



**Master of Public Administration**

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THE UNIVERSITY OF UTAH

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# **MPA Student Handbook**

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## Welcome!

Welcome to the Master of Public Administration (MPA) graduate program at the University of Utah. From its creation, the University of Utah Master of Public Administration (MPA) Program has been rigorous, requiring integrated core and elective coursework, practical administrative experience, and a major research paper. The founders were firm in their vision: the MPA Program would prepare graduates to deal responsibly with the processes of democratic government. Although the MPA has been revised and updated regularly to respond to the changing environment, including the growth of the nonprofit sector, its foci and emphases have remained remarkably stable. The MPA program admits about 50 students each fall and maintains enrollment of around 150 students every year.

We have prepared this *Handbook* to provide students in the MPA and EXMPA 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.

The University of Utah is fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, and status as an individual with disability.

## Contact Information

If you have additional questions about the contents of the handbook, do not hesitate to contact the MPA team.

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

MPA: <https://mpa.utah.edu/>

University of Utah Academic Calendar: <https://registrar.utah.edu/academic-calendars/>

Graduate School: <https://gradschool.utah.edu/index.php>

Registrar's Office: <https://registrar.utah.edu/>

University of Utah Calendar of Events: <https://events.utah.edu/>

Financial Aid Office: <https://financialaid.utah.edu/>

College of Social and Behavioral Science: <https://csbs.utah.edu/>

## About MPA

A Master of Public Administration, or MPA, is an interdisciplinary degree that builds professional knowledge and operating competence for managers of public and nonprofit agencies. The MPA program is designed for the working adult. Students are able to select their own concentration and set their own schedule from courses offered during the evenings, generally from 6-9 p.m. This allows students to take as many classes each semester as their personal and professional life permits. Depending on how many courses a student takes per semester, this degree can be completed in two years, but might take as long as four years. The MPA benefits both experienced public administrators and those seeking to start a career in public or nonprofit management. Our graduates enter the workforce with both enhanced general and public management skills and a special depth in a particular administrative area, policy field, or level of government.

The MPA was built upon a graduate certificate program established in 1946 that had been offered through the Institute of Government and which required one and a half years of full-time effort. During the 1940s and 1950s, the certificate program was quite active, influencing public administration in Utah and throughout the West.

The U's MPA Program, established in 1976, celebrates 40 years of success. The first MPA degree was awarded by the U in 1977. Since then, the program has established a strong local, regional, and national reputation, producing alumni in all fields of public and nonprofit administration.

## JEDI Initiative

The Programs of Public Affairs received necessary feedback from current students and alumni. In candid letters, students and alumni of color and white allies articulated that the Programs had not only failed to live up to the ideals of antiracist education, but at times perpetuated marginalization in our curricula, classrooms, and treatment of students. Deeply appreciated by faculty and staff, the communications helped spark a cross-program (re)commitment to addressing matters related to racism, marginalization, and oppression. One year later, this commitment takes the form of the Programs of Public Affairs JEDI Initiative, where “JEDI” refers to:

**Justice** — fair treatment of all individuals and groups, with emphasis on the legal and governance dimensions of society

**Equity** — fair distribution of resources and opportunities, accounting for past and present events, conditions, and contexts

**Diversity** — sociodemographic differences—specifically those that characterize traditionally marginalized individuals and groups on the basis of race, ethnicity, gender, sex, sexual orientation, ability, and language

**Inclusion** — authentic and empowered participation that extends to a true sense of belonging for all, but especially the traditionally marginalized, across all program levels

## NASPAA Accredited

The MPA program at the University of Utah is accredited by the National Association of Schools of Public Affairs and Administration, the membership association of graduate programs in public administration, public policy, and public affairs. NASPAA’s twofold mission is to ensure excellence in education and training for public service and to promote the ideal of public service. NASPAA accreditation signifies that a master's program in public affairs and administration has gone through a rigorous process of voluntary peer review conducted by the Commission on Peer Review and Accreditation (COPRA) and has met NASPAA's Standards for Professional Master's Degree Programs in Public Affairs, Policy, and Administration.

