in the field of study.

Effectively communicate knowledge in the discipline

Graduate students should possess the ability to write and speak about the current issues of the discipline to peers, practitioners, and the public. They should be able to articulate and demonstrate knowledge of the discipline and write and present scholarship to professionals.

Demonstrate the ability for critical and analytical thinking in the discipline

Graduate students should be able to identify and understand critical issues in the discipline. They should possess the ability to challenge and evaluate information, as well as synthesize and integrate knowledge in the discipline.

Exhibit the best practices, values, and ethics of the profession

Graduate students should understand and exhibit the professional standards for responsible conduct of research in the discipline and understand the values and ethics of practicing the profession in society.

Apply knowledge of the discipline

Graduate students should possess the ability to apply knowledge in the discipline to solve sophisticated problems and to interpret technical issues.

Measurements of Learning Objectives

These learning goals are manifest in the requirements for the M.A. They are measured directly in the courses through various mechanisms that include: course papers, oral presentations; project reports and final examinations. The capstone requirement of the M.A. program is either a thesis or an Analytical Paper (AP). In both instances, the assessment of student learning is directly achieved by the application of the following rubric to the thesis or AP.

The performance of the student regarding the thesis or Analytical Paper is measured against a four-point scale---excellent, above average, average and below average, in descending order. For purposes of clarity, the attributes of the excellent category are specified in the table below and it is against that standard that the other categories are

measured. More specifically, in the above average category the student’s work is perfectly acceptable but it does not rise to the excellent level. Similarly, the average category is minimally acceptable. Thesis or AP performance that is below average would not meet the requirements for successfully completing the capstone and it would require major modifications in the work.

	Excellent
Mechanics	No grammar or spelling errors
Literature Review	Well-written comprehensive review of relevant literature presented to clearly identify the relationships, inconsistencies, contradictions, and gaps in the literature. Persuasively supports the decision to examine the research question(s)
Sources	Sources are well suited to the research and are accurately documented throughout the paper
Stated research question	Clearly stated and well crafted in a logical and testable form; hypothesis/objectives made very clear within the context
Abstract	Efficiently summarizes the purpose and content of the paper in approx. 150 words or fewer.
Introduction	Effectively develops the problem through a relevant and comprehensive literature review and states the purpose for research
Methodology	Selected methodology is an identified “best practice” or employed methodology is well supported and thoroughly describes all steps used to conduct the research and is written with appropriate detail so that others can replicate the research
Results	Accurately reports the research findings consistent with professional publication style
Discussion	Thoroughly analyzes findings, uses appropriate quantitative and qualitative techniques as required and suggests the implications of the results for current theory as well as future research. Provides a set of recommendations supported by the analysis that would have positive effects on the issue(s) that are the focus of the research questions.
Formatting	Entire paper is presented in a manner consistent with professional publications for the discipline

In addition to these direct measures of the program, every year the students complete an exit survey that asks them to rate their attainment of the desired goals as well as various aspects of the program. The results of this survey, class evaluations, and scores from the thesis/AP rubric are used to modify the program.

2.1.1 CREDITS. Students must complete 36 credit hours of graduate work.

All students are required to attain a grade of B- or better in all courses counted towards the Master's of Urban Affairs & Public Policy degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

2.1.2 REQUIRED CORE COURSES. Students take the following two courses which together provide an introduction and overview of the field:

UAPP 619 Contemporary Issues in Urban Affairs (2 credits)

UAPP 703 Urban Society & Public Policy (3 credits)

Students also take the following two methodological courses:

UAPP 702 Research Methods for Urban & Public Policy (4 credits)

UAPP 691 Quantitative Analysis in Public & NP Sectors (3 credits)

The following two theory courses are also required:

UAPP 701 Public Policy (3 credits)

UAPP 693 Economics in Public & NP Sectors (3 credits)

And students choose one of the following two theory courses to complete the core portion of the program:

UAPP 613 Planning Theory & Urban Policy (3 credits)

UAPP 628 Planning Sustainable Communities & Regions (3 credits)

2.1.3 AREA OF FOCUS. Depending on whether the student chooses the Analytical Paper or Thesis option (see below), students take between 10 and 13 credits of additional coursework that collectively define an area of focus. Faculty will pre-define several areas that the School has strength in, but students are also free to develop their own area of focus with the advice and consent of their academic advisor. The initial pre-defined areas of focus include: urban and regional planning, housing and community development, health services policy, nonprofits and philanthropy, historic preservation, and media and public policy. Information on areas of focus is available in the School Administration Office and on the School website.

2.1.4 ANALYTICAL PAPER OR THESIS. Each student must complete a 3-credit analytical paper or 6-credit thesis in their area of focus. This is intended to demonstrate the student's capacity for independent critical analysis. The analytical paper may be based on research or an internship. It is prepared under the supervision of the student's advisor, with the additional advice of one other faculty member by agreement of the student and the advisor. The grade for the analytical paper shall be determined by these two advisors.

