



Master of Public Policy

Student Handbook 2009-2010



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Welcome!

Welcome to the Master of Public Policy (MPP) graduate program at The University of Utah. Students are drawn to study public policy for a variety of reasons and most feel a driving passion to affect the world in which they live. A career in public service is no longer limited to working in government. Increasingly, policy analysis, implementation and evaluation involve not-for-profit and private groups, often working in collaboration with government agencies. Our demanding interdisciplinary program is designed to provide students with the analytical, methodological, and statistical skills needed to fulfill policy roles in the real world. Students learn how to conduct needs assessments, analyze policy alternatives, and evaluate the effectiveness and efficiency of public policies.

This *Handbook* is intended to provide students in the MPP program with a compact set of program materials. It seeks to answer the questions students most frequently ask and is a resource tool to guide students through the program. We encourage you to read the *Handbook* carefully, refer to it as you face program choices, but always feel free to make an appointment with the program staff to get additional information. It is recommended that students keep a permanent file of all paperwork concerning their academic progress. The file should include, for example, grades for courses taken and written documentation of courses that have been waived.

We advise you to also consult additional sources of information available to help make your graduate experience successful. These resources include:

MPP

<http://www.mpp.utah.edu>

University of Utah Academic Calendar

<http://www.sa.utah.edu/regist/calendar/dates>
[Deadlines/deadlines.htm](http://www.sa.utah.edu/regist/calendar/dates)

Graduate School

<http://www.gradschool.utah.edu/index.php>

The University of Utah Calendar of Events

<http://www.events.utah.edu/>

Tuition Expenses

<http://fbs.admin.utah.edu/index.php/income/>

Registrar's Office

<http://www.sa.utah.edu/regist/>

College of Social and Behavioral Science

<http://www.csbs.utah.edu/>

Institute for Public and International Affairs

<http://www.ipia.utah.edu>

Center for Public Policy & Administration

<http://www.cppa.utah.edu>

Mission

The Master of Public Policy program contributes to public service and the field of public policy analysis by advancing understanding of the policy process, and by producing graduates equipped to research, analyze, and inform public policy making. We develop the individual by challenging and assisting each student to reach their professional and academic potential. We strive to create a community that fosters mutual respect, enhanced by a strong partnership between faculty, students, and staff.

Core Values

The University of Utah Master of Public Policy Program supports the mission and vision of the College of Social and Behavioral Science.

“In pursuit of excellence we work to advance knowledge and instruction in the foundations of social and behavioral science which, in turn, contributes directly or indirectly to improvements in the quality of life. We feel a special obligation to use our expertise to apply social science principles and findings to issues in social policy, emphasizing the human factor in policy analysis, and the quality of life.”

To accomplish these goals we are dedicated to:

- providing a scholarly environment for the advancement of knowledge – in which ideas can be expressed, challenged, respected, and nurtured.
- developing new modes of learning to enhance the educational experiences of our students.
- sustaining a service environment that brings the University to the community and the community to the University.



Section I: MPP Program Overview and Requirements

The MPP provides students who want to work in the field of policy analysis with the skills and expertise needed to be successful in the labor market. It combines rigorous specialized training in analytical skills and a thorough understanding of the policy process with real world experience to prepare students for positions in public policy, as analysts, managers, or leaders in the public, not-for-profit, or private sectors.

The MPP program is an interdisciplinary two-year full-time, or four-year part-time, post baccalaureate degree that is comprised of nine core courses (28 credit hours), and four courses from a specific policy-related emphasis area (minimum 12 credit hours) for a total of 40 semester credit hours. This includes an applied master's project where students relate aspects of the MPP curriculum to the analysis of a specific public policy issue.

The MPP program is administered by the Center for Public Policy & Administration (CPPA) at The University of Utah and the degree is granted by the College of Social and Behavioral Science. CPPA provides research, education and services to public and nonprofit organizations with a mission of strengthening administration, leadership and public policy making.

Pre-requisite Courses

Students must complete three pre-requisites before beginning the MPP degree program:

Introductory Statistics
Introductory Microeconomics
U.S. National Government

Students may be admitted pending completion of the pre-requisite courses; however, courses must be completed before beginning the program.