More information at: [The Global Standard in Public Service Education | NASPAA](#)

## MPA Programs

### Evening MPA Program

The evening MPA program is designed for the working adult. It allows students to choose their own emphasis and set their own schedule from courses that are offered during evenings, generally from 6-9PM. This allows students to take as many classes per semester as their personal life permits. Depending on how many courses a student takes per semester, this degree can be completed in two years, but might take as long as four years.

### Executive MPA Program

The Executive MPA is designed for students with at least five years of middle-to-upper-level management experience in public or nonprofit organizations. The Executive MPA differs from the traditional evening program in four aspects:

- Course work is offered on weekends (Friday and Saturday) and as intensive, staggered schedule, week-long courses.
- Students progress through the program as a cohort, entering in August and completing their courses approximately 19 months later.
- The area of concentration is designed specifically for Executive MPA students: Advanced Public Management.
- The program offers a concierge experience. The MPA program staff will register the students for classes, order e-books, snacks for class, and arrange parking on campus.
  - *The default textbook policy for the XMPA program is to provide electronic versions when possible. The program adopted this policy because it is more cost-effective, allows for more flexibility and accessibility, it is more inclusive and more environmentally friendly. Additionally, the program does not have the capacity to take custom orders.*

## Dual Degrees & Certificates Options

The MPA Program has joined other departments on campus to offer dual degrees. Dual degrees are a great opportunity for students, who are interested in more than one discipline. Below is a list of our dual degree programs and certificates. For more information, please contact our office. Please be advised that though we try to keep these agreements updated as courses change in departments, so it is best to speak with each program's adviser to maintain requirements that are being met.

### **Current MPA Dual Degrees:**

- Master of Public Health (MPA/MPH)
- Master City and Metropolitan Planning (MPA/CMP)
- Juris Doctor (MPA/JD)
- Master in Social Work (MPA/MSW)
- Ph.D. in Educational Leadership and Policy (MPA/ELP Ph.D.)

### **Current Certificates:**

Numerous graduate-level certificates are available to MPA students. Earning a certificate is an excellent way to specialize your studies without the significantly higher investments required of dual degrees.

Some of the MPA Featured Certificates are:

- City and Metro Planning
- Gender Studies
- Public Health
- Public History

More information in: [Dual Degrees & Certificates - Master of Public Administration - The University of Utah](#)

## Program Overview and Requirements

### Pre-Requisite Courses

Students must complete an American Government pre-requisite introductory course before the first day of class. POLS 1100 at the University of Utah or an equivalent course from an accredited university (syllabus required), are acceptable. Must complete with a "C" or better, a "PASS" if taken pass-fail, or a 50 or above if taken as a CLEP exam (printed score required.) Alternatively, the program offers a pass-fail short course for this pre-requisite at the end of July each year. Advanced Placement American Government satisfies the pre-requisite so long as a transcript verifies the receipt of academics for the AP course. Brigham Young University's American Heritage course is not accepted as a pre-requisite.

## International Students

International students are encouraged to work the MPA administrative team in conjunction with the University of Utah's Office of Global Engagement and International Student and Scholar Services (ISSS). More information regarding the services provided with ISSS is found at: [International Student & Scholar Services - The University of Utah](#)

## Curriculum

Students are required to complete nine core courses. The courses range from 6210 to 6890 level. The courses are about administrative theory, nonprofit and nongovernmental organizations, research, governance, capstones, seminars and more.

**MPA students are required to complete the following nine core courses:**

- PADMN 6300: Administrative Theory
- PADMN 6550: Nonprofit and Nongovernmental Organizations
- PADMN 6289: Research Design
- PADMN 6360: Public Human Resource Management
- PADMN 6335: Governance and the Economy
- PADMN 6380: Public Budgeting and Finance
- PADMN 6210: Public Administration and Law
- PADMN 6870: Seminar in Public Administration Ethics
- PADMN 6890: Capstone in Public Administration

Elective courses (4) allow MPA students to customize their studies. Most MPA students choose to concentrate their electives in a specific field within public administration, depending on their academic interests and career goals.