The analytical paper will normally be shorter (approximately 40 pages) and more focused than an M.A. thesis. Registration for the paper shall be in the third semester of the full-time program (or its equivalent in the part-time program).

Students wishing to enlarge their work may do so by combining it with an additional 3 credits to form a thesis option (see Section 6.2). This option must be approved by the student's advisor.

2.1.5 WAIVERS OF REQUIRED COURSES. Courses required in the M.A. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived. Waivers cannot be used to reduce the total number of credit hours (36) required for the completion of the M.A. degree. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the Urban Affairs and Public Policy program director, a maximum of 6 credits may be waived for a matriculating student in the M.A. program who has completed graduate level M.A. courses with a grade of "B" or higher in an urban affairs and public policy or equivalent program as part of their undergraduate program.

2.2 REQUIREMENTS FOR THE MASTER OF PUBLIC ADMINISTRATION DEGREE

2.2.1 CREDIT HOURS. The 42-credit master of public administration degree is designed to provide professional training for public management careers. The curriculum is divided into three areas: (1) core subjects, (2) specialization, and (3) internship or thesis. All students are required to attain a grade of B- or better in all courses counted towards the Master of Public Administration degree. In accordance with University policy, students must also maintain a minimum

cumulative grade point average of 3.0.

2.2.2 CORE SUBJECTS. In accord with the accreditation standards of the National Association of Schools of Public Affairs and Administration, the M.P.A. program is designed to include the following five universal required competencies: (1) to lead and manage in public governance, (2) to participate in and contribute to the policy process, (3) to analyze, synthesize, think critically, solve problems and make decisions, (4) to articulate and apply a public service perspective, and (5) to communicate and interact productively with a diverse and changing workforce and citizenry. The core curriculum has been developed to support these five competencies and includes the following required courses:

UAPP 658	-Contemporary Issues in Public Administration
UAPP 667	Current Issues in International Development (1) or Study Abroad
UAPP 689	Information Technology and Management of Public & NP Orgs (3)
UAPP 690	Seminar: Public Administration (3)
UAPP 691	Quantitative Analysis in Public & NP Sectors (3)
UAPP 693	Economics in Public & NP Sectors (3)
UAPP 694	Financial Management in Public & NP Sectors (3)
UAPP 695	Administrative and Employment Law (1)
UAPP 696	Human Resources in Public & NP Sectors (2)
UAPP 697	Leading Organizations in the Public & NP Sectors (3)
UAPP 698	Management Decision Making in Public & NP Sectors (3)

2.2.3 SPECIALIZATION. A student will choose an area of specialization prior to the third semester of full-time study. The major specializations of the M.P.A. program are Nonprofit Management, Public Management, and Policy and Program Development. Other specializations may be developed by the student in conjunction with his/her advisor and submitted for approval to the M.P.A. director. Specialization constitutes a minimum of 9 to a maximum of 15 credit hours of graduate work. Information on areas of specialization is available in the School Administration Office and on the School website.

2.2.4 M.P.A. WRITING REQUIREMENT. These requirements of the M.P.A. degree are discussed in Section 6 of this graduate program policy statement.

2.2.5 WAIVERS OF REQUIRED COURSES. Courses required in the M.P.A. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived.

Waivers cannot be used to reduce the total number of credit hours (42) required

for the completion of the M.P.A. degree. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the M.P.A. program director, a maximum of 9 credits may be waived for a matriculating student in the M.P.A. program who has completed graduate level M.P.A. courses with a grade of a B- or higher in a NASPAA accredited or equivalent graduate program as part of their undergraduate program.

2.3 REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE IN URBAN AFFAIRS AND PUBLIC POLICY

2.3.1 GENERAL REQUIREMENTS. The degree of doctor of philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated ability to investigate problems independently and effectively. In approaching the problems of an urban society, students are expected to develop theoretical, empirical and analytical knowledge and skills. The doctoral program is interdisciplinary and seeks to prepare students for research, teaching, and problem solving careers in the public, nonprofit and private sectors.

The structure of the program includes substantive and methodological core courses, intensive study in an area of research specialization, and the completion of a dissertation demonstrating the student's capacity for independent research.

2.3.2 THEORY, METHODOLOGY AND POLICY CORE. Students enroll in a 15-credit core curriculum which defines the field of urban affairs and public policy.

To introduce students to the primary theoretical frameworks, policy issues and research concerns of the field, they must take at least two of the following three theory and policy pro-seminars:

UAPP 821 - Proseminar in Technology, Environment & Society (3 credits)

UAPP 822 - Proseminar in Governance, Planning & Management (3credits)

UAPP 823 - Proseminar in Social & Urban Policy (3 credits)

The scope and content of these seminars are regularly reviewed to assure that there is a comprehensive, interdisciplinary focus.

