

**POLICIES AND PROCEDURES
FOR
THE MASTER OF PUBLIC ADMINISTRATION AND
MASTER OF PUBLIC POLICY PROGRAMS**



UNIVERSITY OF KENTUCKY

Martin School of Public Policy and Administration

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PREFACE

This handbook is designed for Master of Public Administration (MPA) and Master of Public Policy (MPP) students as a source of information concerning regulations and procedures of the Martin School. It is supplementary to the University of Kentucky Graduate School Bulletin, which can be found on-line at: <http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>. This edition includes web sites for many of organizations and documents, and you are urged to research these sites as a source of further information. The faculty and staff of the Martin School have assembled links to information on University resources, professional organizations, internship opportunities, and employment prospects to assist you in your academic career and professional development. But the ultimate responsibility for taking advantage of these resources is up to you!

It is the student's responsibility to be informed concerning all regulations and procedures required by the program of study being pursued. Therefore, the student should become familiar with The Graduate School Bulletin (especially the section on "student responsibility") and the MPA/MPP Student Handbook. Ignorance of departmental or university regulations and procedures is not a valid excuse.

Faculty biographies, a calendar of events and deadlines and the Martin School Directory are on the Martin School web at <http://www.martin.uky.edu/>. Please bookmark these pages and use them for reference. If you notice that any updates or changes need to be made to our information please inform us by sending an e-mail to: jrwagn2@uky.edu. Thanks!

Table of Contents

PREFACE	5
INTRODUCTION TO THE MARTIN SCHOOL	8
JAMES W. MARTIN	8
MISSION STATEMENTS.....	8
<i>University of Kentucky</i>	8
<i>Martin School of Public Policy and Administration</i>	8
HISTORY OF THE MARTIN SCHOOL	9
CENTER OF EXCELLENCE.....	9
LOCATION	9
MARTIN SCHOOL FACULTY	10
PUBLIC SERVICE ACTIVITIES	10
MPP OR MPA?	10
THE MASTER OF PUBLIC ADMINISTRATION (MPA) PROGRAM	12
MISSION STATEMENT	12
ACCREDITATION	12
PREREQUISITES	12
ADMISSIONS	12
<i>Admission Standards</i>	13
ORIENTATION	14
CURRICULUM	14
MPA CORE COURSES	15
AREAS OF CONCENTRATION	16
<i>Economic Development</i>	17
<i>Education Policy</i>	17
<i>Environmental Policy</i>	17
<i>Health Policy</i>	17
<i>International Policy</i>	17
<i>Non-Profit Management</i>	18
<i>Policy Analysis</i>	18
<i>Public Financial Management</i>	18
<i>Individually Tailored Area of Concentration</i>	18
<i>Transportation Systems Management</i>	19
<i>Gerontology</i>	19
SUGGESTED SEQUENCE OF MPA CLASSES	20
THE MPA INTERNSHIP.....	20
SPECIAL MPA PROGRAMS	20
<i>Joint Degree Program in Public Administration and Law</i>	20
<i>Pharm.D./MPA Dual Degree Program</i>	21
Admissions	21
1. <i>The Existing MPA and Pharm.D. Programs</i>	22
2. <i>Dual Pharm.D./MPA Program</i>	22
SECOND MASTER'S DEGREE	25
COMBINED MPA/PHD. AND MPP/PHD. DEGREES "EN PASSANT"	25
<i>University Scholars Programs</i>	25
JOB PLACEMENTS OF MPA GRADUATES	26
THE MASTER OF PUBLIC POLICY (MPP) PROGRAM	30
COURSE PRE-REQUISITES.....	30

ADMISSION	30
CURRICULUM	30
<i>MPP Core Courses</i>	30
<i>Area of Specialization</i>	31
<i>Suggested Sequence of MPP Classes</i>	33
THE MPP INTERNSHIP	33
MARTIN SCHOOL REGULATIONS	34
TERMINATION.....	34
PLAGIARISM AND CHEATING	34
REGISTRATION AND UNIVERSITY REGULATIONS	35
LATE REGISTRATION	35
ADD/DROP.....	35
WITHDRAWING FROM THE MARTIN SCHOOL	35
RETROACTIVE WITHDRAWAL FROM CLASSES.....	36
TIME LIMIT FOR MASTER’S DEGREE.....	36
LEAVE OF ABSENCE.....	36
ACADEMIC LOAD.....	37
APPLICATION FOR A DEGREE	37
FINAL MASTERS EXAM.....	37
GRADES	38
I - INCOMPLETE GRADES.....	38
S - SATISFACTORY GRADES	39
REPEAT OPTION.....	39
FINANCIAL ASSISTANCE.....	39
ASSISTANTSHIPS	40
GRANT FUNDS	40
GRADUATE SCHOOL FELLOWSHIPS	40
EXTERNAL FELLOWSHIPS	40
MINORITY STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND GRANTS.....	41
STUDENT SERVICES	41
THE COMPUTER LAB	41
COUNSELING AND TESTING CENTER.....	41
UNIVERSITY OF KENTUCKY CAREER CENTER	41
HOUSING	41
STUDENT HEALTH INSURANCE	42
HEALTH SERVICES.....	42
PARKING.....	42
IDENTIFICATION CARDS.....	42
STUDENT COMPUTER FACILITIES	42
THE WRITING CENTER.....	42
LIST SERVE INFORMATION	43
APPENDIX 1: INDEPENDENT STUDY PROPOSAL	44
APPENDIX 2: PETITION FOR SUBSTITUTION OF COURSE FOR INTERNSHIP.....	45
APPENDIX 3: MPA CHECK LIST.....	46
APPENDIX 4: MPP CHECK LIST	47

INTRODUCTION TO THE MARTIN SCHOOL

James W. Martin

The Martin School of Public Policy and Administration is named in honor of Dr. James W. Martin, Emeritus Distinguished Professor of Economics, University of Kentucky, whose career spanned many decades of service to both academe and state government in the fields of public administration and economics.

Dr. Martin served on the faculty of the University of Kentucky, the University of Chicago, Northwestern University, Emory University, and Alabama Women's College. He received a B.A. at East Texas State, an M.A. at George Peabody College and Doctor of Laws degree from the University of Kentucky. Dr. Martin was Director of the University of Kentucky's Bureau of Business Research.

In government service, Dr. Martin had major assignments at the state and local level in Arkansas, Colorado, Georgia, Kentucky, Missouri, and Virginia. He served the Commonwealth of Kentucky as Commissioner of the Departments of Finance, Revenue, and Highways. He published hundreds of scholarly and professional papers on the subjects of taxation, budget management, government administration, and public debt.

Mission Statements

University of Kentucky

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service, and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being.

Martin School of Public Policy and Administration

The Martin School of Public Policy and Administration excels in research, education, and service by applying our intellectual and other resources to public policy and management issues.

We accomplish our unique purpose by

- engaging in cutting-edge, policy analytic research
- preparing students in our Master of Public Administration, Master of Public Policy, and Doctoral Programs in Public Policy and Administration to be future leaders able to bridge the gap between analysis and action
- providing service to the Commonwealth of Kentucky, nation, and international communities
- providing an innovative environment reflective of commitment, strategic thinking, and integrity in public service.

History of the Martin School

The University of Kentucky has provided graduate education in public service since 1946. The initial involvement was through the Southern Regional Training Program, a consortium of the Universities of Kentucky, Alabama, and Tennessee. In response to the increased demand for professionally trained administrators, the University developed a Master of Public Administration program proposal that was approved by the Kentucky Council on Higher Education in July of 1975. The University of Kentucky's MPA Program offered its first graduate classes in the fall 1976 Semester, and awarded the first MPA degree in 1977. There are now over 500 graduates of the program.

In 1988 the Council on Post-secondary Education approved the creation of a doctoral program, which graduated its first student in 1991. The Martin School Ph.D. degree in Public Administration serves national and regional need for policy analysts, researchers, senior administrators, and faculty in other public administration programs. The Martin School also offered an MHA (Master of Health Administration) degree from 1993 until 2010, when the program moved to the College of Public Health. In 2005 the Master of Public Policy degree was established to meet the demand for budget and policy analysts with strong analytical skills.

In 1984, The Graduate School changed its name from the James W. Martin Graduate Center to the James W. Martin School of Public Administration. The name was again changed in 1994 to The James W. Martin School of Public Policy and Administration. This change was implemented to better reflect the research, public service, and academic activities of the unit.

Center of Excellence

The Martin School of Public Policy and Administration was designated a "Center of Excellence" by the University of Kentucky in 1985 and received additional funding for program enhancement. Program enhancement activities included the introduction of the Ph.D. program as well as increased interaction with service units in the community and state.

In addition to the doctoral program, research and service programs have been developed in conjunction with the Council of State Governments that is located in Lexington, Kentucky. While many individuals and units of the University of Kentucky have worked closely with the Council in the past, the designation of the Martin School as a Center of Excellence enhances opportunities for mutually beneficial exchanges and joint education, research and public service programs between the Martin School and the Council.

Location

The Martin School is located in close proximity to a variety of public service organizations. The University is only 30 miles from the state capitol in Frankfort, which has facilitated close interaction with various state agencies, particularly for internship placements, the use of practitioners as lecturers, and the development of contracts for research. A number of Martin School students and

alumni are currently employed in Kentucky state government. Moreover, state officials serve on the Martin School's Board of Visitors and several Martin School faculty members have held or now hold positions and/or contracts with the state of Kentucky.