This is an opportunity for students to build a distinctive profile for themselves within the program and tailor their coursework to their long-term goals. Students are welcome and encouraged to take elective courses from other departments, however any courses outside the PADMN department which are not listed in the Electives Catalog must be approved by the Program Manager.

**New students must register for PADMN 6300 Administrative Theory during the first semester, and all MPA students must register for the Capstone course and PADMN 6870 Ethics in the last semester of study.**

Beyond these three courses, students are free to design their schedules. Please note that not all core classes are offered every semester, so students should prioritize them when registering for classes.

**The Capstone course is only offered in Fall and Summer semesters, it is important that students plan accordingly and complete the course before applying to graduation.**

Students enrolling in only two courses per semester should be aware that the program will take longer to complete. The University of Utah front-loads fees on to the first credit hour in a

semester, so each additional semester you add to your degree incurs approximately \$500 in mandatory university fees, in addition to tuition and other fees.

### Internship Requirement:

Students who have not had appropriate administrative experience in the public and/or nonprofit sectors entering the MPA Program must complete a compensated internship of 300-plus hours. Private work experience will be judged on a case-by-case basis, based on job duties and primary work with the public/nonprofit sector. The internship may be completed in one semester or spread out over multiple semesters to total the 300-plus hours.

To ensure that your internship will meet the requirements set by the MPA program, please provide a detailed job description to the MPA program manager for approval. The internship course, PADMN 6910, carries a minimum of 3 semester credit hours. In unusual circumstances, some agencies require students to complete a longer internship program. In such instances, students may register for up to 12 credit hours of internship credit. Students may also complete an internship that is part-time over two semesters (please see program manager for approval). A CR/NC (Credit/No Credit) grade is earned for the internship based on the following three documents: job description, job evaluation and job summary. Though the credit is required, it does not count toward the 39 required course credits because it is not a course and does not include academic requirements.

The job description should include a list of all duties and objectives of the internship as negotiated between, and approved by the intern, MPA Program Manager, and agency supervisor. Please also include the time frame of the internship (especially hours), supervisor name and contact information and compensation amount (compensation is required, but this does not have to be monetary).

After the internship students must provide a detailed 2-3 page summary report. The report should include the following:

1. Examples of application of theoretical and practical concepts gained from the MPA Curriculum.
2. Evaluation of the internship. Please evaluate overall experience, agency, job and make recommendations to the MPA regarding future placements of interns with the agency and in the position.
3. Students should submit their internship report in the following link:

[Internship Summary Report - Master of Public Administration - The University of Utah](#)

### Internship Waiver

Students with at least six months of appropriate administrative experience in the public or nonprofit sector may seek a waiver of the internship requirement. The appropriateness of experience will be evaluated by the MPA Program Manager.

*The internship waiver for incoming students is due October 1 of the first semester of study.*

The review of waivers requests typically takes one month, and you will be notified by the MPA Program if the requirement is waived or not. If you miss the deadline, please still complete the waiver, and submit it using the link below. Please plan for additional time to clear the waiver if submitted late.

**Documentation in support of the waiver will consist of:**

1. Contact information for supervisor, job title of position, and dates of employment
2. Request for waiver of the internship report: 2-3 page paper that elaborates the duties, special responsibilities, and major functions of the position. It also explains how the position provided administrative experience especially in observation of, or participation in the policy process and the observation of the nature of organizational behavior.

Students can find the internship waiver application in the following link:

[Internship Waiver Application - Master of Public Administration - The University of Utah](#)

There are multiple university resources that assist students finding an internship such as the

- Hinckley Institute
- Career Services
- Sorenson Center
- Lassonde Institute

## Financial Aid

There are many different ways that students can finance their Master of Public Administration degree. The Master of Public Administration offers exclusive financial aid opportunities to its students in the form of scholarships and a graduate assistantship. All MPA students, both new and current, are eligible to apply for these financial aid opportunities such as:

- MPA Graduate Assistantship
- MPA Scholarships
- CSBS Scholarships
- Policy Graduate Assistantships

To learn more about financial aid resources visit: [Financial Aid - Master of Public Administration - The University of Utah](#)

## Academic Calendar & Deadlines

Visit the Office of the Registrar website to learn more about important deadlines and calendars of the University: [Academic Calendar - Office of the Registrar - The University of Utah](#)

## 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.

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.