Concerning methodology, students, upon admission, are expected to have basic, graduate level knowledge of statistics (at the level of UAPP 815 - Public Management Statistics) and research design and methodology (at the level of UAPP 800 - Research Methods and Data Analysis). Remedial course work may be taken if incoming students are inadequately prepared in these subjects, but

credit earned may not be used to satisfy other program requirements. Beyond this, students must also take a minimum of six additional credits in one or more of the following areas: advanced research design and methodology, qualitative methods, or quantitative methods. The specific courses to be taken depend on the student's area of specialization.

To complete the set of core requirements, students must also take UAPP 801 - Processes of Social Inquiry. This course examines issues of evidence, inference, and measurement in the social sciences and critical perspectives toward social science methodology.

All students are required to attain a grade of B- or better in all courses counted towards the doctoral degree in Urban Affairs and Public Policy. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

2.3.3 RESEARCH. Students are responsible (in consultation with their faculty advisor) for selection of an area of research specialization. Normally, students must complete 15 credit hours in their area of specialization plus take UAPP 863 - Doctoral Dissertation Proposal (3 credits). Exceptions may be made in the total number of credit hours based on prior academic work and professional experience. But, in all cases, students are required to complete UAPP 863. Exceptions must be approved by the student's advisor and program director. Areas of specialization in the Ph.D. program reflect research concentrations in the School, and programs of study in each area are tailored to meet student interests and research objectives. The primary areas of specialization are (1) governance, planning, and management, (2) technology, environment and society, and (3) social and urban policy.

Under the supervision of the student's academic advisor and, over time, the Dissertation Proposal Committee, a "plan of study" is identified which must include advanced theoretical, methodological/quantitative and research work. To define and organize the student's research preparation, the plan of study will generally utilize tutorials, including readings, research, special problems and practicum credits, as well as regularly offered courses.

Second-year students, under the supervision of their Dissertation Proposal Committee, prepare a dissertation proposal of their own design. The Dissertation Proposal Committee reviews the proposal and passes judgment about its acceptability. A dissertation proposal deemed to be acceptable through this process results in the satisfactory completion of UAPP 863 and permits the student to advance to doctoral candidacy.

Once advancement into doctoral candidacy has been achieved, student must register for 9 credits of UAPP 969 - Doctoral Dissertation in compliance with

University requirements and policies.

2.3.4 TEACHING/RESEARCH EXPERIENCE. Apart from the requirements described above, doctoral students must have at least one substantive research or teaching experience during their course of study. This requirement may be fulfilled through one of the following:

- 1) A research experience that results in the student producing a paper of "publishable quality." Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship, or by the student registering for UAPP 868 - Research.
- 2) A teaching experience that consists of the student being a teaching assistant (TA) for at least one semester, or by the student taking an independent study course (UAPP 866 - Teaching Practicum in Urban Affairs and Public Policy) which involves him or her in substantive aspects of teaching a course being taught by the supervising faculty member.

2.3.5 ACADEMIC AND PROFESSIONAL DEVELOPMENT. To help students be successful, voluntary seminars are provided by faculty and advanced doctoral students covering a variety of topics dealing with adjusting to doctoral study, progressing through the program, proposing and writing a dissertation, and entering the job market.

2.4 REQUIREMENTS OF THE MASTER OF ARTS DEGREE IN HISTORIC PRESERVATION. The Master of Arts in Historic Preservation prepares professionals for the successful practice of historic preservation in public, private, and non-profit venues. Students are prepared in the theory and practice of historic preservation. The specific skills that will be developed are: analysis and documentation of historic resources, practice of preservation planning, contextual research design, and advocacy.

The program is designed to meet the needs of both traditional graduate students and working professionals, with graduates having the skills and knowledge to work with a wide variety of populations and in diverse settings. The program provides opportunity to pursue specific areas of emphasis within historic preservation, including (but not limited to): planning, museum studies, material culture, documentation and analysis, non-profit leadership, vernacular architecture and landscapes, geographic information systems, and design. While most students will consider this a terminal professional degree, the program will also prepare them to go on to pursue additional graduate work at the doctoral level.

2.4.1 CREDITS. Students must complete 39 credit hours of graduate work coursework at the 600 and 800 level. All students are required to attain a grade

of B- or better in all courses counted towards the Master's of Historic Preservation degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0. The 39 credits of coursework must include 24 credits of required courses, and 15 credits of advisor-approved coursework.

2.4.2 REQUIRED COURSES. Students take the following eleven courses for a total of twenty-four credits:

- **UAPP 629** Theory and Practice of Historic Preservation (3)
- **UAPP 630** Methods in Historic Preservation (3)
- **UAPP 631** Documenting Historic Structures (2)
- **UAPP 667** Introduction to Architectural Photography (1)
- **UAPP 652** GIS in Public Policy (1)
- **UAPP 627** World Heritage Sites (1)
- **UAPP 618** Traditional Architectural Materials (3)
- **UAPP 644** Grantsmanship and Proposal Writing (1)
- **UAPP 628** Issues in Land Use and Environmental Planning (3)
- **UAPP 654** Vernacular Architecture (3)
- **UAPP 700** Historic Preservation Capstone Studio (3)

2.4.3 ELECTIVE COURSES. Students must take an additional 15 credits of electives, drawn from the following list. Additional courses may be taken with the approval of the student's advisor.

