THE UNIVERSITY OF ARIZONA
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES
School of Government & Public Policy

GRADUATE STUDENT HANDBOOK

Master of Public Administration (MPA)
Master of Public Policy (MPP)

2024-2025

Program Director: Elizabeth Baldwin, Ph.D., J.D.
Program Manager: Christina Inocencio, M.Ed.

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Introduction

Welcome to the Master of Public Administration (MPA) and Master of Public Policy (MPP) programs at the University of Arizona. The MPA and MPP degree programs are professional degrees housed in the School of Government & Public Policy under the College of Social & Behavioral Sciences.

A Master of Public Administration (MPA) degree prepares students for a management career in public service sectors, including federal, state, and local government agencies, as well as nonprofits and international organizations. This type of degree can help students learn how to successfully implement policies and manage programs and organizations. Earning an MPA degree at the University of Arizona will prepare students to be leaders in many different areas, including Collaborative Governance, Environmental Management and Policy, Nonprofit Management, and Public Management.

A Master of Public Policy (MPP) degree prepares students to work as researchers and analysts in several different areas of the public sector, including federal, state, and local government agencies, nonprofit agencies and private consulting firms. Our MPP program places an emphasis on analyzing policy, creating policy, and solving existing policy problems using quantitative and qualitative data. Earning an MPP degree at the University of Arizona prepares students to start or continue public and private sector work with a better understanding of policy and policy development. Because of the academic rigor of the program, this can also prepare students for entry to PhD programs.

Purpose of this Handbook

This handbook serves as a guide to the policies, procedures, requirements, and expectations of students within the program. Students should take the time to read this handbook in its entirety as they begin their graduate school career and keep it as a reference for the future. Students should feel free to contact the Graduate Programs Manager and/or MPA/MPP Program Director should they have any question that is not adequately addressed in the handbook.

As a graduate student at the University of Arizona, you are subject to all the policies and procedures of the Graduate College, School of Government & Public Policy, and campus-wide offices such as the Registrar, Bursar, and Financial Aid. Although we are unable to list all university policies in this handbook, they can be found on their relevant websites. It is important to be familiar with the University's policies, therefore please check before you do anything unusual (e.g., adding/dropping classes late in the semester, protesting a campus ordinance). We do our best to keep this handbook up to date with University of Arizona policies. However, if anything in this handbook appears to conflict with a UA campus-level policy, please ask the Program Manager for clarification.

Statements and Land Acknowledgement

Mission Statement

The mission of our program is to prepare a diverse group of graduate students, including public and nonprofit professionals and pre-service students, to effectively manage, govern, and lead as dedicated public servants working in local, state, and federal government and non-profit organizations. We equip our students with essential skills in analysis, communication, and management. Our faculty and curriculum model public service values such as civility, ethics, and accountability, and emphasizes leadership skills that include a commitment to diversity and social justice. We accomplish our program mission by advancing the knowledge of public policy and management through dedicated teaching, research, and public service.

Diversity & Inclusion Statement

The School of Government and Public Policy recognizes the richness of diversity and inclusion as critical components of intellectual and civic excellence.

We are committed to fostering welcoming, respectful environments in which our students, staff, faculty, community partners, and visitors can participate fully, regardless of race, ethnicity, gender identity, sexual orientation, age, socio-economic status, citizenship status, size, ability, language, religion, or any other characteristic.

We recognize that the disciplines of political science and public affairs do not yet reflect the complexity of our increasingly multicultural society, and that the substance of these disciplines is subject to polarized worldviews. Accordingly, we promote open, critical, and respectful dialogue and practices. To ensure that all members of the SGPP community thrive, we condemn expressions of discrimination and hate, and support pedagogies which invite open discussion and challenge all manifestations of unconscious bias in the classroom, on campus, and in the community.

The school has established the Committee for Diversity and Inclusion to identify and coordinate activities to support our efforts to foster diverse and inclusive intellectual environments.