## Graduation

All graduate candidates for graduation must contact the MPA program manager to ensure graduation requirements have been met and a committee has been entered to the Graduate School's Graduate Degree Tracking system.

*The graduation application is due two semesters before graduation and no earlier than one year before graduation.*

The graduation application deadlines are the following:

- Spring: submit application for MPA by October 1, for the Registrar by November
- Summer: submit application for MPA by March 1, for the Registrar by April 1
- Fall: submit application for the MPA by July 1, for the Registrar by August 1

## Submission Requirements

1. Complete the MPA Graduation Form. The intent to graduate form must be submitted **before** the University's Application for Graduation, because the University Registrar will not accept the University's Application for Graduation before your MRP advisor is entered in the online system. Students can find the form at:  
[Notification to Program: Intent to Graduate - Master of Public Administration - The University of Utah](#)
2. Submit the University's Application for Graduation to the Registrar's Office.
3. Under degree information, enter the semester for graduation, as well as OTHER under degree (please type in MPA in line next to OTHER), and enter PUBLIC ADMINISTRATION under major.

## How To Apply for Graduation?

1. Students must ask the program manager to enter their committee into Graduate Student Degree Tracking. This will open the "apply to graduate" link in CIS.
2. Access the graduation tile in CIS and follow the prompts to complete the graduation application.
3. Inform the program manager in the PPA Office of your intent to graduate.

## Important:

1. Students with "I" or "T" grades will not be cleared for graduation by the Registrar's Office.
2. The Graduate School requires that students be registered for at least one semester credit hour during the semester on which they plan to graduate.

3. Check the Graduate School Policy for more details:  
[Registration Policies - Graduate School - The University of Utah](#)
4. Failure to submit your application prior to the deadline may delay your graduation—your application is due for the semester you are planning to graduate.
5. Students will graduate when all degree requirements (U.S. Government pre-requisite, 14 classes, and internship) are met and all grades are submitted.
6. Students must be registered for graduate course credit the semester they graduate.

## 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 MPA Core, the student will be required to retake the course. GPAs will be monitored by the Public Administration 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 MPA 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 MPA program.

### Incomplete 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.*

## 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.
4. 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.
5. 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.
6. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

### Supervisory Committee

The graduate supervisory committee is required by the University of Utah's Graduate School and is responsible for:

- Approving the student's academic program of study and graduation requirements have been successfully accomplished

### Choosing Supervisory Committee

Master's supervisory committees consist of three faculty members, the chair must be MPA core faculty, and the committee members can be in other departments/programs per the Graduate School policy below:

- All University of Utah faculty members (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve as supervisory committee members.
- The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field.
- Persons not from the University of Utah may also serve as committee members upon approval of the Dean of The Graduate School (a vita for the proposed committee members should accompany the request).
- Committee chairs must be selected from regular faculty (i.e., tenured or tenure track).
- Immediate family members are not eligible to serve on a student's supervisory committee.
- It is the responsibility of the student to approach prospective committee members with a view to their willingness and availability to serve in such a capacity.

- Try to choose faculty that has expertise and research knowledge in your interest area. If this is not possible, approach a faculty member who is experienced in the methodology you are choosing to use for your project.
- Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee.
- The MPA program director approves the chair and committee members.
- The process of assisting students in forming a supervisory committee and submitting the required documentation is completed by the MPA Program Managers

## University Resources

MPA students have free access to the following resources through the University of Utah:

- Grammarly Account
- Local Public Transportation
- Marriot Library
- Student Life Center

Student can access additional university resources such as:

- Campus Store
- Commuter Services
- Campus Recreation
- IT Help Desk
- Student Health
- Student Union
- UCard Office
- Writing Service

For more information follow the link:

[University Resources - Master of Public Administration - The University of Utah](#)

## General Information

### **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 laboratories
- Computer Labs
- Printers and copiers
- Sporting events
- Associated Students of the University of Utah (ASUU) events
- Campus recreation facilities

- University bookstore
- Foodservice and convenience stores
- Campus parking
- Services for Students with Disabilities
- Mental Health Services

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

### **Library**

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

### **Kem C Gardner Policy Institute**

Students are encouraged to get involved with the Kem C. Gardner Policy Institute.