- **UAPP 601, 602, 603** Planning Methods (3)
- **UAPP 613** Planning Theory and Urban Policy (3)
- **UAPP 606** Local Economic Development: Policy and Practice (3)
- **UAPP 643** Historic Roadside Architecture (3)
- **MSST/EAMC 606** Issues in American Material Culture (3)
- **MSST/HIST 663** Historical Archaeology and the Public (3)
- **MSST 609** Introduction to Material Culture Studies (3)
- **MSST/HIST 608** Public History: Resources, Research and Practice (3)
- **EAMC 604** American Interiors, 1800-1900 (3)

- EAMC 607 English Design History, 1530-1930 (3)
- EAMC 608 Decorative Arts and Design, 1860 to the present (3)
- MSST 805 Historic Properties (3)
- ARTH 602 Theories and Methodologies in Architectural History (3)
- ARTH 630/HIST 605 History of Theories in Material Culture (3)
- HIST 667 American Vernacular Landscapes (3)
- HIST/GEOG/UAPP 636 Research Topics in Historic Preservation (3)
- UAPP 866 Special Problem
- UAPP 868 Research
- UAPP 870 Directed Readings

2.4.4 CAPSTONE EXPERIENCE. Each student must complete a 3-credit capstone course in the last semester of their program (UAPP 700 Historic Preservation Capstone Studio). This is intended to demonstrate the student's capacity for using a variety of skills and methods in historic preservation to carry out the analysis and evaluation of historic resources, leading to the development of a preservation planning document.

2.4.5 WAIVERS OF REQUIRED COURSES. Courses required in the M.A. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived. Waivers cannot be used to reduce the total number of credit hours (39) required for the completion of the M.A. degree. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the Historic Preservation program director, a maximum of 6 credits may be waived for a matriculating student in the M.A. program who has completed graduate level M.A. courses with a grade of "B" or higher in an historic preservation program as part of their undergraduate program.

2.5 REQUIREMENTS OF THE MASTER'S IN SCIENCE DEGREE IN DISASTER, SCIENCE AND MANAGEMENT. The Disaster Science and Management (DISA) program offers programs leading to master's and doctoral degrees. It is an interdisciplinary program that draws faculty from several different units including the Department of Civil and Environmental Engineering, the Department of Political

Science and International Relations, the Department of Sociology and Criminal Justice, the School of Public Policy & Administration, the School of Nursing, and the College of Marine Studies. The program is administered through the Disaster Research Center and the School of Public Policy & Administration. Two graduate degree programs are offered: a Master's in Science and a Doctor of Philosophy.

2.5.1 REQUIREMENTS FOR ADMISSION. Students will be admitted to the program based on enrollment availability and their ability to meet the following minimum recommended entrance requirements.

Applicants to the MS program must have:

- Baccalaureate degree from an accredited college or university.
- A recommended GRE score of 1050 on math and verbal sections combined
- An undergraduate GPA of 3.0 or higher
- Written statement of goals and objectives (the personal statement) that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his or her professional objectives.

Applicants to the PhD Program must have:

- MS or equivalent degree from an accredited college or university
- A recommended GRE score of 1050 on math and verbal sections combined
- A graduate GPA of 3.5 or higher.
- Written statement of goals and objectives (the personal statement) that clearly identifies the applicant's research and curriculum interests and explains how admission to the program will facilitate his or her professional objectives.

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer appropriate strengths.

2.5.2 COURSEWORK REQUIREMENTS FOR THE DEGREE OF MASTER OF SCIENCE IN DISASTER SCIENCE AND MANAGEMENT. Students are required to work with their advisor during their first semester of study and develop a plan of study. The Master of Science in Disaster Science and Management requires 30 credits. The non-thesis option requires 24 credits of graduate level coursework, at least 3 semesters of seminar (DISA 680 Disaster Science and Management Seminar) (taken at least 2 semesters at 1credit per semester and 1 semester as a listener), and 4 credits of practicum. The thesis option includes 21 credits of graduate level courses, at least 4 semesters of

seminar (DISA 680 Disaster Science and Management Seminar) (taken at least 2 semesters at 1 credit per semester and 2 semesters as a listener), 1 credit of practicum, and 6 credits of thesis.

The coursework credits are specified in the student's plan of study and must include:

Three core courses (9 credits)

- DISA 650 - Introduction to Disasters/Historical Aspects of disasters,
- POSC 656 - The Politics of Disaster/Public Policy Aspects of Disasters,
- DISA 651 - International Aspects of Disasters / Development / Comparative Analysis.

Research/Methods/Analysis Courses

3 credits in the non-thesis option from either:

- EDUC 850 – Qualitative Research, or
- EDUC 665 – Elementary Statistics, and

6 credits in the thesis option from both EDUC 655 and EDUC 850.