Curriculum

The MPP program is a 40 credit degree program. The curriculum is divided into core and elective courses. The core curriculum is divided into three components including policy process and institutions, economics and quantitative analysis. The core curriculum draws from a variety of academic disciplines and provides the skills and knowledge needed for solving public policy problems and managing policy-making agencies and organizations. The core courses provide a foundation on which to build expertise and enrich students with a full understanding of how to approach and understand complex issues.

Required Core Courses (28 credits)

Economics

ECON 6300 - Public Finance: Public Expenditures and Cost-Benefit Analysis (3 credits)

ECON 6380 - Law and Economics (3 credits)

Policy Process and Institutions

PADMN 6320 - Public Policy Theories (3 credits)

PADMN 6323 - Policy Analysis (3 credits)

PUBPL 6950 – Applied Policy Project (4 credits)

FCS/PUBPL 6965 – Survey Research Methods (3 credits)

Quantitative Analysis

PADMN 6290 - Quantitative Analysis for Public Policy (3 credits)

PUBPL 6900 – Public Policy Research (3 credits)

PUBPL 6563 - Policy Evaluation (3 credits)

Policy-Related Emphasis Area Courses (minimum 12 credits)

The emphasis options are:

Family and Social Welfare Policy (with an option to complete a graduate certificate in demography)

Health Policy

Community Policy

Environmental Policy

International Context of Public Policy

Education Policy

Economic Policy

Urban Affairs Policy (with an option to complete a graduate certificate in Urban Planning)

In addition, with the approval of the MPP Program Director, you can pursue an existing graduate certificate to fulfill the emphasis. Finally, you so have the opportunity to create, in partnership with the MPP Program Manager, an alternate track of emphasis in a substantive policy area.

Program of Study



As stated herein, the MPP degree requires a minimum 40 credit hours of course work.

- Students taking three courses (nine credit hours) per semester, including summer, can complete the MPP degree in approximately two years.
- Students taking two courses (six credit hours) per semester, including summer, can complete the MPP degree in two to three years,
- Students taking one course (three credit hours) per semester, including summer, can complete the MPP degree in four years (with one semester including two courses).

Although there is no prescribed sequence in the MPP program, there are a few factors to take

into consideration in planning the program.

- It is recommended that students take PADMN 6320 Public Policy Theories and Applications before PADMN 6323 Policy Analysis.
- Students should take PADMN 6290 Quantitative Analysis for Public Policy before taking PUBPL 6900 Public Policy Research.
- Students take PUBPL 6900 Public Policy Research before PUBPL 6563 Policy Evaluation.
- Students should plan their programs so that the Applied Policy Project class, PUBPL 6950, is taken in their final year.

Program Requirements

The MPP degree requires that students successfully complete a minimum of 40 semester hours of graduate course work, divided between 28 core course hours, and a minimum of 12 elective course hours.

Time Limit

Course work for the MPP degree can be completed within two consecutive full-time calendar years. However, work is acceptable if it is completed within four consecutive calendar years. Time extensions beyond this must be approved by the MPP program and the Graduate School.

Continuous Registration and Leave of Absence

Minimum Continuous Registration

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence (see Leaves of Absence, below). Students not on campus and not using university facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. To reactivate a file at a later time, the student is required to reapply for admission to The Graduate School. Master's degree students in a non-thesis program maintain minimum registration by

1. Registering and paying applicable tuition and fees for at least three credit hours per semester during the academic year from the time they are admitted to The Graduate School until they have completed all requirements for the degree, including the submission of a final project; or

2. Registering for three credit hours of Faculty Consultation during any semester in which they are not otherwise enrolled.

Leaves of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the MPP Director. Before being forwarded to the Graduate Records Office for approval by the dean of The Graduate School, the form must be approved by the director. Requests may be granted in the following circumstances:

1. Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah, and work in-process in which students are not in continual contact with their supervisory committee or other members of the faculty.
2. Leaves also may be granted on a yearly basis to students who, in the judgment of the director, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the director believes the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They also must officially withdraw from classes in any semester for which a leave is granted. Failure to withdraw formally results in the reporting of E or EU grades for all classes. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

JD/MPP Joint Degree

The Master of Public Policy/Juris Doctor joint degree is designed to combine students' applied interests and training in public policy with the comprehensive legal training gained through the S.J. Quinney College of Law JD program. Both programs recognize the growing interrelationship between the public and private sectors and the increased need for leaders with a combination of policy-related skills and specializations in analysis, economics and law. One important career path for attorneys lies in the field of public policy and lawyers who pursue this career path will benefit from an education that includes policy content and process coupled with grounding in analysis, statistics and economics. Likewise, career professionals working in certain public policy areas can function more effectively when they have a working understanding of law and legal institutions.

