

Master of Public Administration

THE UNIVERSITY OF UTAH

260 SOUTH CENTRAL CAMPUS DRIVE, SUITE 3050
SALT LAKE CITY, UT 84112
801-581-6781

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 capstone experience. 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 30-50 students each fall and maintains enrollment of around 100-150 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.

David P. Carter
SPA Director
david.carter@mpa.utah.edu

Jonathan M. Fisk
Associate Director, MPA Program
jonathan.fisk@utah.edu

Gaelle Perrier
Graduate Coordinator II
Gaelle.Perrier@utah.edu

Melissa Warner
Graduate Coordinator II
melissa.warner@utah.edu

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

Master's in Public Administration Program
University of Utah Academic Calendar
Graduate School
Registrar's Office
University of Utah Calendar of Events
Financial Aid Office
College of Social and Behavioral Science

The MPA at the University of Utah
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 to meet students 'where they are' and to support their professional aspirations. Students enrolled in the evening MPA program select their own concentration and set their own schedule from courses offered during the evenings, generally from 6-9 p.m. For XMPA students, see Pages 8-9. 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 nearly 50 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.

The MPA program at the University of Utah is accredited by the Network of Schools of Public Policy, 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. Our purpose, mission, and vision guide our program and set the expectation for MPA stakeholders.

Purpose

- Effective public service leadership is essential to a more prosperous and just society for all.

Mission

- The Master of Public Administration at the University of Utah's School of Public Affairs empowers purpose-driven leaders for ethical, accountable, and just public service careers in the governmental and nonprofit sectors.

Vision

- A society in which all have access to the opportunities, resources, and skills to thrive. To that end, we aim to be a leader in transformative public affairs education that fosters public service effectiveness with innovation and integrity.

More information at: The Global Standard in Public Service Education | NASPAA

MPA Programs

Evening MPA Program

- The evening MPA program is primarily designed for individual who are working and/or have busy schedules. 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 professional and 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
    1. Course work is offered on weekends (Friday and Saturday) and as intensive, staggered schedule, week-long courses.
    2. Students progress through the program as a cohort, entering in August and completing their courses approximately 19 months later.
    3. The area of concentration is designed specifically for Executive MPA students: Advanced Public Management.
    4. 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.
    5. 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.

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 of City and Metropolitan Planning (MPA/CMP)
- Juris Doctor (MPA/JD)
- Master of 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.

Required Courses

Evening MPA
- Course 1 PADMN 6300: Administrative Theory (fall) – once per semester
- Course 2 PADMN 6550: Nonprofits/NGOs (fall/spring) - twice a year
- Course 3 PADMN 6289: Research Design (fall/spring) - twice a year
- Course 4 PADMN 6360: Public Human Resource Management (fall/spring) - twice a year
- Course 5 PADMN 6335: Governance and the Economy (spring/summer) - twice a year
- Course 6 PADMN 6380: Public Budgeting and Finance (fall/summer) - twice a year
- Course 7 PADMN 6210: Public Administration and Law (spring/summer) - twice a year
- Course 8 PADMN 6870: Public Administration Ethics (fall/summer) - twice a year
- Course 9 PADMN6890: Capstone in Public Administration (fall/spring) - twice a year
- Course 10 PADMN 6910: Internship (Can be waived)

Executive MPA
- Course 1 PADMN 6300: Administrative Theory - once per year
- Course 2 PADMN 6550: Nonprofits/NGOs - once per year
- Course 3 PADMN 6289: Research Design - once per year
- Course 4 PADMN 6360: Public Human Resource Management - once per year
- Course 5 PADMN 6335: Governance and the Economy - once per year
- Course 6 PADMN 6380: Public Budgeting and Finance - once per year
- Course 7 PADMN 6210: Public Administration and Law - once per year
- Course 8 PADMN 6870: Public Administration Ethics- once per year
- Course 9 PADMN: 6890: Capstone in Public Administration - once per year

Depending on if the student meets the MPA program's experiential requirements, i.e., can PADMN 6910 (the internship requirement) be waived, students will enroll in 3 (if PADMN 6910 must be completed) or 4 (if PADMN 6910 can be waived) elective courses. Electives 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 SPA which are not listed in the Electives Catalog must be approved by the graduate coordinator and/or the MPA Director.