Lexington, Kentucky is one of the few communities in the United States that has successfully consolidated its local governments. <http://www.lexingtonky.gov>. The Lexington Fayette Urban County Government is a model that has created considerable interest across the country from community leaders and professionals in public service. The merger has resulted in the increased professionalization of the government and the development of a cadre of highly skilled public administrators who have been of great value to the MPA program. They have provided assistance in program development, facilitated student internships, and cooperated with Martin School faculty in providing case studies and research opportunities.

Martin School Faculty

The Master of Public Administration Program utilizes a multidisciplinary approach to education, research, and service. Students work with Martin School graduate faculty members who have principal appointments in the Martin School and numerous colleges and departments in the University, including the College of Business and Economics (Department of Economics and School of Accountancy); the College of Education; the College of Pharmacy, and the College of Arts and Sciences (Departments of Political Science and History), the College of Education (Educational Policy Studies and Evaluation) and the College of Agriculture (Agricultural Economics). Faculty holding principal appointments in other colleges hold joint appointments in the Martin School. Practitioners also teach regularly in the MPA and MPP programs, including most recently the U.K. Senior Vice Provost for Academic Planning, Analytics & Technologies, Vice Chancellor of Administration, Associate Vice President Information Technology and the retired Chief Economist of the KY Legislative Research Commission. **A Directory of Faculty is at: <http://www.martin.uky.edu/people/index.html>**

Public Service Activities

In addition to its mission to offer several academic degree programs, the Martin School has been charged with providing public officials, and administrators with applied research services, technical assistance, and continuing education needed to enhance their management and policy-making capabilities. This has included workshops for legislatures, service on the KY Long-term Policy Forecasting group, and participation in numerous local and state projects.

MPP or MPA?

The Martin School has responded to a demand for policy analysts to apply rigorous methodology and sophisticated statistical techniques to answer complex and critical policy questions. It seeks to help meet this need by providing a Master of Public Policy (MPP) degree program to train such policy analysts. The MPP program differs from the interdisciplinary Master of Public

Administration (MPA) degree in several respects:

- 1) The MPP prepares students for a policy analytic, or research career. The MPA prepares students for management and administration positions.
- 2) The MPP emphasizes analytical research methods such as benefit-cost analysis and will be more quantitative in focus. The MPA program provides only an introduction to such methods. As such the MPP provides a stronger preparation for individuals who are considering continuing on for their doctorate.
- 3) The MPP program will emphasize the development of sophisticated analytical skills through required courses in regression and correlation and applied multivariate methods. The MPA program offers only basic introductions to such techniques.
- 4) The MPP program will emphasize the study of substantive policy issues, such as welfare, health, environmental, educational, transportation, and fiscal policy, and traditional findings from policy analysis within these fields. The MPA program provides some exposure to these issues, but from a managerial/administrative perspective.

THE MASTER OF PUBLIC ADMINISTRATION (MPA) PROGRAM

Mission Statement

The Martin School's Master of Public Administration program prepares future public and nonprofit leaders who are committed to integrity and excellence in public policy, public financial analysis, and public management.

To accomplish our mission we:

- foster commitment to public service and excellence in public policy and administration
- prepare both pre-service and in-service students to provide professional leadership in public policy and administration at all levels of government, in not-for-profit organizations, and in the public service-related activities of profit-seeking enterprises
- enhance the knowledge and problem solving capabilities of our students by focusing on policy analytic and public financial management skills so they can function effectively as analysts, managers, and leaders.

Accreditation

The Master of Public Administration (MPA) program at the University of Kentucky is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), an institutional membership organization that exists to promote excellence in public service education.

NASPAA serves as a national center for information on programs and developments in public affairs and administration. Further, NASPAA represents the concerns of the more than 250 university member programs in national policy issues on public affairs and administration education and research.

Further information can be found on the web at: <http://www.naspaa.org/>.

Prerequisites

Because the Martin School accepts students from diverse academic backgrounds, the administrative core courses are designed so that they may be taken with minimal amount of preparation. An undergraduate course in microeconomics, such as ECO 201 at UK, is a pre-requisite for PA 652. Students who have not had this class will need to add it to their schedules prior to enrolling in PA 652. For PA 621, PA 622 and PA 623, it is recommended that students have the equivalent of a college level algebra course.

ADMISSIONS

Admission Standards

Entering students are expected to have at least a 3.0 grade point average (on a 4.0 scale a cumulative score of 50% or more on the quantitative and verbal sections of the GRE or a minimum score of 50% on the GMAT, and letters of recommendation that provide convincing evidence about the applicant's ability and potential. The Martin School uses full file review which means that we consider all aspects of a student's record including professional experience which means that we consider all aspects of the student's record, including evidence of improving performance during the student's academic career. We conduct rolling admissions and students are normally notified of the Committee's decision 2-3 weeks after the application is complete. We welcome applications from students with significant work experience who wish to pursue a degree part-time.

They will have a demonstrated desire to work in the Public or Not-for-profit sector.

You can obtain and complete the Graduate School application; submit the Martin School supplemental application; check your application status at a later time and view the Graduate Bulletin on-line at the Graduate School's web site: <http://www.gradschool.uky.edu/>. We are now part of the Hobsons ApplyYourself Application Network. Using this system, you will:

- Set up a new account, pay the application fee, establish a user name and password, submit the application, and monitor the submission of recommendations.
- Complete the application form, including recording your GRE or GMAT Scores. If/when you decide to enroll, you will need to have ETS send official scores to the Graduate School.
 - The GRE/GMAT requirement is waived for Pharm.D./MPA applicants and those who have completed a doctorate.
- Upload copies of transcripts from all higher education institutions attended. If/when you decide to enroll, you will need to submit official transcripts to the Graduate School.
- Upload a 2-3 page biographical sketch that describes your motivation for wanting to study at the graduate level and wanting to attend our program.
- Upload a resume.
- Supply the e-mail addresses for at least three individuals, preferably professors, who are familiar with your academic abilities, particularly your ability to do graduate work and who have agreed to write recommendation letters for you. Working professionals should seek to obtain at least one academic reference but may submit letters from supervisors or others familiar with their experience. There is no special form for the recommendations.
- All applicants whose native language is not English will be asked to self-report TOEFL or IELTS scores on the application as well as have official scores directly sent by Educational Testing Service (ETS). See the Graduate School web site for exceptions.

Fall Deadlines:

- May 1 is the deadline for the Accelerated, One-year program. Earlier applications have a greater chance of being funded.
 - To receive full consideration for financial aid, students must submit completed applications by January 1.
 - Applications for the traditional MPA program will be accepted till July 1, or until the cohort is full.
 - International Student Applications should be received by the Graduate School deadline.
- Spring Deadlines:
- Spring applications will be accepted only for students who have transfer work from Post-bac status or another institution, or from students who will be part-time. Nov. 1 is the deadline for spring applications.

Orientation

Orientation occurs before classes begin in the fall term. It is one of only two mandatory events which are scheduled during the day, the other being the final master's exams. All incoming students are expected to attend. During orientation students receive advising from the Director of Graduate Studies, have a chance to learn about career paths from practitioners in the field, meet current students and faculty, learn about campus resources, and take a pre-program skills self-assessment. At the end of the program another self-assessment is administered. These assessments are intended to help evaluate the program and to improve it.

All students should schedule a tour of the William T. Young library early in the semester to familiarize themselves with the resources that they will be working with during the Program.

Curriculum

The 40-semester hour MPA program offers rigorous academic and practical training for persons interested in public service careers. The curriculum consists of three major components: (1) an Administrative Core, (2) an Area of Concentration, and (3) Internship or equivalent experience.

All MPA students, regardless of their eventual Area of Concentration, take the 31 semester hours of Administrative Core courses. The Core provides the analytic and conceptual foundations necessary for successful entry into or advancement within public agencies. The Core covers the areas of economics, finance, budgeting, accounting, management, statistics, research methods, policy formulation and analysis, and the political and legal environments of public administration. In the final semester the students take the Capstone course, which assists in the integration of the core material. The written capstone project serves as the student's written examination, and its oral presentation serves as the final master's oral exam.

Areas of Concentration are flexible in their design and are meant to satisfy the individual career interests of students. The student selects an area of concentration from among the following: Education Policy, Economic Development, International Policy and Management, Non-profit

Management, Environmental Management, Gerontology, Health Policy, Policy Analysis, Public Financial Management, and Transportation Systems Management. Area of Concentration coursework is normally not declared or taken until after the first year of full-time course work, or 24 hours. Core courses form the foundation for Area courses.

Students may also work with the Director of Graduate Studies to develop an individually tailored Area of Concentration. Once the student and the D.G.S. have agreed on a plan, the form found in Appendix 5 should be filled out and placed in the student's file. If changes are needed, as, for example, when a course is not offered or a course that would be good to include is offered, the changes should be noted on the form with the reason for the change noted and signed by the D.G.S. For students without significant professional experience, an internship (3 semester hours) is a required element of the program. Students with significant administrative experience may substitute policy papers or additional coursework in lieu of an internship, although some have taken internships as a way of expanding their perspectives or to enhance job mobility. **See the Internship Handbook for specific information about internship policies and procedures.**

MPA Core Courses

PA 602 Strategic Planning and Organization Change in the Public and Nonprofit Sectors: This course focuses on the potential for change and future directions for public and nonprofit organizations. It covers the basics of strategic planning for organizations providing public value and operating in a political context. It addresses such topics as environmental assessments, stakeholder analysis, identification of strategic issues, strategy formulation and implementation, performance measurement and evaluation, and key features of organizational change processes. Prereq: PA 621 and PA 651.