Land Acknowledgement

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Program Advising and Contacts

Students in the Master of Public Administration and Master of Public Policy programs should contact the Graduate Programs Manager and/or the Program Director for program advising. Should students need to discuss a higher-level issue, they should contact the Program Director. Students are also advised to contact the Program Manager with any questions regarding Graduate College policies.

Students are welcome to contact individual faculty for area-specific advising as interested. Faculty areas of expertise can be found at https://sgpp.arizona.edu/people.

Primary Program Contacts		
Liz Baldwin, PhD, JD	Program Director	elizabethb@arizona.edu
Christina Inocencio, MEd	Program Manager	cminocen@arizona.edu 520-621-5161
Faculty and Adjuncts		
Seung-Ho An, PhD	PA 552, PA 597H	seunghoan@arizona.edu
Laura Bakkensen, PhD	PA 504, PA 584	laurabakkensen@arizona.edu
Bradley Bartos, PhD	PA 553	bartos@arizona.edu
Anne Boustead, PhD, JD	PA 554	boustead@arizona.edu
Adam Douglas Henry, PhD	PA 505, PA 594 (MPP)	adhenry@arizona.edu
Suyeon Jo, PhD	PA 503	suyeonjo@arizona.edu
Mike Letcher, MPA	PA 512, PA 518, PA 594 (MPA)	mletcher@arizona.edu
Jun Peng, PhD	PA 508, PA 515	junpeng@arizona.edu
Theresa Ricke-Kiely, EdD	PA 501, PA 527, PA 533	rickekiely@arizona.edu
Yotam Shmargad, PhD	PA 572	yotam@arizona.edu
Craig Smith, PhD	PA 550, PA 555	crsmith@arizona.edu
Gemma Smith, PhD	PA 620A	gemmasmith@arizona.edu
Catherine Tornbom	PA 507	catherinetornbom@arizona.edu
Heath Vescovi-Chiordi, MPA	PA 551	hvescovi@arizona.edu
School Directors		
Alex Braithwaite, PhD	SGPP Director	abraith@arizona.edu
Angela Hackett, MPA	Assistant Director, Administrative Operations	ahackett@arizona.edu
Jeff Winkelman, MA	Assistant Director, Career Development & Community Engagement	jeffwinkelman@arizona.edu

Degrees and Requirements

Master of Public Administration

MPA Learning Objectives

The learning objectives of the MPA program are to train students to:

1. Analyze, synthesize, think critically, solve problems, and make decisions.
2. Participate in and contribute to the policy process.
3. Articulate and apply a public service perspective.
4. Communicate and interact productively with a diverse and changing workforce and citizenry.

MPA Curriculum

The two-year course of study for the Master of Public Administration requires 42 units divided among four components.

1. **Core Coursework – 24 units**

   Spring courses:

   - PA 500: Economics for Public Policy
   - PA 505: Methods for Program Evaluation
   - PA 508: Public and Non-Profit Financial Management
   - PA 527: Leadership and Ethics for Nonprofits and Public Management

   Fall courses:

   - PA 501: Public Organizational Theory
   - PA 503: Politics, Policy & Public Management
   - PA 550: Statistics for Public and Nonprofit Administration
   - PA 597H: Public and Nonprofit Human Resources Management

2. **Elective Courses – 12 units**

   To help students select courses in areas that may develop career objectives, a list of pre-approved elective coursework is available and categorized in specified concentrations. Students are welcome to take all elective coursework from one concentration or take elective coursework from multiple concentration areas of interest. A complete list of this elective coursework can be found at https://sgpp.arizona.edu/mpa/electives. Students are also encouraged to talk with faculty about their future career endeavors to ensure they are taking elective classes appropriate for their specific goals.

   No more than 12 units of elective coursework may be taken outside of SGPP and must be at the graduate level. Additional coursework taken outside of SGPP beyond the 12 units will need approval

from the Program Director and Graduate Programs Manager prior to enrollment. Students are responsible for adhering to this policy even if a course is pre-approved by the department.

Areas of concentration are listed below. Faculty members who have expertise in specific areas are also listed for students to contact to further discuss course options based on specific career goals.