To apply for the joint degree program, students must submit separate admissions applications to the College of Law and the MPP program meeting the requirements for each. Admission to one program does not guarantee admission to the other. Students are encouraged to apply to both programs at the same time, however, a law student may apply to the MPP program during her/his

first year of law school and still be able to complete the joint degree program within a four-year time frame. Students are required to satisfy the regular admissions requirements for each program and be accepted into each program. Individuals considering a career in policymaking in government, nonprofits, or the private sector that require professional training in both legal and policy analysis are encouraged to apply.

Students will pay College of Law tuition for law school courses and regular graduate tuition (resident or nonresident) for public policy courses.

Degree Requirements for JD/MPP

Students spend their first year in the joint program at the Law School completing the required units of law courses. During the second, third and fourth years, students are able to take law and/or public policy courses. Students may count up to nine credit hours of College of Law class work toward fulfilling the 40 credit-hour requirement of the MPP degree, and may count up to twelve credit hours of MPP class work toward fulfilling the 88 credit-hour requirement of the JD degree. Upon completion of all requirements of both programs, students earn two separate degrees, a JD degree awarded by the College of Law and a MPP degree awarded by the College of Social and Behavioral Science.



The overall credit requirements for both degrees are reduced by 21 credit hours, and students can expect to complete the two degrees in approximately eight semesters of full-time study. Students admitted in the JD/MPP Joint Degree Program must complete all JD and all MPP requirements before either degree will be awarded.

MPP/MPH Joint Degree

The MPP/MPH dual degree program is designed for students who seek to advance their training in the quantitative and qualitative methods of policy analysis and expand their knowledge of public health issues and health policies.

Health issues are an area of priority within the public arena. One of the primary ways in which health issues are dealt with is through public policy. Approaches to addressing issues range from government contracting for services to setting regulations and rules that promote population-level health (e.g., childhood vaccination policies). Students who pursue a joint MPP/MPH degree will acquire the skills needed to conduct effective health policy analysis, understand organizational processes within the health domain, develop policy-based approaches to address issues of public health importance, and translate complex public health policies for a lay audience. Graduates will also be educated in working across public, non-profit and private sectors to produce policy-based approaches to improving and protecting the public's health. Through this joint degree program, graduates will gain the education needed to be effective in professional roles that involve health policy development, administration, and evaluation.

The Public Health Program is well established and well regarded, combining professional public health training, leadership and service. The MPP program provides analytical training and opportunities to participate in the policy process beyond the classroom. Both programs are small, and provide opportunities to study issues you care about in real world settings.

Students can earn both the MPP and MPH in a three-year period. Individuals considering a career in policymaking in government, nonprofits, and in the private sector that require professional training in both public health and policy analysis are encouraged to apply.

Degree Requirements for MPP/MPH

Upon acceptance and enrollment, students in the joint degree program may then apply up to nine credit hours of MPH class work towards fulfilling the 40 credit-hour requirement of the MPP degree. Likewise, they may count up to 12 credit hours of MPP class work towards fulfilling the 45 credit-hour requirement of the MPH degree. This option eliminates up to 21 credit hours that would be required to complete the two programs separately. Because of this overall reduction in credit requirements for both degrees, a student enrolled in the joint MPP/MPH degree program can expect to complete the two degrees in approximately six-to-seven semesters of full-time study. A student enrolled in the joint degree program must complete all MPH and all MPP requirements before either degree will be awarded.

Upon completion of both programs, the student earns two separate degrees: a MPP degree awarded by the College of Social and Behavioral Sciences and a MPH degree awarded by the Department of Family and Preventive Medicine.

Students will pay the public health tuition rate (resident or nonresident) for public health (FPMD) school courses and regular graduate tuition (resident or nonresident) for public policy courses.

