

**GRADUATE PROGRAM POLICY STATEMENT FOR THE  
SCHOOL OF URBAN AFFAIRS AND PUBLIC POLICY  
1/11/10**

**Section 1 - Program Administration**

The School of Urban Affairs and Public Policy offers three 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, offered jointly with the Department of Political Science and International Relations and authorized as a permanent degree by the Board of Trustees in May 1976; and the master of arts in historic preservation, authorized as a permanent degree by the Board of Trustees in ??.

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.

**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 COURSES.** Students take the following two courses for a total of six credits:

**UAPP 619 Contemporary Issues in Urban Affairs (2 credits)**

**UAPP 800 Research Methods & Data Analysis (4 credits)**

and take 6 credits from the following list:

**UAPP 613 Planning Theory & Urban Policy (3 credits)**

**UAPP 628 Issues in Land Use & Environmental Planning (3 credits)**

**UAPP 828 Urban Society & Public Policy (3 credits)**

**2.1.3 CONCENTRATION.** Students are expected to take 12-18 credits of electives relevant to their area of specialization or concentration. There are three areas of concentration which have specific requirements that must be met. These are:

**Community Development and Nonprofit Leadership**

**Energy, Environment and Equity**

**Historic Preservation**

**Urban and Regional Planning**

Students must have their areas of concentration approved by their faculty advisor and the Urban Affairs and Public Policy Program Director. If students meet the requirements of one of these concentrations, their transcript will formally indicate that the degree is awarded in this concentration. Requirements for M.A. concentrations are available from the Program Director and are on file in the School Administration office.

Other specializations may be undertaken if approved by a student's faculty advisor. These include land use planning, housing, urban policy, social policy, nonprofit leadership and international and comparative policy analysis. Other areas may be chosen if University offerings allow. Credits in an area of specialization or concentration may be taken as planning or policy analysis practicum, an internship, research and readings, as well as lecture courses and seminars. Students may work individually or with a group of students. In either case the work is carried out under the supervision of faculty. Only concentrations are specifically reported on a student's transcript.

**2.1.4 ELECTIVE COURSES.** Six to nine additional credit hours for elective courses may be taken if the student chooses to write an analytical paper. Three additional credit hours may be taken if the student chooses to write a thesis. These credit hours would be in addition to those taken in the student's specialization. They may be in the main area of specialization or in a secondary area of specialization.

**2.1.5 ANALYTICAL PAPER OR THESIS.** Each student must complete a 3-credit analytical paper or 6-credit thesis in the area of specialization or concentration. 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.

**2.1.6 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:

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

**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 judgement 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.

### Section 3 - Graduate Faculty

All faculty of the School of Urban Affairs and Public Policy are employed to teach 600 and 800 level courses and seminars and to advise students in the graduate program. The School has no undergraduate 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 Urban Affairs and Public Policy. 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 Urban Affairs and Public Policy 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).

- C. Ability to apply previously acquired competencies to problem areas, community, or organizational needs. Contributions in and nature of professional work experience, volunteer service and/or internships. Assessments by faculty, professionals, and/or community leaders.

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.

**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.

### **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. All students are required to write and defend an Analytical Paper. This requirement may be fulfilled in one of the following ways:**

1. by writing and defending a **1 3** credit Policy/Management Brief (UAPP **699 872**) 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 Analytical Paper **writing** requirement without registering for **writing** analytical paper credits (~~UAPP 872~~) may complete the credit requirements by taking another **3**-credit course. ~~Defense of the Analytical Paper should be before a committee of at least two M.P.A. faculty members. Additional members may be drawn from other University faculty or appropriate practitioners.~~ **Detailed policies for the Brief are available on the School's website.**

~~Within six weeks into the semester prior to the semester the student intends to graduate, the student must select at least two faculty members, one of whom agrees to serve as chair of the committee. The chair will work closely with the student throughout the writing of the paper. In the event the paper is not completed and defended during this semester, the student will receive an S grade and is required to complete the paper no later than six weeks before graduation in order that committee members will have ample time to review the paper and change the S grade.~~

~~The purpose of the Analytical Paper requirement is to demonstrate to the faculty that the student is capable of conducting and presenting a thorough and cogent analysis of a public policy issue or program, or organizational or administrative problem or decision. The Master's Paper is expected to be at least forty pages.~~

- 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 ~~an internship, or analytic paper~~ **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.**