- Collaborative Governance – Gemma Smith, Seung-Ho An, Suyeon Jo
- Education Policy
- Environmental Management and Policy – Laura Bakkensen, Liz Baldwin, Adam Henry
- Health Policy – Anne Boustead
- Law & Criminal Justice Policy – Anne Boustead, Bradley Bartos
- Local Government/Public Management – Mike Letcher, Craig Smith, Jun Peng, Seung-Ho An,
- Native American Policy
- Nonprofit Management – Theresa Ricke-Kiely, Craig Smith, Suyeon Jo, Seung-Ho An
- Public Policy – Laura Bakkensen, Liz Baldwin, Anne Boustead, Bradley Bartos

3. PA 593: Internship – 3 units (135 hours)

The Purpose of an Internship: The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional.

In addition to offering students the opportunity to demonstrate and develop their technical skills, internships allow students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking.

Finally, internships provide students with work experience within a semi-formal academic framework that carries with it official course credit from the University of Arizona.

Concurrent enrollment: All hours of work at an internship for credit must take place on or after the first day of the term in which the student will register and for which the student will receive credit and be completed on or before the last date of the same term. **Retroactive requests for credit will not be granted - no exceptions.**

Complete UA Internship Policy

Internship Benefits: Internships are an important part of the Master of Public Administration's curriculum. Internships offer students a chance to work in an area of interest and allow the time and experience necessary to evaluate future career opportunities. Internships provide an opportunity to:

- Accumulate new professional skills
- Gain experience in a chosen field
- Develop a network of professional contacts

- Increase your ability to find employment

Internship Learning Outcomes

In an internship setting, students should be able to demonstrate competence in at least 3 of the following MPA Learning Objectives:

1. The ability to lead and manage in public governance.
2. The ability to participate in and contribute to the policy process.
3. The ability to analyze, synthesize, think critically, solve problems, and make decisions.
4. The ability to articulate and apply a public service perspective.
5. The ability to communicate and interact productively with a diverse and changing workforce and citizenry.

Requirements:

- MPA students are required to complete a 3-units internship (135 minimum total hours) within the span of one semester.
- Students should be in good academic standing to participate in an internship.
- An internship must be with a non-profit organization or government agency to receive academic credit.

Steps to Find, Secure, and Enroll in an Internship can be found at https://sgpp.arizona.edu/mpa/internships.

Internship Hours:

- Must be completed within the designated dates of your course enrollment
- Should be tracked by the site supervisor and the intern
- Will be reported by the site supervisor at the end of the internship

Internship Waivers are available to students with significant applicable career experience, military affiliated students, and Coverdell Fellows/Peace Corp Service members. Further information can be found at https://sgpp.arizona.edu/mpa/internships.

4. PA 594: Capstone – 3 units

The MPA Capstone allows students the opportunity to practice their public administration skills while still enrolled and under the guidance of SGPP faculty. It is intended to challenge students in areas of current public policy, program evaluation, political influences, fiscal management, programming collaboration and management.

The Capstone project is to be completed during the final spring semester of the student's academic program. Prior to enrollment in the course, students:

- Should be in **good academic standing**
- Should have completed at least 6-8 core courses
- Must submit a Master's Plan of Study in GradPath and have it approved by all reviewers (see GradPath Forms for additional information on the Graduation Checklist)

MPA Sample Curriculum Maps

The following curriculum maps are based on full-time enrollment plans, which require a minimum of 9-12 units each semester along with summer enrollment in some instances. Although the program is designed to be completed in a minimum of 2 years, it is not required for students to be enrolled under full-time status. Students enrolling part-time each semester are encouraged to graduate within 3 years.

Sample Plan 1: 2-Year Full-Time Enrollment

Sample Plan 2: 1.5-Year Full-Time Enrollment

MPA Dual Degree Options

The School of Government & Public Policy currently participates in dual degree programs that uniquely position graduates for positions in a variety of public, private, and non-profit organizations. Pursuing a dual degree program requires admission to each program, and therefore 2 separate applications of admission.