PA 621 Quantitative Methods of Research: A survey of behavioral science research methods for the public administrator. Emphasis is placed on problem selection and identification, measurement, research design, and data analytic techniques.

PA 622 Public Program Evaluation: Topics to be covered focus on program monitoring and evaluation and include program process and outcome measurement, quasi-experimental design, multiple regression, and analysis of variance models. Pre-requisite: PA 621.

PA 623 Decision Analysis: An introduction to organizational decision-making under conditions of risk and uncertainty. Concepts of analysis from the areas of economics, mathematics, and statistics are utilized in terms of administrative decision-making in public organizations. Pre-requisite: PA 621.

PA 631 Public Financial Management: An analysis of budget structure and process; revenue structure and administration; and public capital acquisition and debt management. This course emphasizes an applied focus and comparative analysis of alternative budget, revenue, and debt management structures and strategies.

PA 632 Public Funds Management: A study of the management of public funds including the accumulation, management and investment of such funds and the accounting for those transactions. It will also include topics such as fund accounting, cash forecasting, cash management practices and public funds investment strategies.

PA 642 Public Organization Theory and Behavior: A course, which examines the interaction of both external and internal resources and constraints on the administrative decision process in a number of public organizational settings.

PA 651 The Policy Process: A survey of public policy formulation processes. Emphasis is on the parameters of policy formulation as well as social planning and impact variables. Both policy processes and relevant content areas are stressed.

PA 652 Public Policy Economics: Principles and practices of economic resource management in the public sector: tax and expenditure types, intergovernmental fiscal cooperation, and consideration of the appropriate role of governmental economic activity.

PA 681 Capstone in Public Administration: This course provides an opportunity for students to integrate their studies with professional practice. Case studies and special projects require students to integrate knowledge from the core curriculum in the analysis of public management and policy problems.

PA 691 Ethics and Public Policy: This course provides an introduction to ethical theory, explores the ethical dimensions of practice in the public sector, and examines ethics in connection with policy development. 1 Credit.

Areas of Concentration

Each area of concentration consists of six semester-hours of class work. Courses will be selected from lists of appropriate courses prepared by the faculty for each area of specialization or with the approval of the Director of Graduate Studies.

There currently are ten areas of concentration available to MPA students. These are:

- Economic Development
- Education Policy
- Environmental Policy
- Health Policy
- International Policy and Management
- Non-Profit Management
- Policy Analysis
- Public Financial Management

In addition, students whose career interests are not served by these concentrations may work with the Director of Graduate Studies to develop an individually tailored area of concentration. This should

be documented by filling out and filing the individually tailored Area of Concentration form found in Appendix 5.

Economic Development

Students will take:

AEC/PA 653, Local Economic Development

ECO/PA 680, Benefit Cost Analysis.

Education Policy

Students will take: PA 675 Education: Economics and Policy

And either: PA 680 Benefit-Cost Analysis

Or PA 690 Public Policy Analysis Overview

Environmental Policy

Martin School graduates with a concentration in environmental policy will be ready to contribute to the design and implementation of environmental policy. Graduates will be familiar with the perspectives of decision makers in government at the national, state, and local level, as well as in the private and not-for-profit sectors. Graduates will be familiar with economic and political bases for environmental policy and basics of the life, engineering, and social sciences related to environmental policy

Students pursuing this area will take the following courses:

PA 727/ECO 721 Environmental Economics, Regulation and Policy

PA 680 Benefit Cost Analysis

PA 795: Special Topics in Public Administration: Environmental Policy

Health Policy

The Health Policy concentration prepares students for careers as managers and analysts of health policy in federal, state, and local agencies, not-for-profit organizations, and the private sector. It equips students with knowledge of the health care system, skills for analyzing policy issues in health care, and capabilities for managing public health care agencies. Students will be versed in health policy analysis, development, and implementation. Typical placements can be expected with legislative committees and research organizations, health planning agencies, departments of health and mental health, and public affairs positions with health care organizations.

Students in this concentration will take the following two courses:

HA 636 Health Economics

HA 673 Health Policy

International Policy

PA 667: Policymaking in an International Context: Political and Organizational Dimensions

PA 665: Public Policy and Political Economy

Non-Profit Management

Non-Profit Management prepares students for leadership positions in non-profit organization.

PA 661 Financial Management of Non-Profit Organizations

PA 662 Non-Profit Management

Policy Analysis

This concentration gives students the ability to analyze and interpret qualitative and quantitative data, conduct and present results of quantitative and qualitative analyses, and communicate complex ideas in a concise, straightforward manner. Students will acquire working knowledge of the theories and tools needed to identify policy issues, define problems, and analyze the consequences, costs, and benefits of public policy alternatives. The concentration prepares students for jobs as planners, policy analysts, and program evaluators working in legislative staff positions, administrative agencies, or not-for-profit organizations.

The concentration consists of six hours of course work, selected from among:

PA 680 Benefit-Cost Analysis

PA 690 Public Policy Analysis Overview

A course in quantitative or qualitative methods

A course in a substantive policy area: See list under Policy Specialization courses.

Public Financial Management

Students completing this specialization will be prepared for entry-level professional positions in public and not-for-profit organizations. Specific positions would include budget analyst, bond marketing analyst, bond rating specialist, controller, and various other public and quasi-public sector positions. The program of study provides the student with exposure to and understanding of the monetary system, bank relationships, financial analysis, and financial information systems.

Students pursuing this concentration will take two of the following courses:

- PA 683 Tax Policy
- PA 661 Financial Management for Non-Profit Organizations
- PA 665 Public Policy and Economy in an International Context
- PA 633 Municipal Securities

While they are not prerequisites for this specialization, it is highly recommended that students pursuing this specialization have completed six hours of economics. Also, it is highly desirable that students selecting this specialization have exposure to Accounting 201 and 202 or equivalent. Some courses in the specialization do have pre-requisites.

Individually Tailored Area of Concentration

In addition to the offered areas of concentration, students may develop an individually tailored area of specialization in consultation with a faculty advisor or the Director of Graduate Studies. These

may include courses outside the Martin School, such as those offered as part of a Graduate certificate, such as those listed below or Applied Statistics. See [Graduate Certificates](#). Once the student and the D.G.S. have agreed on a plan, the Individually Tailored Area of Concentration form found in Appendix 5 or on the web under “Forms” should be filled out and placed in the student’s file. If changes are needed, as, for example, when a course is not offered or a course that would be good to include is offered, the changes should be noted on the form with the reason for the change noted and signed by the D.G.S. Examples of areas in which such specializations might be put together include information management, personnel management or land use planning.

Transportation Systems Management

Transportation Management is available as an individually tailored concentration consisting of two three-credit classes selected from among those offered for the Graduate Certificate in Transportation Systems Management program.

Gerontology

<http://www.mc.uky.edu/gerontology/>

Gerontology is available as an individually tailored concentration consisting of two three-credit classes selected from among those offered for the Graduate Certificate in Gerontology.

Suggested Sequence of MPA Classes

Fall Year 1	Spring Year 1	Summer	Fall Year 2	Spring year 2
PA 621 Quantitative Methods of Research	PA 622 Program Evaluation	PA 711 Internship in Pubic Admin.	PA 623 Decision Analysis	PA 681 Capstone in Public Administration
PA 631 Public Financial Management	PA 632 Public Funds Management		PA 602 Organization Change & Strategic Planning in the Public Sector	Area of Concentration Course
PA 651 Policy Process	PA 652 Public Policy Economic		PA 642 Public Organization, Theory and Behavior	Area of Concentration Course
{ECO 201 Pre-requisite if needed}				
PA 691 Ethics in Public Policy (1)				
10 credits	9 credits	3 credits	9 credits	9 credits

A detailed list of MPA course and program requirements is found in Appendix 3.

The MPA Internship

The Internship in Public Administration provides students with experience in and exposure to the complexities of public organizations prior to completion of the programs. Students are given the opportunity to develop professional skills that relate to their academic program.

SEE THE MPA/MPP INTERNSHIP HANDBOOK or the Martin School website FOR SPECIFIC INFORMATION, FORMS AND POLICIES RELATED TO THE INTERNSHIP, INCLUDING INTERNSHIP WAIVER REQUESTS.

SPECIAL MPA PROGRAMS

Joint Degree Program in Public Administration and Law

In conjunction with the College of Law, the Martin School offers a program in which students may obtain both the Juris Doctor and Master of Public Administration degrees in four years, one year less than if both degrees were pursued separately. The JD/MPA dual degree program provides the academic preparation necessary for working effectively within the managerial and legal frameworks

of public service, non-profit, and quasi-governmental organizations. Students must complete 33 hours of MPA administrative core courses and a 3-credit internship. Internship hours also serve toward the student's clerkship, and 81 hours of law courses. Two of these law courses serve as the student's area of concentration. To be admitted to the dual degree program applicants must meet admission standards of the Graduate School, the Martin School, and the College of Law.

Each candidate for the JD/MPA degree must Students must also successfully complete the MPA Capstone project that designed to test the student's mastery of substantive materials from the Administrative Core and Area of Concentration classes and serves as the final master's exam.