Public Policy and Organizational Decision Making (3 credits)

- UAPP 819 – Management Decision Making for Public and Non-Profit Sectors (3 credits), or
- MAST 663 - Decision Tools for Policy Analysis (3 credits)

2.5.3 REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN DISASTER SCIENCE AND MANAGEMENT. The Doctor of Philosophy in Disaster Science and Management requires 42 credits of graduate-level coursework beyond the master's degree and 9 credits of dissertation. Students are expected to choose a thematic area.

The 42 credits of coursework are specified in the individual planned program of study, and must include:

- 1) At least 9 credits from a thematic area.
- 2) At least 6 credits of research methods (qualitative or quantitative).
- 3) 9 credits of PhD Thesis in the thematic area.

In addition students must register for and attend three semesters of seminar (DISA 680). Students are expected to participate in seminar as a listener for other semesters that they are on campus. Additional courses are electives but should be selected in consultation with the student's advisor.

Section 3 - Graduate Faculty

All faculty of the School of Public Policy & Administration are employed to teach 600

and 800 level courses and seminars and to advise students in the graduate program. The assignment of faculty to teach particular courses and seminars is made by the program director, based on an assessment of faculty interests and background, course demands of the various degrees offered by the School, and the overall workload of the faculty.

Section 4 - Admissions Policy and Procedures

The purpose of the admissions criteria is to identify those applicants who can benefit from, and make a distinct contribution to the graduate programs in the School of Public Policy & Administration. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of his or her graduate program.

Given its mission, the School seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals is to do research in urban affairs and public policy. To meet its academic and research goals as well as to be responsive to the multicultural backgrounds of prospective students, the School of Public Policy & Administration employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86)

4.1 M.A. AND M.P.A. ADMISSIONS POLICY STATEMENT. M.A. and M.P.A. admissions criteria and indicators of these criteria are listed below.

<u>Criteria</u>	<u>Indicators and Sources</u>
A. Genuine interest and motivation to pursue graduate study in public administration/urban affairs and public policy; personal objectives, aspirations, and plans are well formulated and coherent.	Statements by candidate in admission application and/or subsequent communications; personal interviews (telephone conversations when personal interviews are not possible) with members of the M.A. faculty and the M.P.A. Admissions Committee.
B. Expectations of sound academic performance in graduate level work.	Review of undergraduate achievement and any previous graduate level work. Particular emphasis on assessing achievement in the context of the quality of the institutions candidate has attended and the trends or patterns in achievement in the last 1 - 2 years of applicant's program. GRE scores; letters of recommendation from faculty; reports/papers written by candidate

(published or unpublished).

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| <p>C. Ability to apply previously acquired competencies to problem areas, community, or organizational needs.</p> | <p>Contributions in and nature of professional work experience, volunteer service and/or internships. Assessments by faculty, professionals, and/or community leaders.</p> |
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With regard to the M.A. the successful candidate for admission will ordinarily have an undergraduate grade point index above 3.0. With regard to the M.P.A., given (a) the professional objectives of the M.P.A., (b) the goal of serving students from a wide range of ages, backgrounds, and career stages (e.g., M.P.A. Mid-Career Option), and (c) empirical analysis of the program's student admissions and performance, the successful candidate for admission will ordinarily have an undergraduate grade point index above 2.5 and an index of 3.0 or better in his/her major field. In addition, the quality and extent of previous related work experience and the motivation to pursue a professional career in the public service sector are particularly important.

Generally, those admitted to the M.A. and M.P.A. programs have combined scores on the quantitative and verbal aptitude portions of the GRE above 1000. The School has established no minimum GRE score required for admission. GREs are viewed in the context of the applicant's complete record.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

4.2 PH.D. ADMISSIONS POLICY STATEMENT. The School has found that the most reliable indicator of likely success in its Ph.D. program is the applicant's record of performance in previous graduate studies. On this basis, admission to the Ph.D. program requires completion of a master's degree. In addition, successful applicants should meet each of the following criteria:

- 1. A 3.5 grade point index in previous graduate work at the master's level. (In cases of colleges and universities not using a 4.0 grading system, an assessment of equivalency performance will be made with the assistance of the University Office of Admissions.)**
- 2. Potential for academic and professional achievement as indicated by letters of recommendation from those able to assess the student's capacity to succeed in a Ph.D. program.**
- 3. An interest in multidisciplinary analysis and a compatibility of student interests with**

the areas of research specialization in the program (judged on the basis of the areas of the student's earlier academic, civic and professional work, through interviews or through the submission of supplementary essays requested in the admission process.)

4. Generally, those admitted to the Ph.D. program have combined scores on the quantitative and verbal aptitude portions of the GRE above 1100.
5. For students whose first language is not English, a demonstrated proficiency in English. This may be judged on the basis of their performance in a master's degree obtained from a college or university in which English is the sole language of instruction, or by achieving a score of 550 or better (213 on computer based test) on the Test of English as a Foreign Language, or by a combination of scores on the TOEFL and the Test of Spoken English.