New students are strongly encouraged to register for PADMN 6300 Administrative Theory during their first semester, and all MPA students must register for the Capstone course and PADMN 6870 Ethics in their last semester of study. Exceptions to these requirements are determined on a case-by-case basis and are not guaranteed. 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 number of classes students should take depends on their workload and other demands. Most MPA students who work full-time in addition to school choose to enroll in two to three classes each semester. 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.

It is possible to complete the program in two years by taking four 3-course semesters and one 1-course semester. 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.

Experiential 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.

While finding an internship is the student's responsibility, the MPA office staff will assist you with internship placements and networking opportunities. 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).

Experiential Waiver (PADMN 6910)
Students with at least six months of appropriate administrative experience in the public or nonprofit sector may seek a waiver of the experiential requirement. Private sector experience is judged on a case-by-case basis – typically based on a combination of tasks, mission/goals of the organization, etc. The appropriateness of experience will be evaluated by the Graduate Coordinator and/or the MPA program director. Completion of this requirement is required in advance of the student's registration for the final semester of enrollment in which graduation is anticipated. Students may take up to three elective credits of PADMN 6910/Hinckley.

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

Internship Waiver Application - Master of Public Administration - The University of Utah. It is your responsibility to ensure that you have satisfied the experiential requirement.

Documentation in support of the waiver will consist of:

- **Contact information for supervisor, job title of position, and dates of employment**
- Request for waiver of the internship report
- A short memo 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.

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

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

Assessment
The MPA program is designed to prepare students for effective leadership, analysis, and service in complex systems of governance. To achieve this goal, the program is structured around a set of universal and mission-specific competencies that reflect both the foundational expectations of the field and the distinctive mission and values of the School of Public Affairs. These competencies emphasize the development of analytical, managerial, and ethical competencies necessary to navigate the evolving landscape in which public and nonprofit organizations operate.

NASPAA's universal competencies focus on core areas of public service practice, including leading and managing in public governance, participating in and contributing to the policy process, applying critical thinking and analytical tools to decision-making, articulating a public service perspective, and communicating effectively across diverse audiences and organizational settings. Together, they ensure that graduates are equipped with the knowledge and skills required to address complex policy challenges, engage stakeholders, and deliver effective public services.

Complementing these are mission-specific competencies that reflect the program's commitment to ethical decision-making, legal understanding, leadership development, nonprofit governance, and social justice. These competencies reinforce the importance of values-based public service and ensure that students are prepared not only to analyze and manage, but also to lead with integrity, equity, and a clear understanding of the broader societal impacts of their work.

Taken together, these competencies provide a comprehensive framework for student learning, assessment, and professional development, ensuring that graduates are well-prepared to contribute meaningfully to public and nonprofit organizations.

Universal Competency #1 — To lead and manage in public governance

1. To analyze situations and contexts that involve the public, nonprofit, private sectors, and stakeholders.
2. To apply models of administrative behavior while considering internal and external constraints and opportunities.
3. To articulate the impacts of various management and leadership styles/values on organizational operations, performance, and outcomes.
4. To apply decision-making techniques to governance and economic challenges.

Universal Competency #2 — To participate in and contribute to the policy process

1. To analyze the similarities and differences among public, nonprofit, and private sectors and how each contributes to the policy process.
2. To understand the legal, organizational, and institutional factors that influence the policy process.
3. To identify stakeholders and develop strategies to effectively engage and collaborate with them to shape the policy process.