The MPA program currently has dual degree programs with the following departments:

- School of Journalism
- College of Law
- Center for Latin American Studies
- School of Middle Eastern and North African Studies
- School of Natural Resources and the Environment

More information regarding each dual degree program can be found at https://sgpp.arizona.edu/mpa/dual-degrees.

Master of Public Policy

MPP Learning Objectives

The learning objectives of the MPP program are to train students to:

1. Apply economic and statistical models to complex public policy problems.
2. Articulate public policy development at the federal, state, and local governmental levels.
3. Collect, analyze, and synthesize information to understand and evaluate policy options.
4. Articulate major organizational and theoretical approaches to public policy.
5. Effectively communicate the results of policy evaluation, formulating recommendations based on data and research analysis.

MPP Curriculum

The two-year course of study for the Master of Public Policy includes 42 required credit hours divided among three components.

1. Core Coursework – 24 units

Spring courses:

- PA 505: Methods for Program Evaluation
- PA 553: Policy Analysis I
- PA 555: Statistical Methods for Policy Analysis II

Fall courses:

- PA 503: Politics, Policy & Public Management
- PA 504: Intermediate Economics for Public Policy
- PA 515: State & Local Government Finance
- PA 552: Statistical Decision Making
- PA 554: Policy Analysis II

To ensure proper theory and skill development, the following courses are sequenced and should be completed in the following order:

1. Fall Semester: PA 504 & PA 552
2. Spring Semester: PA 553 & PA 555
3. Fall Semester: PA 554

2. Elective Courses – 15 units

To help students select area courses to develop skills for their career objectives, a list of pre-approved elective coursework is available and categorized in specified concentrations. Students are welcome to take all elective coursework from one concentration or take elective coursework from multiple concentration areas of interest. A complete list of this elective coursework can be found at https://sgpp.arizona.edu/mpp/electives. Students are also encouraged to talk with faculty about their future career endeavors to ensure they are taking elective classes appropriate for their specific goals.

No more than 12 units of elective coursework may be taken outside of SGPP and must be at the graduate level. Additional coursework taken outside of SGPP beyond the 12 units will need approval from the Program Director and Graduate Programs Manager prior to enrollment. Students are responsible for adhering to this policy even if a course is pre-approved by the department.

Areas of concentration are listed below. Faculty members who have expertise in specific areas are also listed for students to contact to further discuss course options based on specific career goals.

- Education Policy
- Environmental Management & Water Policy - Laura Bakkensen, Liz Baldwin, Adam Henry
- Health Policy – Anne Boustead
- Law & Criminal Justice Policy – Anne Boustead, Bradley Bartos
- Policy Analysis – Laura Bakkensen, Anne Boustead, Adam Henry, Bradley Bartos

3. PA 594: Capstone– 3 units

The MPP Capstone is a required research project which allows students the opportunity to practice their public policy analytical skills applied to a real-world policy topic while still enrolled, and under the guidance of SGPP faculty. The purpose of the research project is to engage students in a substantive, in-depth inquiry in the areas of current public policy, program evaluation, economic and political influences, and financial evaluation.

The capstone research project is to be completed during the final spring semester of the student's academic program. Prior to enrollment in the course, students:

- Should be in **good academic standing**
- Should have completed at least 6-8 core courses
- Must complete PA 555
- Must submit a Master's Plan of Study in GradPath and have it approved by all reviewers (see GradPath Forms for additional information on the Graduation Checklist)

MPP Sample Curriculum Maps

The following curriculum maps are based on full-time enrollment plans, which require a minimum of 9-12 units each semester. Although summer enrollment is not reflected in the maps below, students may enroll in elective courses during the summer if they wish. Additionally, the program is designed to be completed in a minimum of 2 years, however, it is not required that all students be enrolled under full-time status. In the instance of enrolling part-time each semester, students are encouraged to graduate within 3 years.

Sample Plan: 2-Year Full-Time Enrollment

MPP Dual Degree Options

The School of Government & Public Policy currently participates in dual degree programs that uniquely position graduates for positions in a variety of public, private, and non-profit organizations. Pursuing a dual degree program requires admission to each program, and therefore 2 separate applications of admission.