Other factors may be taken into account as supplementary indicators in cases where all the main criteria are not met but the candidate shows promise of success in our doctoral program. Among these, research capabilities are of particular importance. Applicants may therefore submit research reports, publications, project reports, and other work demonstrating their academic and professional achievement and scholarly ability. The Ph.D. admissions committee may also consider the overall pattern of academic performance at both the undergraduate and graduate levels and GRE scores.

In accordance with general University practice, applicants must submit official transcripts of all undergraduate and graduate work, GRE scores and three letters of recommendation. Interviews are recommended.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

4.3 ADMISSIONS COMMITTEES

- 4.3.1 **URBAN AFFAIRS AND PUBLIC POLICY ADMISSIONS COMMITTEE.** Applications for the M.A. and Ph.D. programs are assessed by an admissions committee. The committee is appointed by the director of the Urban Affairs and Public Policy Program. The committee is composed of 2-4 faculty and a representative of the Urban Affairs and Public Policy Student Association. The student representative participates in all policy decisions but not in decisions on individual candidates. Recommendations concerning admissions are transmitted to the Office of Graduate Studies by the chair of the admissions committee.
- 4.3.2 **M.P.A. ADMISSIONS COMMITTEE.** Applications to the M.P.A. program are evaluated by the committee on admissions and fellowships of the M.P.A.

faculty. This committee is appointed by the director of the M.P.A. program from among the members of the faculty. This committee consists of three faculty members. Decisions of the committee are subject to review and modification by the full M.P.A. faculty and are made on behalf of the full faculty.

- 4.4 ESTIMATES ON PROGRAM ADMISSIONS.** For the M.A. program in urban affairs and public policy, we estimate 8 - 10 admissions each year. For the M.P.A. program, we estimate 20 - 25 admissions each year. For the Ph.D. program, we expect that approximately 6 new full-time students will enter the program each year.

Section 5 - Advisement, Evaluation, and Examinations

- 5.1 ADVISEMENT, EVALUATION, AND EXAMINATIONS OF STUDENTS IN THE M.A. PROGRAM IN URBAN AFFAIRS AND PUBLIC POLICY.** One or more members of the faculty share the advising of all incoming M.A. students and monitor the progress and performance of students during the first semester of full-time study. Upon the selection and approval of an area of specialization the supervisor of that area of specialization becomes the student's permanent advisor, responsible on a regular basis for monitoring student progress and performance until the completion of all degree requirements.

All candidates for the M.A. degree are expected to maintain a minimum of a 3.0 cumulative index out of a possible 4.0. The grades of all students in the M.A. program are reviewed after each semester by the program director. In cases of substandard performance, actions are initiated in accord with general University guidelines regarding warning, probation, and termination. A decision to recommend to the Office of Graduate Studies to terminate a student requires the review and confirmation of a majority of the Urban Affairs and Public Policy Program faculty. In addition to these procedures, at the end of each academic year the program faculty convenes to review the progress and performance of students in the program and to take appropriate action in cases of substandard performance.

- 5.2 ADVISEMENT, EVALUATION, AND EXAMINATIONS IN THE M.P.A. PROGRAM.** All students entering the M.P.A. program are assigned a faculty advisor by the director of the M.P.A. program, or the student may choose his/her advisor if the student has a preference. The advisor is responsible for monitoring the progress and performance of the student through the initial stages of the program and until such time as an area of specialization is selected and a faculty supervisor for the area of specialization is designated. Upon approval of a plan of specialization, the supervisor of that area becomes the student's principal advisor and is responsible for monitoring subsequent progress and performance of the student in the M.P.A. program.

At the end of each semester the grades of all M.P.A. students are reviewed by the director and the faculty. All students in the M.P.A. program are expected to maintain a 3.0 cumulative index on a 4.0 scale to remain in good standing in the program. Substandard performance may result in a recommendation from the director of the M.P.A. program in consultation with the student's advisor to the full M.P.A. faculty that actions be initiated in accord with general University guidelines regarding probation, warning, and termination. At the end of each academic year, the M.P.A. program director will review the performance of all students in the program and initiate appropriate actions based on program and University guidelines.

All students must complete and successfully defend an analytical paper or thesis before a two-person faculty committee as described in Section 6.

5.3 ADVISEMENT, EVALUATION, AND EXAMINATIONS IN THE DOCTOR OF PHILOSOPHY PROGRAM IN URBAN AFFAIRS AND PUBLIC POLICY

5.3.1 STUDENT EVALUATION AND EXAMINATION. The faculty will conduct an annual review of the progress of students enrolled in the doctor of philosophy program. In accordance with University policy, all students must maintain a minimum cumulative index of 3.0 in course work and seminars.

5.3.1.1 QUALIFYING EXAMINATION. Upon completion of the first-year theory and policy core requirements, students must pass a qualifying examination covering two of the three policy pro-seminars and the methodological work in the first year courses.