Pharm.D/MPA Dual Degree Program

History

The University of Kentucky currently offers a 2-year, 40-hour professional Master of Public Administration (MPA) degree through The Graduate School. The University's College of Pharmacy offers a 4-year, 158-credit hour Doctor of Pharmacy (Pharm.D.) degree. The MPA program is accredited by the National Association of Schools of Public Affairs and Administration. The Pharm.D. degree program is accredited by the American Council on Pharmaceutical Education and the Pharm.D. program satisfies all educational requirements for licensure.

The Pharm.D./MPA dual degree program is the only one of its type offered in the nation. The dual degree program permits a student to gain both degrees in a total time period less than if the degrees were earned independently. The dual degree is thought to be highly desirable for persons seeking careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organizations, and academics.

Admissions

A student desiring admission into the dual degree program will be required to apply formally and independently to both programs. Admission standards are the same as if the student were applying solely to one program. To be admitted, an applicant is required to meet the independent admission standards of the College of Pharmacy, The Martin School, and The Graduate School.

(1) For the MPA Program, application will be made to The Graduate School. Students who do not hold an awarded bachelor's degree must have at least 90 hours of undergraduate credits to apply to the Graduate School. In addition to course grades the resume, statement of purpose, letters of recommendation will be considered to establish admission eligibility. (GPA), the GRE is waived for Pharm.D./MPA applicants

(2) For the College of Pharmacy, PCAT and grade point average as well as letters of Recommendation, a formal interview, and other factors described in the College of Pharmacy bulletin are considered to establish admission eligibility.

(3) The MPA Director of Graduate Studies and the Associate Dean for Academic Affairs from the College of Pharmacy serve as an advising team, each in their respective schools for all prospective and newly admitted students.

Programs of Study

The Existing MPA and Pharm.D. Programs

The Master of Public Administration degree requires 33-hours of core courses plus a 3-hour internship and 6-credit hours in an area of concentration. Core courses are taken by all MPA students regardless of their area of concentration interests.

The College of Pharmacy offers a 4-year curriculum leading to the Doctor of Pharmacy degree (Pharm.D.). The Doctor of Pharmacy degree is awarded upon completion of a minimum of 158 semester credit hours of specified coursework, with a GPA of at least 2.0 out of a possible 4.0, and approval of the faculty. Pharmacy practice clerkships constitute 44 credit hours of the specified coursework and 8 credit hours are elective.

Dual Pharm.D./MPA Program

Under the dual degree program, the MPA's required 6 hours of Area of Concentration; 1 credit ethics class and 2 credit Information systems in Government classes are satisfied by College of Pharmacy courses and the internship is with an administrative agency with health care activities or policy research. The internship of the MPA and 8 credit hours of Pharmacy Practice clerkship may be satisfied concurrently. In turn, the College of Pharmacy grants up to 8 credit hours of elective credits toward the Pharm.D. based upon MPA coursework. The dual degree program is suitable for full-time students only. Students independently pursuing either the Pharm.D. or the MPA who wish to enter the dual program must be accepted before the end of their second year of study in the Pharm.D. program, and before the end of their first year of study in the MPA program.

An example program of study for dual degree students is:

Year 1 = 38 credit hours of required Pharmacy courses
4 credit hours of Introductory Pharmacy Practice Clerkship
Total = 42 credit hours

Year 2 = 34 credit hours of required Pharmacy courses
6 hours required Martin School courses (satisfies 4 credit hours of required pharmacy electives)
Total = 40 credit hours

Year 3 = 34 hours of required Pharmacy courses
9 hours of required Martin School courses (satisfies 4 credit hours of required pharmacy electives)
Total = 40 hours

Summer 3 - 12 credit hours of Pharmacy Practice Clerkship.

Year 4 = 12 hours of required Martin School courses
8 credit hours of Pharmacy practice clerkship (satisfies PA 711 - Internship in Public Administration for 3 credits)

8 credit hours of Pharmacy practice clerkship

Total = 31 credit hours

Summer 4 = 12 hours of Pharmacy practice clerkship

The application requirement for the GRE exam is waived for Pharm.D./MPA students. Students admitted to the program complete 33 credit hours of MPA coursework and 142 credit hours of Pharmacy coursework.

Internship/Clerkship

The Pharmacy Clerkship and the MPA Internship is planned with the guidance of the faculty of both programs to find a placement appropriate to the student's goals, but the student registers separately for PA 711, Internship in Public Administration and provides the following documentation:

- 1) An internship contract signed by the agency preceptor, faculty supervisor and the student.
- 2) Projects, papers, or journals as provided for in that contract to the MPA faculty supervisor.
- 3) An evaluation by the student's agency preceptor (this will be requested by the program near the ending date provided on the student's contract).

Advantages of Joint Program

The Pharm.D./MPA program of study affects the total number of minimum required hours as follows:

(1) MPA and Pharm.D. Pursued Independently

Total hours required in MPA program (31 required Core + 6 Area of Concentration + 3 Internship) = 40

Total credit hours required in Pharm.D. program 158. (106 required didactic + 8 elective + 44 clerkship)

Total hours 210

(2) Dual Program

Total MPA hours required in joint program (27 required Core + 3 internship) = 33

Total Pharm.D. credit hours required in joint program 142 (106 required didactic + 36 clerkship)

Total hours 175

From the perspective of the MPA program, the Pharm.D. program serves as the MPA student's Area of Concentration, thereby more than satisfying the required 6-hours of MPA Area of Concentration coursework. The required Internship in Public Administration is satisfied with two four credit hour Pharm.D. clerkships. Pharmacy Courses with content in Information Systems and Ethics substitute for PA 691.

From the College of Pharmacy perspective, the MPA coursework satisfies 8 hours of required electives. Eight credit hours of Pharm.D. clerkship are satisfied by the Internship in Public Administration.

This dual program of study may be completed in 4 years plus two summers.

Grade Point Average

Grade point average for both programs is calculated independently and respectively by the College of Pharmacy and the Martin School. Dual-degree students are required to remain in compliance with the academic standards of each degree granting unit. For example, a student has

to satisfy the College of Pharmacy GPA requirements solely on the basis of graded pharmacy school coursework and The Graduate School's GPA requirements solely on the basis of graded Graduate School coursework. 15 hours of pharmacy coursework must be transferred into the Graduate School in order to satisfy the 40-hour requirement of the MPA program; no grade of "C" or below is transferred.

Internships

The 3-hour internship (PA 711) is taken in an appropriate agency in a health care setting. The resulting written analysis of the internship is evaluated by the MPA advisor. Internships will be arranged by the MPA Internship Coordinator. Internships in the Martin School will be coordinated with clerkships in the College of Pharmacy. Clerkships are arranged with the College of Pharmacy Associate Dean for Academic Affairs.

Student Status

During the period of MPA studies, the student will have the status of a graduate student and will have to comply with the rules and regulations of The Graduate School. During the period of Pharmacy residence, the student will have the status of a pharmacy student and will have to comply with the rules and regulations of the College of Pharmacy.

Granting of Pharm.D./MPA Degree

Upon satisfactory completion of all degree requirements of both schools and the successful completion of 31 hours of MPA coursework and 142 hours of Pharmacy study, the student is granted both the MPA and Pharm.D. degrees. He/She is eligible to attend graduation ceremonies at either or both schools.

Fee Payments

During any period of full-time College of Pharmacy enrollment, the student will pay fees/tuition at the pharmacy college rates. During any period of full-time enrollment in The Graduate School, the student will pay fees/tuition at graduate school rates.

Failure to Complete Pharm.D. or MPA Requirement

The Pharm.D./MPA dual degrees will be granted only upon successful completion of all coursework and examinations. If a student finds it impossible to complete the pharmacy component, the student who holds a prior bachelor's degree has the option of selecting an Area of Concentration within the MPA program to complete MPA program requirements. Upon successful completion of all MPA hours and a final comprehensive examination over Core and Area of Concentration classes, the MPA degree would be granted.

Pharmacy School credit given for MPA coursework is also provisional upon completion of the dual degree program. Should a student fail to complete the MPA requirements but desire to obtain the Pharm.D., he/she would be subject to all remaining College of Pharmacy degree requirements. Such a student may receive pharmacy school credit for up to 8 hours of the MPA coursework satisfactorily completed with a grade of "B" or above and subject to approval by the Associate Dean for Academic Affairs.

In conjunction with the College of Pharmacy, the Martin School offers a program in which students may obtain both the Doctor of Pharmacy and Master of Public Administration degrees in four years, rather than the five years it would take to complete both degrees independently. The dual degree is

highly appropriate training for individuals seeking careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organizations, and academics.

Students must also successfully complete the MPA Capstone project.

Second Master's Degree

Students pursuing the MPA as a second master's degree from the University of Kentucky may be allowed to complete 33 hours instead of the 40 semester hours normally required for the MPA degree. The Director of Graduate Studies will be the advisor for these students, and makes the determination of what courses may be transferred and what program requirements will be met by these courses.

Combined MPA/PhD. and MPP/PhD. Degrees “En Passant”

Students who have earned a bachelor's degree may also apply to the Ph.D. program. These students, who also wish to receive a master's degree, must complete the 30-hour MPA/MPP core and complete an internship if they have no significant professional experience. For these students a master's degree will be awarded only after completing a total of 42 hours of coursework beyond the bachelor's degree and successful completion of the Ph.D. qualifying exam. By entering the Ph.D. program immediately after receiving a bachelor's degree or after only one year in the MPA program, students reduce coursework by approximately 12 hours.