BA/BS/MPP

The Combined BA or BS and MPP degree program provides an opportunity for students of recognized abilities to earn a Bachelor of Arts or Science in economics or political science and a MPP in five years rather than the normal six years. This program enables students to complete their undergraduate education and prepare themselves, at the graduate level, for a career in public policy in a somewhat expedited time frame.

During the first three years of your undergraduate education, students complete all major and general studies requirements. Students apply for admission to the 5 year program during their junior year (or when 90 credit hours will be completed). Once admitted and during the senior year, students take up to six graduate courses in the Public Policy Program. At the end of the fourth year, students should have completed all undergraduate requirements and received a bachelor's degree. During your fifth year, students complete their graduate studies and receive the MPP degree.

The Applied Policy Project Degree Requirement

The MPP program requires students to conduct an original piece of research that is relevant to the field of public policy. Prior to their final semester of study, students identify a research question that has relevance to policy makers or managers. Then, in PUBPL 6950 (Capstone

and Project course) students develop a research methodology to address the question, analyze appropriate data, and report findings in an accessible, accurate and actionable fashion. This final project is intended to consolidate students' knowledge and challenge them to think in a clear, creative, and concise manner.

With faculty or research staff supervision and advice, each student conducts a thorough analysis of a major policy question facing a "real-world" organization/practitioner, applying the interdisciplinary methods, approaches, and perspectives studied in the MPP core curriculum. This paper must meet not only the academic standards of the Program's faculty, but also the standards and needs of a practitioner who acts as a client for the work. Most of the student's time on the project is spent outside the classroom. However, students enrolled in PUBPL 6950 meet once a week with a faculty member and a small group of peers. These meetings provide an opportunity for reviews, evaluation, and support of the student projects.

The applied policy project should be completed before the end of the semester (as it is part of the grade for PUBPL 6950). If a project is not completed on time, a grade for the course can be postponed. However, the student will be held to the Graduate School's standards for continuous enrollment that may involve registering and paying for faculty consultation credit hours during one or more subsequent semesters until the project and all other graduation requirements are complete.

To avoid a delay in graduation, it is *strongly* recommended students select a topic for their project before enrolling in PUBPL 6950. It is possible to start the project prior to registering for the course. Please discuss this option with either the program manager or program director.

Preparing for Graduation

The semester prior to graduation, students must file an application for admission to candidacy form available online at <http://www.gradschool.utah.edu/students/forms/masters/candidacy.pdf>

Keep in mind the following information when filing the candidacy form:

- Students must be fully matriculated
- Students' tentative curriculum must have been approved by the MPP Program, including all course work to be used for the degree
- Students should be within two semesters of completing all courses.

Code of Student Rights and Responsibilities

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the right of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibilities that follow. The Code of Student Rights and Responsibilities has three parts: Student Bill of Rights, Standard of Academic Performance and Standards of Behavior. (See the last pages of each Class Schedule for more detailed information).

The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a more formal resolution of problems is needed, distinct administrative procedures and time lines have been established for proceedings under the Standards of Academic Performance and Standards of Behavior. In special circumstances, the appropriate University administrator may extend these time lines in the interest of fairness to parties or to avoid injury to one of the parties or to a member of the University community.

The University, the Committees and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Standards of Academic Performance or the Standards of Behavior.