The MPP program currently has dual degree programs with the following departments:

- College of Law
- School of Middle Eastern and North African Studies
- School of Natural Resources and the Environment

More information regarding each dual degree program can be found at https://sgpp.arizona.edu/mpp/dual-degrees.

Accelerated Master's Programs

The Accelerated Master's Programs (AMPs) in the School of Government & Public Policy enables academically talented SGPP undergraduates to complete their bachelor's degree and a Master of Public Administration (MPA) or Master of Public Policy (MPP) in as little as five years of study beginning with their freshman year as an undergraduate. This program is intended for students interested in enhancing their qualifications academically and professionally.

These AMPs are open to University of Arizona SGPP undergraduate students majoring in Criminal Justice Studies, Law, Political Science, or Public Management and Policy with junior standing and a minimum 3.4 cumulative GPA. If eligible, students can apply for an AMP during their junior year, and if accepted, will complete 12 Public Administration & Policy (PA) graduate units their senior year. Upon graduation as an undergraduate, the AMP student will complete all remaining graduate coursework during their fifth year as a graduate student.

Undergraduate students must discuss AMP degree eligibility with their undergraduate academic advisor prior to contacting the Graduate Programs Manager.

General Eligibility Criteria

- Completion of a minimum 75 undergraduate units at the time of application; a minimum of 90 undergraduate units will be required upon entry to the AMP program. Incomplete courses or courses taken for audit will not count towards the minimum units required as indicated above.
- A minimum cumulative GPA of 3.4 or higher.
- Completion or near completion of general education requirements.
- Expected to complete an undergraduate degree within 4 years. All undergraduate degree requirements must be completed before a student is deemed eligible for admission by the Graduate College.
- Demonstration of maturity necessary for success in an accelerated, highly competitive program.
- Successful submission of the graduate application and admission to the program.

Unique Eligibility Criteria for Public Policy Applicants: Successful completion of an undergraduate course in statistics, economics, calculus, or a related higher-level math that reflects the study of quantitative analysis with a final grade of B or higher.

AMP Degree Requirements

Upon admission to the Accelerated Master's Program, undergraduate seniors will be required to:

- Complete 6 units of graduate-level Public Administration & Policy coursework during the fall and spring semesters of their senior year, for a total of 12 graduate units that will be applied towards both the bachelor's and master's degrees.
- Complete and submit the "Undergraduate Enrollment in Graduate Courses" form each semester for proper enrollment in graduate-level courses.

- Maintain a minimum cumulative GPA of 3.4 in their first semester of AMP study to remain eligible in the accelerated program.
- Maintain a minimum cumulative GPA of 3.0 in *all graduate level coursework* to remain eligible in the accelerated program.

Admission into Graduate Program

Public Administration:
After successful completion of the undergraduate program and students have met the AMP Degree Requirements above, students are eligible for official admission to the graduate program full-time.

Upon admission to the MPA program full-time, students must:

- Complete all remaining Public Administration graduate courses (30 units total, including an internship and capstone project).
- Maintain satisfactory academic progress.

Sample AMP-MPA Timeline**:**

Semester/Term	**Courses**
Senior Year – Fall Semester	• PA 501, PA 503 • Remaining Undergraduate Courses
Senior Year – Spring Semester	• PA 500, PA 508 • Remaining Undergraduate Courses
Graduate! (Bachelor's Degree)	
Fall Semester – MPA	• PA 550, PA 597H • 2 elective courses
Spring Semester – MPA	• PA 505, PA 527, PA 594 (Capstone) • 1 elective
Summer Term – MPA	• PA 593 (Internship) • 1 elective course
Graduate! (Master's Degree)	

Public Policy:
After successful completion of the undergraduate program and students have met the AMP Degree Requirements above, students are eligible for official admission to the graduate program full-time.

Upon admission to the MPP program full-time, students must:

- Complete all remaining Public Policy graduate courses (30 units total, including a capstone project).
- Maintain satisfactory academic progress.