For more information visit: <https://gardner.utah.edu/>

### **Computing**

There are many computing resources on campus. For more information visit: <https://it.utah.edu/>

### **Campus Information System (CIS)**

The CIS is a vital student resource. It is an online system that houses student information, including address, email address for official university communication, grades, and registration information.

To access CIS, students need their University Network ID (uNID) and password.

CIS is the only platform that students can access their grades and register for classes.

### **University Network ID (uNID) & Password**

The University Network ID (uNID) and secure password uniquely identify students on the campus network for various computing services. Students receive their uNID from the Admissions Office when they first are accepted to the University.

To activate an account, log into the student portal (CIS) for the first time from with your uNID and password. If you have problems logging contact [University Information Technology - The University of Utah](#)

### **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 can create a more personalized alias, such as: `firstname.lastname@utah.edu`.

Students 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. For more information visit: [University Information Technology - The University of Utah](#)

## Safety & Wellness

Students' safety is the University top priority. In an emergency, dial 911 or seek a nearby emergency phone through campus. Report any crimes or suspicious activities to 801-585-COPS; this number will get an officer dispatch from the University of Utah Department of Public Safety (DPS: [dps.utah.edu](http://dps.utah.edu))

If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help- just give a call.

*Campus Security & University Police: 801-585-2677*

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000. Help is close and the university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

## Faculty

Full-time Faculty and Postdoc:

- Robert Forbis, PhD
- David Carter, PhD
- Steve Nelson, JD/PhD
- Chris Simon, PhD
- Phillip Singer, PhD
- Lina Svedin, PhD
- Jesús Valero, PhD

To see the contact information and adjunct faculty visit:

[Faculty - Master of Public Administration - The University of Utah](#)

## MPA Program Student Organizations

### **Public Affairs and Global Enterprise Student Association (PAGE):**

The Program of Public Affairs Graduate Student Association (PAGE) is the formal organization of all PPA (XMPA, MPA, MPP, MIAGE) students enrolled at the University of Utah. All graduate students enrolled in PPA courses are members of PAGE. PAGE works closely with Pi Alpha Alpha (PAA) and the American Society of Public Administration (ASPA) to encourage mentorship and career development.

### **Pi Alpha Alpha MPA Honors Association (PAA):**

Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. There are more than 160 chapters located around the world at NASPAA member schools. The purpose of Pi Alpha Alpha is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration. Its objectives, such as fostering integrity, professionalism, and effective performance, promote the advancement of quality in the education and practice of the art and science of public affairs and administration. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers. Qualifications for induction are: 3.70GPA and 50% completed classwork (minimum 18 credit hours).

### **American Society of Public Administration (ASPA):**

The American Society for Public Administration (ASPA) is the largest and most prominent professional association for public administration. It is dedicated to advancing the art, science, teaching, and practice of public and non-profit administration. ASPA's four core values are Accountability and Performance, Professionalism, Ethics and Social Equity. Professionalism is promoted through chapters and sections through which members have an opportunity to advance their careers by becoming involved in their local public administration community.

## MPA Program Annual Events

### **PAA Fall/Spring Speaker Series:**

Public Administration is a highly diverse professional and academic discipline. In recognition of that diversity the MPA Alumni Association sponsors a nationally/internationally recognized expert in Public Administration.