This testing procedure places emphasis on the interconnected nature of the core and establishes a means to measure competency in basic methodology.

5.3.1.2 SECOND YEAR EVALUATION. At the conclusion of the second year of study, the Guidance Committee reviews the student's performance and progress in developing a research specialization. The student's doctoral research paper and specialization course performance are the major indicators of progress. Unless additional preparation is deemed necessary, the student's Guidance Committee makes a written recommendation that she/he proceed to organize a Dissertation Committee and prepare a final dissertation proposal.

5.3.1.3 ADMISSION TO DOCTORAL CANDIDACY. Students must have completed all University requirements for admission to doctoral candidacy prior to registering for UAPP 969. Upon the recommendation of the doctoral student's Guidance Committee and the UAPP Program Director (recorded by their signatures on the

Candidacy Form), a student may be admitted to candidacy for the doctoral degree. The stipulations for admission to doctoral candidacy are that the student:

- has an approved program of study (this stipulation is met by completing the Ph.D. Plan of Study Form and obtaining the signatures of the student's faculty advisor and the UAPP Program Director)
- has completed one academic year of full-time graduate study in residence at the University
- has passed the program's qualifying examination
- has shown the ability to do research (evidenced by the successful completion of 9 credits in the student's Research Area)
- has a research project accepted by the Guidance Committee (this stipulation is met by successful completion of UAPP 863, the Doctoral Research Paper)

5.3.1.4 SUSTAINING STATUS. Doctoral students who have been admitted to candidacy must maintain their matriculation in the degree program during each fall and spring semester by registering for sustaining (UNIV 999):

- All doctoral students must be registered in the term the degree is awarded.
- Sustaining registration is never required for winter session.
- Sustaining registration is not required for summer session unless the degree is to be awarded at the conclusion of the summer session.

5.3.1.5 FORMATION OF DISSERTATION COMMITTEE. After completion of the research specialization, the student will revise the Doctoral Research Paper (UAPP 863) into a dissertation proposal for submission to a prospective Dissertation Committee. The student's Dissertation Committee is responsible for assisting the student in preparation of an acceptable final dissertation proposal.

Dissertation proposals must be defended by the student before the full Dissertation Committee. Prior to the defense the proposal shall be distributed to all faculty with requests for written comments. The

chair of the Dissertation Committee will forward an approved proposal, signed by all members of the Committee, to be placed in the student's file.

5.3.1.6 DEFENSE OF DISSERTATION. The Dissertation Committee should be assembled by the chair when a draft of the dissertation is sufficiently complete for the committee to render a judgment regarding the reasonable time of defense. In accordance with University policy, a copy of the dissertation must be available for review at least two weeks prior to the defense. The student will formally defend the study at a public meeting conducted by the Dissertation Committee. (At the conclusion of the dissertation defense, any necessary revisions will be communicated by the chair of the Dissertation Committee to the student. If the student so wishes, the main revisions required shall be set out in writing. A specified time schedule for completion will also be indicated. A copy of this schedule is sent to the Program Director, and it will be placed in the student's file. Revised April 15, 1992) The degree will be awarded upon a positive recommendation of the committee to the dean and conferred by the Board of Trustees.

5.3.2 STUDENT ADVISEMENT FOR PH.D. PROGRAM IN URBAN AFFAIRS AND PUBLIC POLICY.

5.3.2.1 ADVISORS. After admission to the Ph.D. program, each student is assigned an advisor by the program director. Advisors are assigned in the context of faculty workload and ability. Students may change advisors by submission of the change-of-advisor form to the program director. The advisor will be responsible for day-to-day monitoring or supervision of the student's program prior to the selection of the area of research specialization and the formation of a Guidance Committee.

5.3.2.2 GUIDANCE COMMITTEE. When a student has passed the Qualifying Examination, she/he forms a Guidance Committee and selects an area of research specialization. The Guidance Committee will consist of at least three members of the faculty and is responsible for advisement and supervision of the student in the second year of graduate study leading towards the doctor of philosophy degree. The chair of the student's Guidance Committee must be a School faculty member active in the research area selected by the student as their specialization. An Area of Specialization Form indicating Guidance Committee membership and the student's chosen specialization is to be submitted to the program director.

5.3.2.3 DISSERTATION COMMITTEE. Approval of a dissertation proposal will formally establish a Dissertation Committee responsible for the advisement and supervision of the student during the period of formal candidacy for the degree. The committee will supervise the writing of the dissertation and administer and evaluate the dissertation defense. A Dissertation Committee, in accordance with university regulations, will have a minimum of four and a maximum of six members. The Dissertation Committee must be chaired by a member of the faculty of the School and at least half of the members must have appointments on the School faculty. At least one member will come from outside the School.

The chair of the student's Dissertation Committee must be a School faculty member active in the research area to which the dissertation is intended to contribute. If a student plans to write a dissertation which specifically addresses a country or countries other than the U.S.A., an appropriate area specialist should be a member of the Committee.