Universal Competency #3 — To analyze, synthesize, think critically, solve problems, and make decisions

1. To define problems by understanding their relevant context, constraints, and stakeholder perspectives.
2. To utilize appropriate quantitative and/or qualitative evidence to analyze problems, inform decisions, evaluate alternatives, and improve outcomes.
3. To assess how policy choices affect various goals such as efficiency, transparency, accountability, and effectiveness.
4. To communicate actionable recommendations and likely implementation barriers.

Universal Competency #4 — To articulate and apply a public service perspective

1. To understand and apply legal, political, economic, and cultural constraints/norms on policy formation and program administration.
2. To articulate and utilize ethical principles and standards relevant to public service decision-making and to support professional development.

Universal Competency #5 — To communicate and interact productively with a diverse and changing workforce and citizenry

1. To communicate effectively using audience-appropriate language and in diverse/accessible formats (e.g., executive summaries, tables/figures, concise recommendations).
2. To work effectively within diverse teams and organizational settings.
3. To address conflict constructively.

Mission-Specific Competency #1 – To demonstrate knowledge and understanding of ethical standards for decision-making

When confronted with a needed public or nonprofit action or decision that may involve ethical considerations, the student:

1. Will demonstrate knowing the need to incorporate ethical standards and analysis into the decision-making.

2. Will use appropriate and applicable ethical standards and analysis when making the action or decision.

Mission-Specific Competency #2 – To demonstrate knowledge and understanding of the legal foundations of public policy and administration

When confronted with a needed public or nonprofit organization action or decision, the student:

1. Will demonstrate the need to know that their actions and decisions are enabled and constrained by laws and court decisions.

2. Will incorporate appropriate laws and/or court decisions into the action or decision.

Mission-Specific Competency #3 – To develop awareness of approaches to leadership in the political, legal, and ethical contexts of public and nonprofit governance

1. To identify and demonstrate understanding of the various leadership frameworks that can be applied in public and nonprofit organizations
2. To evaluate the impact of leadership styles on the performance of public and nonprofit organizations

Mission-Specific Competency #4 – To articulate an understanding of nonprofit administration and its roles in public governance

1. To analyze the positioning of nonprofits among and between the private and public sectors of the U.S. economy
2. To articulate an understanding of the role of philanthropy and volunteerism in advancing and supporting public programs
3. To identify the nature of nonprofits organizations, structure, and its distinct contributions to society

Mission-Specific Competency #5 – To understand and articulate social justice as a characteristic, value, and goal in public service.

1. To analyze how social justice informs the design, implementation, and evaluation of public policies and programs serving diverse and changing communities
2. To articulate principles of fairness in administrative decision-making and in advancing public service values
3. To assess and develop strategies that promote access and representation across diverse populations, organizations, and communities.

Financial Aid

There are a variety of 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. We should note that the MPA graduate assistantship generally does not include a tuition benefit. All MPA students, both new and current, are eligible to apply for these financial aid opportunities such as:

- SPA Graduate Teaching Assistantships
- MPA Scholarships
- CSBS Scholarships

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 and to coordinate with your assigned Graduate Coordinator. Classes do fill up, and there is no guarantee an instructor will be able to allow more students into the course.

If a SPA 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.

For courses outside of the SPA, you may need to begin by contacting the graduate coordinator for that program and/or see if you can add yourself to a class waitlist. If the class is full, you will likely need to coordinate with that program's Graduate Coordinator and/or contact the course instructor to request a permission number. Please keep your SPA graduate coordinator informed and updated as you work through this process.

Graduate School Requirements

Grade Point Minimum

- Students must complete all core courses 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 except in prerequisites and internships.

Incomplete and Work-In-Progress Grades

- Occasionally, because of circumstances beyond the student's 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 or pause 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:

- Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, well-being, 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.
- 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.
- Leaves for other reasons may be granted and reviewed on a yearly basis when the

director believes the leave is in the best interest of both the student and the University.