### **PAGE Fall/Spring Events:**

MPA Graduate Students are the lifeblood of the MPA Program. MPA Graduate Students reflect the global community. As such the MPA Graduate Student Association (PAGA) host annual events in the Spring and Fall semesters. PAGA events provide an opportunity for students to form life-long friendships outside of the classroom setting.

**PAA Holiday Party:**

The MPA Honors Society, Pi Alpha Alpha (PAA), sponsors an annual Holiday Party in the Fall semester. The event includes a guest speaker serving in an administrative or leadership capacity from the community. The Holiday Party is an opportunity for students to network with representatives from locally based public service and non-profit organizations.

**MPA/PAA Spring Graduation Events:**

The MPA Spring Graduation Banquet is held each Spring. The event marks the cumulative accomplishments of MPA Graduate Students as they prepare for graduation from the “U.” The event is the highlight of the academic year as it brings together the MPA Community in recognition of MPA graduating students, Pi Alpha Alpha Honors Association inductees, current student, faculty, and administrative personnel. The event includes awards, certificates, induction ceremonies, and featured speaker.

## General MPA Degree Program Policies, Procedures, & Resources

**MPA Program Annual Student Evaluations:**

The Master of Public Administration Program (MPA) Graduate Committee evaluates all MPA Students on an annual basis (Spring Semester). MPA students are evaluated for a variety of purposes including but not limited to financial assistance. Graduate study involves a significant time and financial commitment by students.

It is in both the student’s and the department’s interest to not allow this commitment to continue if the student is unlikely to complete the desired degree in a timely manner. Equally important, many graduate students perform at a superior level and deserve to have that performance recognized. Moreover, the MPA Program and Department of Political Science controls financial aid in the form of teaching assistantships, research assistantships, and scholarship funds that are distributed on a yearly basis.

Consequently, the MPA Graduate Committee conducts annual evaluations of all MPA students. First, the MPA Graduate Committee conducts an annual evaluation of all students. Second, the MPA Graduate Committee reviews all financial aid materials in order to make recommendations concerning the distribution of program/department financial aid.

**Academic Probation and Suspension Policy and Procedure:**

Students who fall below a 3.0 GPA at any time during the process of earning an MPA Degree are subject to being placed on a semester of academic probation. Decisions regarding students being placed on academic probation are determined by the MPA Faculty. Notifications of decisions made by the MPA Faculty regarding placing students on academic probation are conducted by the Director of the MPA Program. Should students on academic probation not raise their GPA to

the required 3.0 GPA at the end of the probationary semester, the Director of the MPA Program will evaluate and determine if dismissal from the MPA Program is required of the student. These policies and procedures are in accordance with established procedures of the University of Utah's Graduate School. [Policy 6-400: Code of Student Rights and Responsibilities \("Student Code"\) - Regulations Library - The University of Utah](#)

**MPA Program/ University of Utah Academic Honesty Policy and Procedure:**

The University of Utah takes academic honesty seriously and the Master of Public Administration Program (MPA) requires MPA students to conduct themselves with the highest ethical standards. Students caught engaging in any form of academic dishonesty (i.e. plagiarism, cheating, misrepresenting another's work as their own etc.) are subject to immediate dismissal from the MPA Program. Additionally, students dismissed from the MPA Program for engaging in academic dishonesty may face additional penalties, up to and including formal expulsion from the University of Utah. Decisions regarding imposing strict disciplinary sanction(s) are made in consultation with representatives of the College of Social and Behavioral Sciences and the Graduate School. [Policy 6-400: Code of Student Rights and Responsibilities \("Student Code"\) - Regulations Library - The University of Utah](#)

**University of Utah: Student Code of Conduct and Academic Integrity Statement:**

"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 rights 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 responsibility represent the basis for the rights and responsibilities that follow. Participation in the University of Utah community obligates each member to follow a code of civilized behavior. [Policy 6-400: Code of Student Rights and Responsibilities \("Student Code"\) - Regulations Library - The University of Utah](#)

**English Language and Writing Resources:**

There are several resources on campus that will support English language learners with language and writing development. These resources include:

- Writing Center [University Writing Center - The University of Utah](#)
- Writing Program [Department of Writing and Rhetoric Studies - The University of Utah](#)
- English Language Institute [English Language Institute - The University of Utah](#)

**Addressing/Reporting Sexual Misconduct, Violence, Bias, and Harassment:**

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected

categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801- 581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585- 2677(COPS).