Sample AMP-MPP Timeline:

Semester/Term	Courses
Senior Year – Fall Semester	• PA 504, PA 552 • Remaining Undergraduate Courses
Senior Year – Spring Semester	• PA 553, PA 555 • Remaining Undergraduate Courses
Graduate! (Bachelor's Degree)	
Fall Semester – MPP	• PA 503, PA 515, PA 554 • 1 elective course
Spring Semester – MPP	• PA 505, PA 594 (Capstone) • 2 elective courses
Summer Term – MPP	• 2 elective courses
Graduate! (Master's Degree)	

Funding Resources

The School of Government & Public Policy offers graduate funding in the form of assistantships (teaching or research) and partial tuition waivers. These types of funding opportunities are very competitive and limited as they are based, in part, on academic funding from the State of Arizona. Grant awards associated funding by student program frees provide an additional source of funding.

Graduate students enrolled in the MPA and MPP programs do not need to submit separate applications for either source of funding; students will automatically be reviewed every semester and notified if eligible for an award.

General Eligibility Criteria

- Students must be enrolled in a minimum of 9 units of graduate coursework per semester.
- Students must be in good academic standing.

Graduate Assistantship Eligibility Criteria

- Students must meet the general eligibility criteria above but can have a minimum of 6 units of enrollment in graduate coursework.
- Students should also have a general interest in the subject area they are to be teaching or researching.

Tuition Waiver Eligibility Criteria

- Students should meet the general eligibility criteria above.
- Students should have a minimum cumulative GPA of 3.6.
- Students who have a Graduate Assistantship or use University of Arizona tuition reduction benefits may not be eligible.
- Students who show substantial financial need may be prioritized.

Program Fee Grant Awards

- Students must meet the general eligibility criteria above but can have a minimum of 6 units of enrollment in graduate coursework.
- Students must file a FAFSA each academic year.
- Student must show financial need (based on FAFSA).

Additional funding resources can be found on Handshake, Scholarship Universe, the Office of Fellowships, the Graduate College, the MPA/MPP program resource webpage, and the MasterCat Newsletter.

Student Resources & Governance

There are many resources available for graduate and undergraduate students at the University of Arizona. We have created a webpage with many of these resources, but we also know that the list can grow. If you have a suggestion for adding a resource, let us know!

The page https://sgpp.arizona.edu/student-resources includes the following resources on:

- Important Dates and Deadlines
- Campus Safety
- General Resources (e.g. technology, library, transportation, and calendars)
- Undergraduate Student Resources
- Graduate Student Resources
- Financial Resources
- Health and Wellness
- Student Organizations
- Cultural and Specialized Student Resource Centers
- COVID-19 Resources

Additional resources can be found through the Graduate College, which includes information and additional links on Graduate Student Academic Services, costs & funding, professional development, child and family care (including parental leave and child care resources), health, wellness, and safety, and other UA resources.

The MasterCat Newsletter is also a great resource for you as a graduate student. This newsletter is sent weekly the first month of every semester, and then every two weeks thereafter throughout the semester. Contents of the newsletter include but are not limited to important dates and deadlines, general announcements, job opportunities, internship opportunities, scholarships and fellowships, events, and additional resources.

Student governance is quite important and SGPP highly values feedback from students in many instances. Examples of participation include:

- Public Affairs Student Association (PASA) board membership
- UA International City/County Management Association (ICMA) board membership
- SGPP Diversity, Equity, and Inclusion committee
- Recruiting prospective graduate students
- Program planning and events (e.g. responding to various programmatic surveys, participating in career development and/or social events, providing suggestions/feedback on additional events)

Policies

Code of Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code regardless of whether faculty members establish special rules of academic integrity for classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code. Any attempt to commit an act prohibited by these rules will be subject to sanctions to the same extent as the completed acts. The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity available in the Dean of Students Office or online.

Academic Policies

A high level of performance and professionalism is expected of all students enrolled in our graduate programs. To remain enrolled in the MPA or MPP degree program, a student must maintain satisfactory progress toward completion of the degree.