Section II: Academic Calendar & Deadlines

Academic Calendar 2009-2010

2009-2010 UNIVERSITY ACADEMIC CALENDAR			
GENERAL CALENDAR DATES	FALL SEMESTER 2009	SPRING SEMESTER 2010	SUMMER TERM 2010
Class schedule & registration appointments available	Monday, March 2	Monday, September 28	Monday, February 8
Admission/readmission deadline	Wednesday, April 1	Sunday, November 1	Monday, March 15
Registration by appointment begins	Monday, April 13	Thursday, November 5	Monday, March 22
Deadline to apply for graduation	Monday, June 1	Monday, November 2	Monday, February 1
Open enrollment	Monday, July 27	Monday, November 23	Monday, April 12
House Bill 60 registration	Thursday, August 13	Tuesday, January 5	Tuesday, May 11
Tuition payment due	Tuesday, September 8	Monday, January 25	Tuesday, June 1
Census deadline	Monday, September 14	Monday, February 1	Monday, June 7
Grades available	Tuesday, December 29	Tuesday, May 18	Tuesday, August 17
TERM LENGTH CLASSES			
Classes begin	Monday, August 24	Monday, January 11	Monday, May 17
Last day to register without a permission code	Sunday, August 30	Monday, January 18	Sunday, May 23
Last day to drop (delete) classes	Wednesday, September 2	Wednesday, January 20	Wednesday, May 26
Last day to register, elect CR/NC, or audit classes	Tuesday, September 8	Monday, January 25	Tuesday, June 1
Last day to withdraw from classes	Friday, October 23	Friday, March 5	Friday, June 25
Last day to reverse CR/NC option	Friday, December 4	Friday, April 23	Friday, July 30
Classes end	Friday, December 11	Wednesday, April 28	Wednesday, August 4
Reading day	N/A	Thursday, April 29	N/A
Final exam period	Mon.-Fri., Dec. 14-18	Fri-Thurs, April 30-May 6	Thurs-Fri, Aug 5-6
FIRST SESSION CLASSES			
Classes begin	Monday, August 24	Monday, January 11	Monday, May 17
Last day to register without a permission code	Sunday, August 30	Monday, January 18	Sunday, May 23
Last day to drop (delete) classes	Wednesday, September 2	Wednesday, January 20	Wednesday, May 26
Last day to register, elect CR/NC, or audit classes	Tuesday, September 8	Monday, January 25	Tuesday, June 1
Last day to withdraw from classes	Friday, September 18	Friday, February 5	Friday, June 4
Last day to reverse CR/NC option	Friday, October 2	Friday, February 26	Friday, June 18
Classes end	Friday, October 9	Tuesday, March 2	Wednesday, June 23
SECOND SESSION CLASSES			
Classes begin	Monday, October 19	Wednesday, March 3	Thursday, June 24
Last day to drop (delete) classes	Wednesday, October 28	Friday, March 12	Saturday, July 3
Last day to register, elect CR/NC, or audit classes	Monday, November 2	Tuesday, March 16	Wednesday, July 7
Last day to withdraw from classes	Friday, November 13	Friday, April 2	Friday, July 16
Last day to reverse CR/NC option	Friday, December 4	Friday, April 23	Friday, July 30
Classes end	Friday, December 11	Wednesday, April 28	Wednesday, August 4
GRADUATION INFORMATION			
University Commencement/Convocation Exercises		Friday, May 7	
Graduation Exercises for College of Law		Friday, May 14	
Graduation Exercises for School of Medicine		Saturday, May 22	
HOLIDAYS			
Labor Day holiday	Monday, September 7		
Fall break	Mon.-Sat, October 12-17		
Thanksgiving break	Thurs.-Fri., Nov. 26-27		
Holiday recess	Sat. Dec. 19-Sun. Jan. 10		
Martin Luther King Jr. Day holiday		Monday, January 18	
Presidents' Day holiday		Monday, February 15	
Spring break		Mon.-Sat, March 22-27	
Memorial Day holiday			Monday, May 31
Independence Day holiday			Monday, July 5
Pioneer Day holiday			Friday, July 23
Calendar subject to change without notice. For the most up-to-date information, visit http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm			

Last Updated 12/18/08

Graduation Deadlines

Deadline for Application for Master's Degree



The semester prior to graduation, students must file an application for admission to candidacy form (graduation application) available online at <http://www.gradschool.utah.edu/students/forms/masters/candidacy.pdf>

To graduate end of spring semester 2010 the application must be received by The Graduate School before **November 2, 2009.**

Keep in mind the following information when filing the candidacy form:

- Students must be fully matriculated
- Students' tentative curriculum must have been approved by the MPP Program, including all course work to be used for the degree
- Students should be within two semesters of completing all courses.

Section III: Registration Information

New and continuing students register during their scheduled registration time. Check your registration appointment (date and time) by accessing the [Campus Information System \(CIS\)](#) and clicking on, "View Your Registration Dates." It is highly recommended that students register as close to their appointment time as possible. Classes do fill up, and there is no guarantee an instructor will be able to allow more students into the course. Please refer to the Academic Calendar in Section II of this Handbook for registration, drop and withdraw dates.