[SafeU | Sexual Assault Awareness & Response Support \(utah.edu\)](#)

[Office of Equal Opportunity & Affirmative Action - The University of Utah](#)

[Report a Bias Incident - Office of Inclusive Excellence - The University of Utah](#)

### **Center for Equity & Student Belonging:**

The Center for Equity and Student Belonging (CESB) creates community and advocates for academic success and belonging for students across inter-sectional identities and experiences among our African, African American, Black, Native, Indigenous, American Indian, Asian, Asian American, Latinx, Chicana, Pacific Islander, Multiracial, LGBTQ+, Neurodiverse and Disabled students of color. [Center for Equity and Student Belonging - Equity, Diversity, & Inclusion \(utah.edu\)](#)

### **General Wellness Resources:**

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at: [Center for Student Wellness \(utah.edu\)](#) or 801-581-7776.

### **Women's Resources:**

The Women's Resource Center (WRC) at the University of Utah serves as the central resource for educational and support services for women. Honoring the complexities of women's identities, the WRC facilitates choices and changes through programs, counseling, and training grounded in a commitment to advance social justice and equality. [Women's Resource Center - The University of Utah](#)

### **American Indian/Native students:**

The American Indian Resource Center (AIRC) works to increase American Indian student visibility and success on campus by advocating for and providing student centered programs and tools to enhance academic success, cultural events to promote personal well-being, and a supportive "home-away-from-home" space for students to grow and develop leadership skills. [American Indian Resource Center - Equity, Diversity, & Inclusion \(utah.edu\)](#)

### **Black Students:**

Using a pan-African lens, the Black Cultural Center seeks to counteract persistent campus-wide and global anti-blackness. The Black Cultural Center works to holistically enrich, educate, and advocate for students, faculty, and staff through Black centered programming, culturally

affirming educational initiatives, and retention strategies. [Black Cultural Center - Equity, Diversity, & Inclusion \(utah.edu\)](#)

### **LGBTQ+ Resources:**

The MPA Program is steadfastly committed to inclusivity and respect for all students in the classroom, including and not limited to LGBT individuals. Additionally, the University of Utah has a LGBT Resource Center located in the Oplin Union Building, Room 409. Their website contains more information about the support they offer, a list of events, and links to additional resources: [LGBT Resource Center - The University of Utah](#)

### **Undocumented Student Support:**

Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center. Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families. To learn more, please contact the Dream Center at 801.213.3697 or visit [Dream Center - Dream Center - Office of Undergraduate Studies - The University of Utah](#)

### **ADA Resources:**

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the instructor, as well as to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services. Additional resources and information at: [Center for Disability Services - The University of Utah](#)

### **Veterans Resources:**

The University of Utah has a Veterans Support Center located in the Olpin Union Building, Room 161. Their website contains information about what support they offer, a list of ongoing events, and links to outside resources: [Veterans Support Center \(utah.edu\)](#)

### **Parental Leave Policy & Resources:**

Graduate students are eligible for a Parental Leave of Absence if the graduate student has been matriculated in a graduate degree program for at least one semester and is otherwise in good standing within their degree program at the time the Parental Leave of Absence is taken

A graduate student who intends to take a Parental Leave of Absence shall notify the graduate student's advisor or program director at least 90-days before the anticipated birth or as soon as reasonably possible before adoption or foster placement for which the graduate student intends to

take a Parental Leave of Absence. This allows the department and student to plan for the student's absence and ensure a seamless transfer of responsibilities.

The Parental Leave of Absence is unpaid unless the graduate student is supported by a University Tuition Benefit Program eligible fellowship, teaching assistantship, graduate assistantship, or other research assistantship that the university administers. Additional resources and information at: [Parental Leave Policy for Graduate Students - Graduate School - The University of Utah](#)