Section 6 - Internships, M.P.A. Writing Requirement, Theses and Dissertations

6.1 INTERNSHIP POLICY FOR THE M.A. AND M.P.A. PROGRAMS. An internship is not required for the M.A. degree. However, with approval of the advisor, an M.A. student may undertake an internship, and prepare an analytical paper.

An internship is required for the master of public administration degree program unless a student receives permission from the Internship Coordinator and the M.P.A. director to waive this requirement. The internship involves a practical experience in an operating agency outside of the academic departments of the University. The internship requires a minimum of three months of full-time work. The major purposes of the internship program are as follows:

- 1. To provide an opportunity for the student to apply knowledge and skills acquired in the academic program.**
- 2. To provide an opportunity for the student to develop appropriate skills and experience to enhance chosen fields of specialization.**
- 3. To assist the student in developing experience that will assist him/her in securing the best possible full-time employment upon completing the requirements for the degree.**

The internship placement of M.P.A. students must be planned with, and receive the approval of, the internship coordinator. The student carries out work assignments under the direction of a specifically designated agency supervisor and fulfills academic requirements for the internship under the direction of the internship coordinator. The internship requirement for M.P.A. students includes UAPP 860 Internship Seminar (1 credit) and UAPP 864 Internship Fieldwork (2 credits). M.A. and Ph.D. students may register for 1-3 credits of UAPP 868 Research to reflect the academic value of the assigned internship.

M.P.A. students with substantial professional managerial experience may receive permission to have the Internship requirement waived. All M.P.A. students, however, must fulfill the M.P.A. writing requirement (see 6.2).

Substantial professional managerial experience is defined as at least 2 years of fulltime work in a public or nonprofit organization in a professional, non-clerical position in which the individual has responsibility for program administration and program or policy development and implementation. Students who believe they have substantial professional experience should contact the Internship Coordinator.

All M.P.A. internship policies, procedures, and evaluations are carried on under the direction and approval of the M.P.A. faculty. The Urban Affairs and Public Policy faculty have responsibility for internship policies, procedures and evaluations for the M.A. and Ph.D. programs.

6.2 M.P.A. WRITING REQUIREMENT. This requirement may be fulfilled in one of the following ways:

1. by writing and defending a 1 credit Policy/Management Brief (UAPP 699) which may be the product of:
 - a) research associated with a student's internship responsibilities,
 - b) research associated with a regularly scheduled course,
 - c) research associated with independent study.
2. by writing and defending a master's thesis (UAPP 869) for 6 credits

All students must complete 42 credits for the M.P.A. degree. Students who complete the writing requirement without registering for writing credits may complete the credit requirements by taking another ~~3-credit~~ course. Detailed policies for the Brief are available on the School's website.

- 6.3 THESIS FOR THE M.A. OR M.P.A. PROGRAM.** Under circumstances deemed appropriate for the student, with approval of the student's advisor and the appropriate program committee director, a thesis may be submitted in lieu of the policy/management brief. The thesis is to be written under the supervision of a three-person faculty committee chaired by the student's principal advisor in his/her area of specialization and defended in an oral examination before this three-person faculty committee. The thesis committee should provide guidance throughout the process of topic selection, research, writing, and evaluation. Successful oral defense of the thesis, as certified by the student's advisor to the M.A. and Ph.D. program director or the M.P.A. program director, enables a recommendation to be made that the master of arts degree or M.P.A. degree be conferred upon the student. General guidelines and regulations governing the format, development, and presentation of the thesis must conform to the University requirements reflected in the Office of Graduate Studies' Thesis Manual.
- 6.4 DISSERTATION.** Procedures relating to the development and evaluation of the Ph.D. dissertation are specified above in Section 5. In accordance with School policy, all students are normally expected to spend two consecutive regular semesters in residence in full-time dissertation research study. The doctoral dissertation is expected to reflect the result of original research written in a scholarly and competent manner. The format and requirements of the dissertation are to conform to those specified in the Office of Graduate Studies' Thesis Manual.
- 6.5 ESTIMATE ON PROGRAM COMPLETIONS.** It is likely that the School will graduate 4 masters of arts in urban affairs and public policy, 15 to 20 masters of public administration, and 4 to 5 doctors of philosophy in urban affairs and public policy, in each of the next four years.

Section 7 - Nominations of Graduate Students for Financial Aid

Nominations for new students are initiated for the M.A. and Ph.D. programs by the admissions committee and transmitted to the program director. For students in the M.P.A. program, nominations are generated by the committee on admissions and fellowships of the M.P.A. faculty. They are transmitted as recommendations to the director of the M.P.A. program.

Nominations for continuing graduate students for financial aid are made by the Financial Aid Coordinating Committee to the dean. All financial aid awards must be approved by the dean.

Section 8 - Courses

Policies on course offerings and course evaluation procedures are contained in this section. Additional course work is available through the departments of the College of Arts and Science, the College of Business and Economics, and the College of Marine Studies.