If a class is full, contact the course instructor. If the instructor determines that space is available, the instructor can issue a permission number to register for the class. Permission numbers are also required to add classes beginning the second week of the semester. Contact the course instructor to request a permission number.

The screenshot displays the Campus Information System (CIS) interface in a Mozilla Firefox browser window. The browser's address bar shows the URL: <https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h?tab=STUDENTS>. The website header includes the University of Utah logo, the text "CAMPUS INFORMATION SYSTEM THE UNIVERSITY OF UTAH", and navigation links for "Help/FAQs", "CIS Home", and "Log Out". A "My Links" dropdown menu is also visible.

The main content area is divided into several sections:

- My Page**: Includes tabs for "My Page", "Employee", and "Student".
- Student Profile**: Displays fields for Name, Student ID, Address, Phone, and UMail. An important notice states: "IMPORTANT: Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes." Below this, it says "No Messages."
- Update Student Profile**: Lists options to "Change Address", "Change Phone Number", "Change Email", "Set your U of U Campus Alert preferences", "Change Emergency Contact", "Change your Password", and "Change your Security Questions".
- Student Message Center**: Contains three messages:
 - Registration Appointments for Fall 2009**: "Registration for Fall 2009 is in progress! Don't forget to register as classes are filling up quickly!"
 - Reminder: Check your UMail account for important info!**: "Important University of Utah information is being sent to your UMail account. Please check your account regularly at <https://www.umatel.utah.edu>"
 - Online Student Direct Deposit Enrollment**: "Please be aware you may enroll online to have your financial aid/ tuition refund sent directly to your bank account. Just click here or sign on to your CIS account and go to 'Tuition Refund Direct Deposit' listed under Finance." It also includes the contact "Questions can always be sent to webmaster@acs.utah.edu"
- Grades**: Lists links for "View your Grades", "View your Unofficial Transcript", "View your Summary of All Grades", "View your Academic Summary", and "Official Transcript Information".
- Registration**: Lists links for "View your Registration Dates", "View your Class Schedule", "View your Weekly Class Schedule", "Drop Class", "Add Class", "Student Course Evaluations Results", and "Course Number Changes".
- Class Schedules & General Cat.**: Lists "General Catalog", "Student Handbook", and "Course Number Changes". Under "Class Schedules", it lists "Fall 2009", "Summer 2009", and "Spring 2009".

The browser's taskbar at the bottom shows several open applications, including "Inbox for as...", "2 Oracle C...", "2 Microsoft...", "Databases", "3 Microsoft...", and "Campus Info...". The system clock indicates the time is 2:00 PM.

Section IV: Advising, Administrative & Graduation Information

Advising Services for MPP Students

Students can address questions about the MPP curriculum and program requirements to the Program Manager and/or Director. The Manager and Director also consider special cases for students seeking to transfer credits from nonmatriculated courses or courses taken at another institution.

Before the beginning of each academic year and/or semester, it is recommended students meet with the Program Manager to discuss courses and schedules. A schedule of core and elective courses is published by the MPP program each semester. While not inclusive, this schedule provides students with a list of potential elective courses, and serves as a guide to help plan a course of study. Students are encouraged to review the class schedule and course catalog to identify courses of interest. The Manager and Director are willing to consider elective courses that may not be included on the official course list. Please send the course name, number, and description to the Manager. You may also need to include a justification for including this course in your curriculum of electives.

Graduate School Requirements

Grade Point Minimum

Students must complete all core classes with a “B” or better grade. Grades in elective classes must be a “C” or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a “C.” If a grade of “B-” or below is issued in a MPP core, the student will be required to retake the course. GPAs will be monitored by the Public Policy Program staff. Students also should avoid getting an excessive number of “incompletes.” Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MPP office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet in order to be removed from probation.

Letter Grades vs. Credit/No Credit Grades

Letter grades are the **only** acceptable grades in the MPP program.