University Scholars Programs

The Martin School participates in two University Scholars programs, internal and external. Externally, students from Morehead State University or Georgetown College may participate. At UK, students in Political Science, Engineering and Natural Resource and Conservation Management have the opportunity and challenge of integrating their undergraduate and graduate or professional courses of study into a single, continuous program leading to both a baccalaureate and master's degree. The student's particular requirements will determine the amount of time needed to complete the program; however, the program can normally be completed in a year less time than that required in a conventional program.

Admission

Applicants for the University Scholars program must meet the following admissions requirements:

1. The applicant must have senior standing (completed at least 90 hours of course work) and have completed all UK Core (or MSU or GC) undergraduate) requirements.
2. Students should apply at the end of their junior year.
3. The master's program should be in the field of the undergraduate major.
4. Applicants must have an undergraduate grade-point average of 3.5 or above in their major field and 3.2 or above overall.
5. Follow the current application procedures for the Graduate School, subject to the above conditions. Admission decisions will be made by the Graduate Dean or his/her appointee.

Degree Requirements and Curriculum

Students in the University Scholars program must meet these requirements:

1. The total number of credit hours completed for the combined program may be twelve (12) fewer than the total required for both the bachelor's and master's degrees. (**The requirements for the bachelor's degree are unchanged.**)
2. Students should take no more than 16 credit hours per semester, unless they have express permission from the appropriate director of graduate studies and the Dean of The Graduate School.
3. Students must complete at least 36 hours of graduate level courses in the combined program, 15 credit hours of which must be in the 600 level or above for a Plan B master's degree. Students pursuing Plan A must complete at least 30 hours of graduate level courses in the combined program of which 12 credit hours must be at the 600 level or above. (Consult *The Graduate School Bulletin* for detailed information concerning Plan A and Plan B for master's degrees.)
4. Students must have an undergraduate and a graduate advisor. A jointly planned program must be prepared for each student.

Job Placements of MPA Graduates

MPA Graduates have gone on to build successful careers in all branches of government. Following is a select list of positions held by our alumni as of July 2013.

-Federal Agencies

- Congressional Budget Office
 - Budget Analyst
- Department of State
 - Foreign Affairs Research Analyst
- U.S. Dept. of Health and Human Services
 - Analyst
- U.S. Department of Defense
 - Joint Doctrine Officer
 - Financial Management Analyst
- U.S. Dept. of Homeland Security
 - Financial program Cost Analyst and Legal Advisor
- U.S. Federal Bureau of Investigation
 - Intelligence Analyst
- U.S. General Services Administration
 - Deputy Director
- U.S. Government Accountability Office in Washington, Dayton OH and Huntsville AL
 - Program Analyst
 - Sr. Program Analysts
 - Sr. Design Methodologist
- U.S. Office of Personnel Management
 - Veterans Employment Program Specialist
- United States Army
 - Senior Personnel Service Accountant

Others include U.S. Dept. of the Treasury, U.S. Bank, Federal Emergency Management Agency; Federal Highway Administration, and Dept. of Agriculture

State Agencies

Kentucky Energy and Environment Cabinet
Chief of Staff
Compliance Assistance Officer
Asst. Director, Division of Renewable Energy
Admin. Section Supervisor, Division of Waste Management
Brownfield Outreach Coordinator
KY Housing Corporation – Director, Specialized Housing Resources
Kentucky Board of Elections
Kentucky Governor’s Office for Policy and Management
Sr. Policy Analyst
Kentucky Personnel Cabinet
Kentucky Office of Insurance – Administrative Coordinator
Kentucky Dept. of Financial Institutions – Financial Institutions Examiner

State of Indiana
Associate Budget Analyst
State of Ohio – Legislative Service Commission – Budget Analyst
Office of Budget and Management – Sr. Analyst
Georgia Department of Community Affairs
Economic Development Representative
Tennessee
Sr. Leg. Research Analyst, Auditor, Office of the Comptroller

Local Government Agencies

Positions in: Del Mar, CA; St. Petersburg, FL; Bellevue, KY; Hartford, KY, Maysville, KY
Smryna, GA; St. Louis, MO; Winter Park, FL;

Paris, Kentucky
Assistant City Manager
Lexington Kentucky
Legislative Assistant
Police Lieutenant
Fayette County Health Department
Program Director
Louisville Metro Government
Legislative Assistant
Code Enforcement Officer

Military

Lt/ Staff Attorney, U.S. Coast Guard
UH-60 Pilot, U.S. Army

2nd Lt., U.S. Marines

Non-for-Profit Organizations

United Way of the Bluegrass - Director of Development
Volunteers of America for Kentucky and Tennessee - Grants Administrator
Homeless and Housing Coalition of Kentucky - Technical Assistance Coordinator
First-Link of the Bluegrass - County Coordinator for Madison and Scott County
Executive Director - CASA of Boyle and Mercer Counties
Lexington Humane Society - Director of Research
Catholic Charities- Community Resource Developer
Health initiatives Representative – American Cancer Society

For-Profit Firms and Organizations

The Abaris Group - Sr. Consultant
The Lindsey Group -Managing Director
The Rand National Opinion Research Center -Survey Specialist
Northrup Grumman - Training Analyst
John Snow, Inc. Technical Advisor
Papa John's International
Financial Systems Analyst

Health

Development Coordinator, Children's Hospital Foundation
Program Assistant – Norton Health Care
Collections Manager – Appalachian Regional Healthcare
Regional Information Officer – CIGNA Healthcare
Legislative Assistant – Acuitas, LLC

Education

University of Kentucky
Office of the President, Public Relations Officer II
Gatton College of Business: Corporate Partnership Director
Director of Graduate Funding
Financial Administrator II, Office of Sponsored Projects
Associate Dean for Administration and Finance, College of Dentistry
Clinic Manager, College of Dentistry
Vice President for Facilities Management
Exec. Director, Non-profit leadership Initiative
Interdisciplinary Human Development Institute: Evaluation Analyst
Berea College
Assistant Vice President
Transylvania University
Assoc. Dean of Admissions
Morehead State University – College Access Counselor
College Executives (search firm)

Chief Executive Officer
Georgetown College - Head of Marketing and Development for Graduate Education
Temple University – Director for Capitol Support

Public Interest Groups

Council of State Governments – Health Policy Analyst
Council of State Governments - National Leadership Center Coordinator

THE MASTER OF PUBLIC POLICY (MPP) PROGRAM

Course Pre-requisites

Students should have a college algebra, such as MA 109 and basic statistics class, such as PA 621, to prepare themselves for PA 622, an undergraduate course in intermediate economics, as well as a calculus class, such as MA 123 to prepare themselves for public economics and PA 692.

Admission

Admission procedures are the same as for the MPA program. Please see the section above.

Curriculum

The MPP is a 2-year, 37 hour degree that prepares individuals for careers as professional policy analysts in a variety of research or “think tank” organization including public, non-profit and for-profits. The degree program consists of a 31-credit core curriculum, one 3-hour specialization course, and a 3 credit-hour internship.

MPP Core Courses

PA 622 Public Program Evaluation: Topics to be covered focus on program monitoring and evaluation and include program process and outcome measurement, quasi-experimental design, multiple regression, and analysis of variance models.

PA 624 Government Information Systems: A course on using large data systems for analysis.

PA 631 Public Financial Management: An analysis of budget structure and process; revenue structure and administration; and public capital acquisition and debt management. This course emphasizes an applied focus and comparative analysis of alternative budget, revenue, and debt management structures and strategies.

PA 642 Public Organization Theory and Behavior: A course, which examines the interaction of both external and internal resources and constraints on the administrative decision process in a number of public organizational settings.

PA 651 The Policy Process: A survey of public policy formulation processes. Emphasis is on the parameters of policy formulation as well as social planning and impact variables. Both policy processes and relevant content areas are stressed.

PA 652 Public Policy Economics: Principles and practices of economic resource management in the public sector: tax and expenditure types, intergovernmental fiscal cooperation, and consideration of the appropriate role of governmental economic activity.

PA 683 Tax Policy: Tax policy is analyzed from an economic perspective: efficiency and distributional effects of taxation, especially in state, local and international contexts. Prereq: PA 652 or equivalent.

PA 690 Public Policy Analysis Overview: Economic and political foundations of policy analysis are considered in a survey fashion, followed by specific techniques used in the practice of policy analysis. Prerequisite: Graduate standing and MPA program status.

PA 681 Capstone in Public Administration: This course provides an opportunity for students to integrate their studies with professional practice. Case studies and special projects require students to integrate knowledge from the core curriculum in the analysis of public management and policy problems.

PA 692 Econometrics for Policy Analysis: Maximum likelihood estimation, ordinary least squares (OLS) regression, instrumental variables (IV) regression, heteroscedasticity consistent regression, fixed and random effects models, probit, logit and tobit models, and identification and two-state least squares estimation of simultaneous equations models. Prereq: Any undergraduate statistics course. MPA, MPP or PUAD program status for priority registration, other students with permission of instructor. (Same as ECO 692.)

PA 795-Special Topics in Public Administration: Mathematics for Public Policy Analysis
Students should take this course immediately following PA 621.