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

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

Master's supervisory committees consist of four SPA faculty members. The chair is the MPA Program Director with other SPA core faculty and the SPA Director serving as the additional committee members.

University Commencement and College Graduate/Convocation

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

Deadlines to submit the MPA Intent to Graduate form

- Spring: submit application for MPA by October 1
- Summer: submit application for MPA by March 1
- Fall: submit application for the MPA July 1

Please see the Registrar's Graduate Graduation page for Registrar application deadlines.

Graduation Requirements

- Complete the MPA Graduation Form. This 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 faculty are entered in the online system.
- Submit the University's Application for Graduation (please follow directions listed in the next step) to the Registrar's Office.
- 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.

Commencement Processes

- University Commencement is set and organized by the University. If a student is within a year of graduation they may walk in the convocation ceremony. Students do not need to do anything to walk, other than purchase regalia and attend commencement. Students who are not officially graduated will not necessarily appear in the commencement program, but are welcome to walk.
- Regalia: To order graduation regalia, please contact the bookstore in January to find out when they will be processing orders. Visit the University of Utah Bookstore website or call them at 801-581-6326.
- The MPA program is in the College of Social and Behavioral Science. The MPA program color is peacock blue. If you have been inducted into Pi Alpha Alpha (PAA), you may borrow or purchase a PAA medallion to wear with your cap and gown (though we have a limited number). Please contact the MPA office for more information.
- SPA Celebration at Commencement. The School of Public Affairs will host a celebration for all graduating students. The event is open to graduates and their family (given or chosen) or friends and is a great opportunity to take photos with your instructors and classmates.

Important Graduation & Commencement Reminders

- 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. Students will graduate when all degree requirements (U.S. Government pre-requisite, 13 classes, and internship (if required due to limited work history) are met and all grades are submitted. Students must be registered for graduate course credit the semester they graduate.
- Diplomas are mailed after the end of the semester in which the work was completed, and the appropriate paperwork has been processed. A diploma will be mailed within 90 days to the last address the University of Utah has for the student. If you would like to verify or change your address (and we strongly encourage you to do so), please go to secured student access of student information systems or call the registrars office at 801-581-5808.
- Students with "I" or "T" grades will not be cleared for graduation by the Registrar's Office.
- The Graduate School requires that students be registered for at least one semester credit hour during the semester on which they plan to graduate.
- Check the Graduate School Policy for more details:
    - Registration Policies - Graduate School - The University of Utah
- 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.
- Students will graduate when all degree requirements (U.S. Government pre-requisite, 14 classes, and experiential requirement) are met and all grades are submitted.
- Students must be registered for graduate course credit the semester they graduate.

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
- 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

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 the campus library with a valid student UCARD.

Kem C. Gardner Policy Institute & Hinckley Institute
Students are encouraged to get involved with the Kem C. Gardner Policy Institute and/or the Hinckley Institute. For more information visit the Gardner Policy Institute and/or the Hinckley Institute.

Computing
There are many computing resources on campus. For more information visit IT resources.

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 student 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@uta**.

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

SPA Faculty
To see the contact information and adjunct faculty visit: SPA Faculty.

Table 1. Faculty and Affiliated Experts: Titles and Areas of Expertise

Name	Title / Role	Expertise
Derrick Anderson, Ph.D.	Professor & Vice President of Enterprise Design and Policy, University of Utah	Public policy; governance of technology & higher education policy