Incompletes and Work-In-Progress Grades

Occasionally, because of circumstances beyond his/her control, a student needs to discontinue work in a particular course before the semester is finished. If conditions are met, an “I” (incomplete) is sometimes given in such cases. If the incomplete course is not completed within one calendar year, the “I” will be converted to an “E” (failure) automatically. If the course is

successfully completed, the “I” will remain on a student's transcript and a letter grade will be inserted next to the “I”. In some cases a “T” (work-in-progress) grade is given until course work is finished. “T’s” will not automatically convert to an “E.” Students cannot graduate until all “I’s” and “T’s” are converted to final grades.

Transfer Credit and Waiver/Substitutions for Course Work

Transfer Credit from Other Institutions

Graduate credit may be transferred from other institutions. Up to six (6) semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if:

- The grade for the course was at least a “B,”
- The MPP program approves the transfer credit,
- The course work is not more than four (4) years old when the student completes the MPP (the MPP office will seek an extension when appropriate), and
- The student fulfills the residency requirements of The University of Utah.

Students seeking transfer credit should supply the MPP office with the necessary supporting materials including syllabi, where possible, and catalog descriptions.

Nonmatriculated Transfer Credit

Nonmatriculated credit that can be applied toward a graduate degree is limited to nine semester credit hours and must be approved by the MPP program director.

Waivers/Substitutions for Courses, Based on Prior Education

When a student has successfully completed the equivalent of a MPP core course with at least a “B” as an undergraduate student, and such course work is not more than five (5) years old, the student should not retake the course. With prior approval, the student may substitute a more advanced or specialized course in the same general field.

Rationale: No waivers of core courses will be granted. If, however, a student has successfully completed an MPP core course (or equivalent) with a grade of “B” or better as an undergraduate, the student will not be expected to re-take the same course. Thus with prior approval, a more specialized course in the same general field may be substituted for the previously-taken MPP core course.

This policy does not prevent a student from transferring core courses from another graduate program at The University of Utah or another university, or from receiving credit in the MPP program for core courses taken as a nonmatriculated student after receiving a baccalaureate degree.

Course work to fulfill the area of concentration may not be waived.

Waivers/Substitutions for Courses, Based on Professional Work Experience

No waivers of courses will be granted for professional work experience. Under unusual circumstances, the MPP program may consider the substitution of a more advanced or specialized course based on professional work experience.

Academic Credits for Training Programs or Non-Credit Education

No academic credit will be granted for the completion of training programs or non-credit education programs.

Internships

There is no internship requirement for the MPP degree. However, students who would like to pursue internships to gain experience in the public policy analysis arena are encouraged to do so. Internships are intended to help students bridge the gap between practical experience and formal education and to provide students with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members in the intern organization and given appropriate responsibilities and assignments in such areas as research, analysis, report writing, planning, administration, and public contact.

Interns may serve for one semester for credit and multiple internships for credit are not permitted. Internships may be completed either for credit or for pay, but not both. If completed for credit, the credit will count as elective credit towards the degree.

These guidelines have been developed to clarify the relationship among interns, sponsoring organizations, and the MPP Program. Throughout the process, please feel free to contact the MPP Manager or Director concerning questions and problems.

In addition to daily supervision, internship organizations should work with the intern to develop a mutually beneficial learning experience. Specifically, an agreement must be written between both parties to enable students to receive academic credit:

1. By the end of the first week: decide what the responsibilities of the intern will be. Then complete the Intern/Sponsor Agreement. The intern should submit the agreement to the Program Manager and Director for approval. Once approved one copy will be made available for the intern and the organization. The original will be kept in the student's file in the MPP Office.
2. The agreement should have: the purpose, goal and objectives of the internship, and the work product, a realistic expectation for the time allocated and skill level of the student.

In order to receive credit for internships, students must:

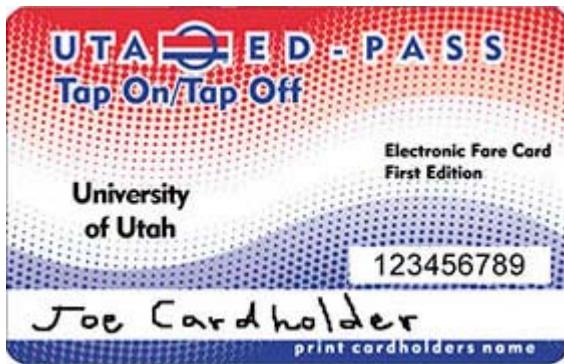
- * Work three hours per week for each credit received.
- * Keep a journal, with at least weekly entrances, that makes connections between program curriculum and the internship. Submit the journal to the program director monthly during the internship.
- * Interns will be graded by the MPP Director, or other supervising MPP faculty member, based on the journal and feedback from the sponsoring organization.