PA 711- Internship in Public Administration

or

PA 796 Independent Study in Public Administration: This course may serve in several ways. For a student who has received a waiver of the internship requirement, it may serve as substitute credit. Normally the student writes a policy paper for this purpose. If a student wishes to pursue independent research to augment their specialization, this may also be done. Lastly, a student who cannot take a regularly scheduled class for some reason may be allowed to complete the work as an Independent study. In all cases the student must submit an “Independent Study” contract, (available on the web site) signed by the professor who has agreed to supervise the work, in order to receive an “override” to allow them permission to register for the class. This contract serves as the syllabus for the class, a contract where both parties make their expectations for the content and requirements of the class clear.

Area of Specialization

Students may choose a specialization in a policy topic. Students may choose among policy topics and complete one course for the specialization. This course may be chosen from Martin School offerings (see MPA concentrations) or policy courses from other departments. Possible Courses for Public Policy Specialization. Some require special permission for enrollment – see the professor or Department Office to obtain permission. Other courses, particularly special topic courses may be approved by the DGS to fill this requirement.

Documentation, such as an e-mail from the DGS, should be added to the student's file when approval is given.

AEC 632 Agriculture and Food Policy

AEC 640 Advanced Agricultural Policy

ECO 672 World Trade and Commercial Policy

ECO 721/PA 727 Environmental Economics, Regulation & Policy

ECO 674/AEC 626 Agriculture and Economic Development

EPE 602 Social Policy Issues and Education

EPE 603 Education Policy Analysis: An Introduction

EPE 670 Policy Issues in Higher Education

FAM 653 Families, Legislation and Public Policy

GRN 715 Health Policy and Aging

PA/HA 673 Health Policy Development (2)

PA 667 Special Topics in Public Policy: Policymaking in an International Context: Political and Organizational Dimensions

PA 665 Special Topics in Public Policy: Public Policy and Political Economy in an International Context

PA 795: Special Topics: Education Policy

SW 630 Intro. To Social Welfare Policy and Services

Suggested Sequence of MPP Classes

Fall Yr. 1	Spring Yr. 1	Summer	Fall Yr. 2	Spring Yr. 2
PA 631 Pub. Fin. Management	PA 622 Program Evaluation	PA 711 Internship	PA 642 Public Organization, Theory and Behavior	PA 681 Capstone
PA 651 Policy Process	PA 652 Public Policy Economics		Area of Specialization	Area of Specialization
PA 624 Gov't Info. Systems	PA 692 Econometrics		PA 683 Tax Policy	PA 690 Pub. Policy Analysis
Pre-requisites: MA 123 Calculus ECO 401 PA 621	PA 795 Spec. Topics: Mathematics for Policy Analysis*			
9 credits	10 credits	3 credits	9 credits	9 credits

* Students will take this class during the winter recess, but register in the Spring term.

A check-list MPP course and program requirements is found in Appendix 4.

The MPP Internship

The Internship in Public Policy provides students with experience in and exposure to the complexities of public organizations prior to completion of the programs. Students are given the opportunity to develop professional skills that relate to their academic program.

SEE THE MPA/MPP INTERNSHIP HANDBOOK FOR SPECIFIC INFORMATION, FORMS AND POLICIES RELATED TO THE INTERNSHIP, INCLUDING INTERNSHIP WAIVER REQUESTS.

While the **MPP program** is a newer program, graduates have already built impressive careers!

- Academy Health
Sr. Associate
- Benazir Income Support Programme
Deputy Director
- Bluegrass Area Development District
Community Development Specialist
- Clearbrook & Co, Ltd.
Sr. Investment Assoc.
- Commonwealth of Kentucky
Policy and Budget Analyst

Financial Analyst
Legislative Research Commission – Research Analyst
Doctoral Students
Syracuse University
University of Indiana at Bloomington
University of Georgia
University of Kentucky

MARTIN SCHOOL REGULATIONS

Termination

The MPA Program Termination Policy states that a student may be dismissed from the program for any one of the following reasons:

1. Receiving a grade of "C" for any 9 credit hours or three classes.
2. Receiving a grade of "E" for any 3 credit hours.
3. Twice failing the Final Examination.

Students facing termination will be notified and will have an opportunity to discuss the pending action with the Director of Graduate Studies. Appeals are processed through the Student Affairs Committee.

Graduate degrees must normally be completed within eight years of the beginning of graduate study. Extensions require a request on the part of the director of graduate studies and approval by the Dean of the Graduate School.

Plagiarism and Cheating

PLAGIARISM and CHEATING are serious academic offenses. The minimum penalty for those academic offenses is final grade E in the course.

The University regulations pertaining to this matter can be found at

<http://www.uky.edu/StudentAffairs/Code/>

Of particular relevance is Part II, SELECTED RULES OF THE UNIVERSITY SENATE GOVERNING ACADEMIC RELATIONSHIPS, Section 6.3 that can be found at

<http://www.uky.edu/StudentAffairs/Code/part2.html>

These rules in particular say:

6.3.1 PLAGIARISM All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate

indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

6.3.2 CHEATING Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Any question of definition shall be referred to the University Appeals Board.

In completing their class work student individually. Any sharing of electronic files, printouts and other materials developed by the students is not allowed. If any fragments of text appearing in books, journals, conference proceedings, web pages, etc. are used, students must provide appropriate citations. Any help from others must also be acknowledged.

REGISTRATION and UNIVERSITY REGULATIONS

Priority Registration for continuing students occurs in March and October. Students should consult their advisor for academic advising prior to registering. For specific course offerings and the time and dates of your registration window consult MyUK. Since there is a fee for returning students who do not priority register, it is important to register for at least one class during priority registration. Changes can be made later during the Add/Drop windows. **ROOM CHANGES MAY BE MADE – PLEASE CHECK THE WEB BEFORE GOING TO CLASS FOR THE FIRST MEETING!**

CROSS-LISTINGS: Many Martin School courses are cross-listed, that is listed under more than one prefix. **For Example:** PA 652, Public Policy Economics, is also ECO 652. The seats in this class are divided among the various numbers. So if you need to take PA 652, and discover that it is full, you need to check ECO 652. You can enroll in *any* of the cross-listed classes.

Independent Studies (PA 796) are controlled enrollment classes. An override to permit enrollment will be placed after the Independent Study Contract is turned into the Student Affairs Office. Students should register for the section taught by the professor supervising the Independent Study. See course description, p. 11-12.

Late Registration

Continuing students who failed to priority register and new and readmitted students who applied after the application deadline must late register during the first week of classes. There is a \$40 fee for all late registrations.

Add/Drop

Students may add or drop classes using UK VIP during the time periods specified in the Schedule book before classes begin. However, after the first week of classes, all ADD requests must be made by the Graduate School, in the Gillis Building. To make a change in schedule after the stated deadlines in the University Calendar complete the add/drop worksheet on the Graduate School website, obtain the signature of both the instructor and the Director of Graduate Studies, make a copy, and turn the form into the Graduate School in room 201 of the Gillis Building. Keep a copy or give it to the Student Affairs coordinator to keep in your file. Before the mid-term deadline, a student wishing to withdraw from individual classes may do so MyUK

Withdrawing from the Martin School

Students wishing to withdraw from the program when classes are not in session may do so by dropping their classes using MYUK. Please notify the Student Affairs office of that you are withdrawing and your

reason for doing so – we track this for our accreditation. To execute a full withdrawal during an academic term, students must follow the instructions at: <http://www.uky.edu/registrar/withdrawal>

After mid-term, a student wishing to drop a course or withdraw from the term must petition the Dean of the Graduate School. Such requests are approved only for “*urgent non-academic reasons*”, and typically require the unanimous approval of the instructor(s), the Director of Graduate Studies, and the Dean of the Graduate School. The ADD/DROP worksheet required for such requests can be found on the Graduate School web page.

Retroactive Withdrawal from classes

Students may request a retroactive withdrawal up to one calendar year from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals are considered by the Retroactive Withdrawal Appeals Committee of the University Senate. To request a retroactive withdrawal, the student should Use the Request for Post-Mid-term Withdrawal form available on the Graduate School web site under “Forms”. <http://www.research.uky.edu/gs/Forms/AddDropWorksheet.pdf>. This form, accompanied by a letter from the student explaining the situation and memo from the professor of the relevant course, should be submitted to the Dean of the Graduate School, who will review the case and make a recommendation to the Committee. Cases are typically decided within 30 days after the submission of the petition.

Time Limit for Master’s Degree

Students enrolled in master’s/specialist programs prior to the start of the fall 2005 semester have 8 years to complete all requirements for the degree, but extensions up to an additional 4 years may be requested for a total of 12 years. Extensions up to 2 years may be approved by the Dean of the Graduate School or designate. Requests for extensions longer than 2 years must be considered by Graduate Council. Requests should be initiated by the Director of Graduate Studies.

Students first enrolled in a master’s/specialist program in the fall 2005 semester and beyond will have 6 years to complete all requirements for the degree, but will still have the opportunity to request extensions up to an additional 4 years for a total of 10 years.

Leave of Absence

Effective fall 2009, if you are an enrolled graduate student at the University of Kentucky and you sit out for one or more semesters you will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances you can avoid this requirement by requesting a “leave of absence”. In addition to avoiding the application process, this status will allow you to priority register in preparation for your return.

Procedurally, you should contact your Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question*. If approved, the DGS will contact your Graduate School admissions officer who will modify your record accordingly. You may request no more than two consecutive and four total semesters in leave of absence status. Post-qualifying doctoral students are not eligible for the leave of absence.

International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services prior to making a formal request.