Samantha Ball, Ph.D.	Senior Research Associate (Gardner)	Public policy; surveys; deliberative democracy
Stephen Bannister, Ph.D.	Associate Professor (Lecturer), Department of Economics	Economics; macroeconomics; microeconomics; energy & environment
Tabitha M. Benney, Ph.D.	Associate Director for MIAGE & Professor	Global political economy; environment & science policy
Laura Briefer, MPA	Director of Salt Lake City Department of Public Utilities	Water policy; environmental policy; municipal leadership
David Carter, Ph.D.	Director & Associate Professor	Public policy; regulatory governance
Eduardo Cenci	Assistant Professor (Lecturer)	Agricultural economics; rural development
Christopher Collard, MPP	Research Director, Utah Foundation	Public policy research; Utah policy surveys
Phil Dean, M.S., M.P.A.	Chief Economist, Gardner Policy Institute	Public finance; economic policy
Gordon Dunne, Ph.D.	Associate Professor, Salt Lake Community College	International relations; political economy
Jonathan Fisk, Ph.D.	Associate Director (MPA/MPP), Associate Professor	Environmental & energy policy
Franz Kolb	Honorary Consul	Diplomacy; international relations
Morgan Lyon Cotti, Ph.D.	Associate Director, Hinckley Institute	American government; elections; public opinion
Stephen Nelson, J.D., Ph.D.	Associate Professor (Lecturer) & Judge, Utah Third District Court	Criminal procedure; courts; jurisprudence
Steve Ott, Ph.D.	Professor & Dean Emeritus	Public administration; nonprofit sector
Levi Pace, Ph.D.	Senior Research Economist, Gardner Policy Institute	Quantitative methods; economic impact modeling
Ju Won Park, Ph.D.	Assistant Professor	Public management; organizational behavior
Holly Richardson, Ph.D.	Editor, Utah Policy	Nonprofit studies; ethnography; volunteerism
Sandi Rideout, Ph.D.	Assistant Professor (Lecturer)	Leadership & change; administrative theory; Capstone
Chris Simon, Ph.D.	Professor	Public administration & policy; military; energy

Phillip Singer, Ph.D.	Associate Professor, Department of Political Science	Health policy; social policy
Juliette Tennert, M.A.	Economic Strategist, Elevated Economic Analysis	Economics; urban ecology
Jesús Valero, Ph.D.	Associate Professor	Nonprofit management; leadership
Kathy Wilets, M.P.A.	Interim Co-Chief Marketing & Communications Officer, University of Utah	Negotiation; collaborative management
M. Hakan Yavuz, Ph.D.	Professor	Comparative public policy; international politics
Mark Glick, Ph.D.	Professor	Labor economics; antitrust

MPA Program Student Organizations

ICMA Student Chapter

- The School of Public Affairs ICMA Chapter is the formal organization of the International City of and County Management Association.

Public Affairs and Global Enterprise Student Association (PAGE)

- The School of Public Affairs Graduate Student Association (PAGE) is the formal organization of all SPA (XMPA, MPA, MPP, MIAGE) students enrolled at the University of Utah. All graduate students enrolled in SPA courses are members of PAGE. PAGE works closely with Pi Alpha Alpha (PAA), ICMA, 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. Qualifications for induction are: 3.7 GPA 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. There are a variety of Chapters and Sections – including one dedicated to the state of Utah.
- 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.

General Degree Program Policies, Procedures, & Resources
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.

Transfer Credit and Waiver/Substitutions for Course Work
Graduate credit may be transferred from other institutions. Up to six (6) semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if:

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

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

Waivers/Substitutions for Courses

- Outside of PADMN 6910, no waivers of courses will be granted for professional work experience. Under unusual circumstances, the MPA program may consider the substitution of a more advanced or specialized course based on professional work experience.
- No academic credit will be granted for the completion of training programs or non-credit education programs.

Non-matriculated Transfer Credit

- Non-matriculated credit that can be applied toward a graduate degree is limited to nine semester credit-hours and must be approved by the MPA program director.

Academic Honesty Policies and Procedures
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. This and more information is found in Policy 6-400: Code of Student Rights and Responsibilities.

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

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. 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 the Registrars site.

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, and the Wellness Center. Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Addressing/Reporting Sexual Misconduct, Violence, Bias, and Harassment Resources
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 & Title IX - The University of Utah

Mental Health
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.

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.