Satisfactory Academic Progress

Students should maintain the following to ensure they are meeting satisfactory academic progress:

- Complete each semester with a minimum cumulative GPA of 3.0.
- Complete each core and elective course with a grade of B or higher.
- Complete a minimum of 6 units per semester that can be applied towards the degree requirements.
- Unsatisfactory academic progress warning cautions:
    - More than 2 final grades of C or below
    - Failing a core class
    a. Having more than 2 incomplete grades on an academic record at any point in time

Failure to meet satisfactory academic progress could result in academic probation and/or program disqualification.

Academic Probation

A student can be placed on academic probation if their cumulative GPA falls below a 3.0 or is not meeting satisfactory academic progress as defined by the department. Students on probation should meet with the Program Director to discuss the steps necessary to remediate the problems that led to the probationary status and devise a plan of action.

After the first semester a student completes with a cumulative GPA less than 3.0 or fails to make satisfactory academic progress, they will be allowed to register for one additional semester; registration in future

semesters will be blocked until the student regains satisfactory academic progress and/or is above a 3.0 cumulative GPA. Students who fail to make satisfactory progress for two consecutive semesters will be disqualified from their program. Disqualification results in the student being blocked from all registration.

SGPP will only submit probation extension requests to the Graduate College for those students who have extraordinary circumstances that prevented them from regaining satisfactory academic progress and has a high probability of future success in the program. Approval of a probation extension request is not guaranteed.

Incomplete Grades

A student may request an incomplete grade, which is awarded at the end of the term/semester, when all but a minor portion of the coursework (<75%) has been satisfactorily completed. If granted, the instructor of the course and the student must complete a Report of Incomplete Grade Contract and provide a copy to the Program Manager.

Students should not have more than 2 incomplete grades on their academic record. Having more than 2 incomplete grades can negatively impact student financial aid as well as satisfactory academic progress.

Complete Incomplete Grade Policy

Semi-Annual Evaluations

All MPA and MPP students are automatically reviewed by program leadership each semester for satisfactory progress based on cumulative GPA, overall progress towards degree completion, and professional conduct towards faculty and staff in SGPP. Should a student not make satisfactory progress, they will be notified with steps to remediate any issues during the upcoming semester. Students who do not make satisfactory progress after the semester of unsatisfactory notification may be subject to dismissal; however, students may appeal this action.

Student Appeals

Should a student wish to request an exception to any of the program requirements or policies, the request should be made in writing to the Program Director for review along with the program faculty committee. The Program Director may also request for the appeal be further reviewed by the School Directors to make a final determination of the appeal. Please note this student appeal process is only regarding the MPA/MPP program requirements and policies as stated in this handbook.

If a student would like to request an exception to a Graduate College policy, a GradPath Petition form should be submitted for the Program Director and Graduate College review. Prior to submitting a petition to the Graduate College, students should discuss this information with the Program Manager or Program Director.

Student Grievances

Should a student have a concern about how instruction is being conducted in class, or the possibility of being treated unfairly, the Program Director must be contacted in a timely manner to assess the circumstance and address the situation, if needed.

Additional Policies

The most important graduate education policies can be found on the UA General Catalog and Graduate College, and include but are not limited to the following:

- **Academic Policies**
  - Family Educational Rights and Privacy Act of 1974 (FERPA)
  - Class Attendance and Participation
  - Grade Appeals
  - Grading System and Policies
  - Grievance Policy
  - Academic Renewal
  - Graduate Academic Petitions
  - Student Responsibility for Degree Requirements
  - Non-Degree Seeking Students

- **Enrollment Policies**
  - Continuous Enrollment
  - Semester Schedule Changes
  - Leave of Absence
  - Undergraduates taking Graduate Coursework
  - Withdrawal from the University

- **Graduate College Policies**
  - Time to Degree Completion Policy
  - Graduate Transfer Credit
  - Coursework taken outside degree program
  - Dual Degrees
  - Second and Duplicate Master's Degrees