Academic Load

The semester course load of a student is the sum of all credits and credit *equivalents* (e.g. graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal load of a graduate student during any semester is 9 credit hours or equivalent. Only with the approval of the Graduate Dean may it exceed 15 credit hours or equivalent. During the summer term, the maximum load for the eight-week term is nine credit hours, and the four-week intersession is four credit hours. The maximum load for any combination of the four and eight-week term is 12 credit hours.

Students undertaking short courses are subject to the term load limits outlined above. Also, two short courses of four weeks or less may not be taken simultaneously (see Graduate Bulletin).

Students wishing to request a credit overload should complete a Credit Overload request form, available on the Graduate School web page. Students must provide a detailed listing of all proposed registration, and must obtain the signature of the DGS. *Please note that requests for > 15 hours of registration in graduate coursework (i.e. all 400G level & above) are rarely approved.*

Students satisfactorily completing nine course credits, *or equivalent* (e.g. graduate language courses, undergraduate courses, courses audited, etc.), during a semester, are classified as full-time students. Students satisfactorily completing five course credits, or equivalent, during a summer term are classified as full-time. Students enrolled in PA 767 (2 credits) are also classified as full-time. Full-time students who fall below the minimum full-time equivalent as the result of dropping one or more courses are reclassified as part-time students for that semester. Please note that International students may be in violation of their visa conditions if they are not full-time.

For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the Director of Graduate Studies and approval of the Dean of The Graduate School.

Application for a degree

An application for a degree must be submitted in MYUK within 30 days after the start of the semester (15 days for summer session) in which the student intends to graduate. See the University Calendar or *Graduate Bulletin for the specific date.*

Final Masters Exam

Scheduling the Examination: The presentation of the final Capstone project in PA 681 before a panel of 3 faculty members serves as the Final Master's Exam for the MPA and MPP programs. The DGS must notify the Graduate School of h/er intent to schedule the Final Examination of a master's (or specialist) student at least two weeks prior to the examination date. This is accomplished by submission of the on-line "Final Masters or Specialist Degree" form. Master's students will be eligible to sit for the Final Examination only if they have completed all coursework requirements for the degree, or if the remaining course work is in progress at the time of the examination. Students with "I" grades or "S" grades in credit-

bearing courses are not eligible to sit for the final examination. The overall graduate GPA of the student must be 3.00 or better to sit for the examination. The final examination must be conducted no later than eight days before the last day of classes for the degree to be awarded at the end of that term (see the University Calendar or the Graduate School Graduation Deadlines at the end of this section).

GRADES

The official grades of graduate students are recorded in the Office of the Registrar. The grading in graduate courses is done according to the following scale:

A – High Achievement	4 grade points per credit
B – Satisfactory Achievement	3 grade points per credit
C – Minimum passing grade	2 grade points per credit
E – Failure	0 grade points per credit
I – Incomplete	<i>see explanation, below</i>
S – Satisfactory	<i>see explanation, below</i>

“D” grades may not be assigned to graduate students.

Also, Graduate courses (400G - 799) may not be taken Pass/Fail.

I - Incomplete Grades

A grade of "I" (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. Effective fall 1997 semester, all Incompletes ("I" grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the "I" grade was awarded or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable period, the University Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record and adjust the student's grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program.

In order to document that all parties to an "I" grade are in agreement, the student and professor should complete the "Incomplete Grade Form" that is on the Martin School web site and file it in the student's file.

It is the policy of the Dean of the Graduate School that extensions of "I" grades beyond the 12 month period will be considered only in exceptional circumstances, and will be limited to a period of one semester beyond the 12 month limit. In order to request the extension, the student must obtain the recommendation of both the course instructor, and the Director of Graduate Studies in the student's program. In addition, the instructor must specify the remaining work necessary for the satisfaction of the course requirements, and the time frame over which this work will be completed. All work must be completed, and the grade assigned by the last day of final exams for the semester in which the extension is granted. Students wishing to petition for the extension of an "I" grade should obtain a petition form <http://www.research.uky.edu/gs/IncompleteExtend.pdf>.

Please note that there are certain courses (seminars, independent work courses, research courses) in which a grade of "S" may be more appropriate than an incomplete. The grade of "S" is not affected by the

policy described above.

S - Satisfactory Grades

A grade of “S”(satisfactory work in progress) may be recorded for students in graduate courses which carry no credit and in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. The grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work. The project must be substantially continuous in its progress. When the work has been completed, a final grade will be substituted for the “S”. Please note that students who show “S” grades in credit-bearing courses will not be permitted to sit for qualifying examinations or final examinations prior to the conversion of the “S” grade(s) to a final letter grade.

An overall average of “B” on all graduate work in the program must be attained before an advanced degree may be awarded. No student who is on academic probation may be awarded a degree. All graduate level courses (400G - 799) are computed in the graduate grade point average, with the exception of 400G courses in the student’s program.

Once a grade (other than “I” or “S”) has been reported to the Registrar’s Office, it may not be changed unless an error was made at the time the grade was given and recorded. The grade may be changed then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

Repeat Option

A graduate student may elect to repeat a graduate course and count only the second grade as part of the graduate grade point average. This action is not retroactive to a time prior to the fall, 1981. A student may exercise the Repeat Option only *once* in a particular degree program. The student must file a Repeat Option Form (available on the Graduate School web page) in the office of the Dean of the Graduate School. The student's request to repeat a course must be approved by his/her DGS. The Repeat Option form is held in the Graduate School and the change of grade is recorded when the course has been completed for the second time. The original grade does not figure in the GGPA.

A request to exercise the repeat option must be made prior to graduation from the program.

Please note that the repeat option cannot be used to remove an “E” grade assigned as the result of an academic offense.

FINANCIAL ASSISTANCE

Financial support is usually awarded on an academic year basis with a semester-by-semester review. Qualified full-time students are selected on the basis of academic achievements, test scores, and financial need. A preliminary evaluation of all financial aid applicants is made early in the second semester of each year. Newly admitted and continuing students will normally be told whether they will receive assistance and the amount of assistance by March 15.

Assistantships require that the recipients perform certain duties, e.g. assisting a faculty member with research. It is Martin School policy to assign assistantship duties that require about twenty hours of service per week. Fellowship recipients are not required to perform such duties.

There is no form for financial aid. All students are considered for any aid that they qualify for. Students wishing to be considered for financial aid should notify the Director of Graduate Studies or the Student Affairs Staff Assistant.

Assistantships

A limited number of research assistantships are typically offered to full-time, eligible Masters students each year in mid-March. These may be with the Hazard Mitigation project, assisting with recruitment or as a Martin School program aide. Many students will find assistantships in other departments such as: Campus Recreation, the Student Center, the Academic Enhancement Center, the Office of International Affairs; the Graduate School, or research units that do not have their own population of students to draw on.

Normally, masters students are eligible for funding for 2 years. R.A.'s are expected to work 20 hours a week. Continuing financial assistance is subject to satisfactory work on assigned tasks and satisfactory progress toward the degree as determined by the director of graduate studies.

Grant Funds

Faculty members who have research grants may make individual awards to graduate students. However, the making of such awards must be coordinated with the Martin School Director of Graduate Studies.

Graduate School Fellowships

There are several fellowships that are awarded by the Graduate School each year as a result of University-wide competition. Awards are made based primarily on academic excellence and research potential. Dependent on fellowship type, awards may be renewable for up to three years and carry stipends ranging from \$3,000 up to \$15,000. Some fellowships can be used to supplement Teaching or Research Assistantship stipends; others are designed to relieve students from a work assignment. In recent years Martin School have been recipients of The Presidential Fellowship, the Academic Year Fellowship, and the Academic Excellence Fellowship, and the Dan R. Reedy Quality Achievement Awards awarded by The Graduate School. Nominations are made by the Director of Graduate Studies to the Graduate School in February.

External Fellowships

http://www.research.uky.edu/gs/StudentFunding/external_funding.html The Graduate School keeps the above web site to list external fellowship opportunities. Students who receive external fellowships may receive a "bonus" award from the Graduate School. Notices concerning additional opportunities are sent out on the PhD student list serve.

Minority Student Scholarships, Fellowships, and Grants

The Lyman T. Johnson Academic Year Fellowship and the Southern Regional Education Board Minority Doctoral Fellowship are special opportunities for minority students. These are based on nomination by the Director of Graduate Studies and are obtained through the Office of Graduate Funding, The Graduate School, Gillis Building, 257-4555.

STUDENT SERVICES

The Martin School Computer Lab

The Martin School computer lab (room 402) is only for Martin School students. It is not open to the public. Therefore, you need to log in with your Active Directory user ID. When you are finished using a computer in the lab, make sure you log off and take your jump drive. Lost articles will be turned in to the main office (419 POT). The Martin School does not provide paper for the student printer. Therefore, you must supply your own paper. You may label a “cubby” to keep paper and work in. The lab will be open during regular business hours, more or less. If you are the last one to leave, please turn off the lights and shut the door. This is important to prevent the theft of the computers, as the building is open at all hours! To enter, press 1&3 at the same time, then 2&4 at the same time, then 5. Turn both knobs together to open the door. This is important. Turning them one at a time will not open the door and you will have to start over again! Please report problems to the designated monitor, whose name is posted on the white board in the lab.