General Information

Get an Identity – the UCard ID

The University of Utah UCard offers one standardized source of identification and access for the institution, ensuring convenience, security, and simplicity. Obtain your student UCard from the UCard office in the Student Union.

It provides official identification, debit functionality and security access enabling students to gain access to and use many University facilities:



- Libraries
- On-campus housing
- Residential meal plans
- Off-campus partners
- Buildings, offices and labs
- Computer labs
- Printers and copiers
- Sporting events
- Associated Students of the University of Utah (ASUU) events

- Campus recreation facilities
- University bookstores
- Foodservice and convenience stores
- Parking
- Services for Students with Disabilities

For more information visit: <http://www.ucard.utah.edu/>

Library

Students have access to the University of Utah library system including the Marriott Library, the SJ Quinney Law Library and the Eccles Health Sciences Library. Students may use the online research tools and databases, and also check out materials from any campus library with a valid student UCard.

Center for Public Policy & Administration

Students are encouraged to sign up and receive the CPPA monthly electronic publication *Policy*

Perspectives. The MPP is administered through CPPA and shares many synergies including providing students with research opportunities and publishing students' work. CPPA is a non-partisan public policy center that enhances public organizations through education, research and outreach.

Policy Perspectives, covers current public policy and governance issues in Utah and the region as well as applicable public management tools and other topics of interest.

To subscribe to *Policy Perspectives*, visit www.cppa.utah.edu

Computing

There are many computer resources on campus. Here is just a sampling. For more details visit: <http://www.it.utah.edu/>

Campus Information System (CIS)

The CIS is a vital student resource. It is an online system that houses your student information, including your home address, your email address for official University communication, your grades and registration information. You access the [CIS](#) with your [University Network ID \(uNID\)](#) and [password](#). This is the only way to register and check grades.



University Network ID (uNID) & password

Your University Network ID (uNID) & secure password uniquely identify you on the campus network for various computing services. You receive your uNID from the [Admissions Office](#) when you are first accepted to the University. To activate your account, log onto the **My.Utah.edu** student portal for the first time from www.utah.edu with your [uNID](#) and [default password](#). For more information visit <http://www.it.utah.edu/>.

Campus Umail System

Everyone at the University of Utah receives an UMail email address from the '@utah.edu' domain. This email account is free. Students receive 50 MB of space for email with this account. The attachment size limit is also 50 MB.

The default address format is your **uNID@utah.edu**. You **must** create a more personalized alias, such as **firstname.lastname@utah.edu**.

You are encouraged to use this address to stay informed of important information and events at the University of Utah, and so that campus departments may contact you with approved communication (no spam). **Students will be required to use this address for all official University communication.**

To learn more and/or activate visit <http://www.it.utah.edu/services/email/umail/index.html>.

Faculty

- Cathleen Zick, PhD., Professor, Professor and Director of the Masters of Public Policy program
- Zachary Zimmer, PhD., Professor, Department of Sociology and Senior Scholar for the Institute Public and International Affairs
- Mark Glick, PhD., Professor, Department of Economics and SJ Quinney College of Law
- Dennis Wei, PhD., Professor, Department of Geography
- Lori Kowaleski-Jones, Associate Professor, Department of Family and Consumer Studies
- Thad Hall, PhD., Associate Professor, Political Science Department
- Lina Svedin, Assistant Professor, Political Science Department
- Steve Kroes, Associate Instructor

MPP Administration and Contact Information

Cathleen D. Zick, PhD

MPP Director [801-581-3147](tel:801-581-3147)—zick@fcs.utah.edu

Angie Stefaniak, MPA

MPP Program Manager [801-585-7834](tel:801-585-7834)—angela.stefaniak@cpga.utah.edu

Steve Ott, PhD

Director, Center for Public Policy & Administration (CPPA) and the Institute for Public & International Affairs (IPIA) 801-581-6781— jsott@csbs.utah.edu