Counseling and Testing Center

<http://www.uky.edu/StudentAffairs/Counseling/index.html>

Located in 301 Frazee Hall (257-8701), The Counseling & Testing Center offers Individual and group counseling, Marital/relationship counseling, career counseling and assessment, learning skills counseling, and substance abuse/recovery/risk assessment, as well as special classes on academic success strategies, consultation to faculty, staff and students and support groups for graduate students, and students with eating disorders, or learning disabilities.

University of Kentucky Career Center

<http://www.uky.edu/CareerCenter>

The Counseling and Testing Center provides personal, vocational and learning skills counseling, and the Career Planning and Placement Center aids students in resume preparation and job search.

Housing

<http://www.uky.edu/Housing/graduate/>

The University Housing Office operates over 700 apartments for full-time single graduate and student families who wish to live on campus. Inquiries should be directed to:

Housing Office

218 Service Building

University of Kentucky

Lexington, Kentucky 40506-0052

(606) 257-1866

Student Health Insurance

http://www.research.uky.edu/gs/StudentFunding/health_insurance.html

Health insurance is provided for all graduate students funded as full teaching, research or graduate assistants, or full fellowship holders, or a combination thereof. The Graduate School Fellowship Office is administering the insurance program for eligible graduate students. The insurance is provided to all eligible graduate students at no cost to the student. The University Health Service also assists self-paying students to find health insurance. Enrollment in a health insurance plan is mandatory for all international students.

Health Services

<http://ukhealthcare.uky.edu/uhs/>

All full-time students pay a health fee that entitles them to medical and mental health care at the Student Health Services. Part-time students may prepay the health fee or may use the Health Service on a fee-for-service basis. The Student Health Service is Located in the University Medical Plaza on Rose Street.

Parking

<http://www.uky.edu/Parking/>

Parking permits for qualified students are available in the Parking and Transportation Office which is in the Virginia Avenue Parking Garage.

Identification Cards

<http://www.uky.edu/UKID/index.html>

All students admitted to the University are expected to obtain a student ID card. The cards may be obtained at a cost of \$15.00 at the Student ID Office, Room 107 Student Center. ID cards are required to use University Library services.

Student Computer Facilities

<http://www.uky.edu/SCS/>

The Graduate School, along the Colleges of Agriculture, Arts and Sciences, Education, and Nursing, has purchased a site license of EndNote, a bibliography tool for UK faculty, students, and staff This tool could be helpful to your students and colleagues in keeping an ongoing bibliography, preparing scientific and scholarly papers, and reformatting entries for different bibliographic styles. Graduate student "User stories" about EndNote are available to this site: http://www.endnote.com/enapplication_note.asp

The Writing Center

<http://www.uky.edu/AS/English/wc/>

Location and Hours: The Writing Center assists University of Kentucky students, faculty, and staff with the process of writing. Staffed by English graduate students, full-time instructors, part-

time consultants, and undergraduate peer tutors, the Center offers free individual and group consultations on prewriting, writing, and rewriting, as well as on oral presentations. The Writing Center location: Room B108-C in the basement of W.T. Young Library. Our Summer Hours: Monday-Thursday, 10 A.M.-3 P.M. & Friday, 1 - 3 P.M. Our Fall & Spring Hours: Monday-Friday, 10 A.M.-4 P.M. & Monday-Thursday, 7-10 P.M. Appointments: We recommend that you make an appointment at least one day before you visit us. Call 257-1356. If we have enough staff available, we will be happy to see you on a drop-in basis.

Reminder: Please bring your assignment sheet (& any other information about your project) with you to the consultation. If you prefer to work on a computer, please bring an IBM-formatted disk with you as well.

List serve Information

The Martin School maintains list serves for faculty, MPA students, MHA Students, PhD Students and Alumni. All students are expected to keep an E-mail account and to check it regularly for messages. Notices concerning schedule changes, internship opportunities, special events, job opportunities, and other important messages are sent out via the list serves. Generally, the Student Affairs Office will add you to the appropriate list when you are admitted. However, if you change your E-mail address and need to update it, you can do so by following these instructions. The MPA/MPP list serve name is: MSMPA@lsv.uky.edu.

How do I subscribe to a LISTSERV® list?

Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

subscribe *list name Yourfirstname Yourlastname*

where listname is the name of the list you wish to subscribe to. (Listserv will get your e-mail address from the "From:" address of your e-mail message.)

How do I unsubscribe from a LISTSERV® list?

To unsubscribe from a list, send e-mail to listserv@lsv.uky.edu with the following text in the message body:

signoff *listname*

How do I send mail to a list?

The Martin School PhD and Faculty list serve is not open for messages. If you have a message that you would like to send forward it to the Student Services Office at: jrwagn2@uky.edu.

Appendix 1: INDEPENDENT STUDY PROPOSAL

Martin School of Public Policy and Administration
University of Kentucky

Semester_____ Year_____

Name_____Area of Concentration_____

Address_____Telephone_____

Course No. and Title_____Hours_____

Instructor_____

Have you previously taken a PA independent study? (Yes) (No)How many?_

Complete the following; attach additional pages if necessary.

Discuss and outline the nature of your independent study, including plan of study, time, form, and deadline for the report to be submitted to the instructor at the completion of the study.

What are the specific learning objectives for this study?

What are the means and criteria for evaluation and grading of the independent study?

What arrangement have been made for meetings with the instructor (include time, place, and frequency)?

Student's Signature Date Instructor's Signature Date

Director of Date
Graduate Studies

One Copy Each: Student, Instructor, Martin School Student Records

This form must be completed by the student and agreed to by all concerned parties before the independent study is begun.

Appendix 2: PETITION FOR SUBSTITUTION OF COURSE FOR INTERNSHIP

**Master of Public Policy or Public Administration Program
University of Kentucky**

Name _____

Address _____ Phone _____

Description of relevant administration experience (attach sheet or resume if extra space is needed).

List the name and number of class that you propose to take OR, for policy paper, register for PA 796, Independent Study in Public Administration and attach an Independent Study Contract.

Signature, Director of Graduate Studies

Date

Signature, Student

Date

This form must be on file before the student is allowed to substitute a course for the internship.

Appendix 3: MPA CHECK LIST
(Requirements in effect after fall 2015)

Please complete this form and return it to the Student Affairs Office after you have registered for your last semester.

Name: _____ SS# _____

Address: _____ Phone: _____

_____ E-mail: _____

Yes__ No__ Do you have any incompletes? In what? _____

Yes__ No__ Do you have at least a 3.0/4.0 g.g.p.a.?

Yes__ No__ Have you applied for graduation with the Graduate School?

_____ Number of MPA credits you will have by the exam date.

_____ Number of credits in progress.

_____ Number of credits transferred

Course #	Title	Semester/Yr.	# cred
PA 602	Org. Change and Strategic Planning	_____	_____
PA 691	Ethics and Public Policy	_____	__1__
PA 621	Quantitative Methods of Research	_____	_____
PA 622	Public Program Evaluation	_____	_____
PA 623	Decision Analysis	_____	_____
PA 631	Public Financial Management	_____	_____
PA 632	Public Funds Management	_____	_____
PA 642	Public Organization, Theory & Behavior	_____	_____
PA 651	The Policy Process	_____	_____
PA 652/ECO 652	Public Policy Economics	_____	_____
PA 681	Capstone in Public Administration	_____	_____
PA 711	Internship in Public Administration	_____	_____

Area of Concentration: _____

Classes

_____ _____ _____ _____
 _____ _____ _____ _____

40

List any courses taken in substitution for MPP Core Classes:

_____ _____ _____ _____
 _____ _____ _____ _____

Appendix 4: MPP CHECK LIST
(Requirements in effect, Fall 2015)

Please complete this form and return it to Sarah Lee after you have registered for your last semester.

Name: _____ SS# _____
 Address: _____ Phone: _____
 _____ E-mail: _____

Yes__ No__ Do you have any incompletes? In what? _____
 Yes__ No__ Do you have at least a 3.0/4.0 g.g.p.a.? _____
 Yes__ No__ Have you filed your application for degree with the Graduate School?
 _____ Number of MPA credits you will have by the exam date.
 _____ Number of credits in progress.
 _____ Number of credits transferred

Course #	Title	Semester/Yr.	# cred
PA 624	Government Information Systems	_____	_____
PA 795	Special Topics in Public Administration	_____	__1__
PA 622	Public Program Evaluation	_____	_____
PA 631	Public Financial Management	_____	_____
PA 642	Public Organization, Theory & Behavior	_____	_____
PA 651	The Policy Process	_____	_____
PA/ECO 652	Public Policy Economics	_____	_____
PA 683	Tax Policy	_____	_____
PA 681	Capstone in Public Administration	_____	_____
PA 690	Public Policy Analysis Overview	_____	_____
PA 692	Econometrics for Policy Analysts	_____	_____
PA 711	Internship in Public Administration	_____	_____

Area of Concentration: _____ Advisor: _____

List any classes taken in substitution for MPA Classes:

Appendix 5: INDIVIDUALLY TAILORED AREA OF CONCENTRATION FORM

Pre-2004 curriculum requires 3 courses
Post-Fall 2004 requires 2 courses

This form must be on file in the Student Affairs Office before the student registers for classes for their second year or after 21 hours.

Student: _____

Title: _____

Description: _____

Advisor: _____

Number _____ Title _____

Elective (required under old curriculum) or additional courses:

APPROVED: _____
Director of Graduate Studies _____ Date

Changes Approved the Director of Graduate Studies: (DGS Please initial)
