

Gerald R. Ford  
School of Public Policy



Masters in Public Policy  
Masters in Public Administration

# Program Handbook

2013-14

BULLT



# Masters Student Handbook

2013-2014

## Table of Contents:

Welcome letter

### [Chapter 1: The Ford School Community](#)

- 1) Understanding the Environment for Diversity
- 2) Academic Integrity Statement
- 3) Policy Statement on Harassment and Creating a Constructive Learning Environment
- 4) Community Expectations
- 5) Student & Academic Services
- 6) Community Events

### [Chapter 2: Academics](#)

- 1) Degree Requirements: Master of Public Policy (MPP)
- 2) Degree Requirements: Master of Public Administration (MPA)
- 3) Cognate Requirement
- 4) Registration
- 5) Academic Policies
- 6) Integrated Policy Exercise (IPE)
- 7) Graduation and Commencement
- 8) Course Waivers
- 9) Academic Resources
- 10) Dual Degrees
- 11) Certificate Programs
- 12) Science, Technology, and Public Policy (STPP) Certificate Program
- 13) Emergency Mental Health Withdrawal and Readmission Policy and Procedures

### [Chapter 3: Resources](#)

1. Weill Hall Facilities and Services

2. Electronic Communications
3. Student Organizations
4. Other U-M Resources

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This handbook is available online at [http://fordschool.umich.edu/current/academic\\_resources.php](http://fordschool.umich.edu/current/academic_resources.php).

Fall 2013

Dear incoming Ford School students,

On behalf of the entire Ford School community, I welcome you to the Gerald R. Ford School of Public Policy and I thank you for choosing to join us this year. As you begin your studies, you are embarking on a new trajectory that we hope you will find both intellectually stimulating and personally fulfilling. You are also beginning a life-long affiliation with an extensive network of Ford School and University of Michigan colleagues. We hope you will value and enjoy those new relationships far beyond your actual time here on campus.

This handbook provides guidance and information about your degree program, as well as useful information about the Ford School, the University of Michigan, and life in Ann Arbor. It is meant to be a resource for you throughout your studies. However, if you have questions not covered here or need assistance of any kind, please ask any member of the Student & Academic Services staff. They are a valuable resource, and they are committed to helping you succeed.

Again, welcome! I look forward to meeting and working with you as you build new skills, knowledge, and relationships in the years ahead.

Best Wishes,

A handwritten signature in cursive script that reads "Susan M. Collins".

Susan M. Collins  
Joan and Sanford Weill Dean of Public Policy

# Chapter 1: The Ford School Community

## 1) Understanding the Environment for Diversity

The University of Michigan and the Ford School of Public Policy move into the twenty-first century with a commitment to being a national and world academic leader in the racial and ethnic diversity of its faculty, students, and staff. We must work hard together to achieve this leadership. The following statement of principles reflects understandings that the faculty and staff have adopted as part of our professional code of conduct. We suggest them as a common framework for students to consider adopting on an individual basis.

Part of what makes the Ford School special is the diversity of its student body, staff, and faculty. We have worked hard at promoting this diversity, and we care about it a great deal. When we say diversity, we mean that we have people of different racial and ethnic backgrounds, genders, sexual orientations, religious beliefs, political outlooks, lifestyles, physical appearances, and substantive interests in public policy. We don't just tolerate it; we think that it enriches all of us. Much of the enrichment happens naturally as we interact with one another in class and out. To make the most of this opportunity, however, it is useful to have a few guidelines and some common understandings. We, the faculty, staff and students, have adopted the following simple understandings as part of our professional code of conduct.

Our first understanding is that the Ford School is a community and that every member of the community is important. Every member of the community should be treated with complete respect. In particular, we will listen to what all others have to say.

Our second understanding involves talking. Sometimes people in the community say or do things that are upsetting or offensive. This is often the result of a misunderstanding. Such misunderstandings sometimes occur as part of the education process in which assumptions are challenged. If someone says something or does something that is upsetting or offensive, we will try to talk about it. Talking directly to the person is preferred, but we understand that sometimes it just feels too difficult to do that.

Our third understanding involves clarifying. It isn't always clear why something is upsetting or offensive. We each have some responsibility to clarify the situation. Sometimes we find ourselves in the position of saying something that gives offense. If someone tells us that we have said or done something that others find upsetting or offensive, we will try not to be defensive. We understand that this is a common part of living in a diverse community. It is, in fact, a common part of any relationship. We will not intentionally offend anyone. We will try to engage in a discussion, not a debate or an argument. The discussion is not about right or wrong. It is not about what the person should be feeling. If someone is upset because of something we said or did, it is part of our responsibility as a member of the community to understand why, and it is a chance to learn. If we tell someone that we are upset, we expect to engage in a discussion about why. We do not have to justify our feelings; we do need to help the other person understand them, and we need to listen to what others have to say.

We have found that following these guidelines can generally turn a potentially negative experience into a constructive learning experience for everyone. These guidelines work for most situations that arise in our everyday life. We also recognize that some problems may arise for which these guidelines are not effective. In such situations, students should contact the Director of Student & Academic Services. The University also has administrators who can provide assistance and counsel.

## **2) Academic Integrity and Discipline Process**

The Ford School is a community of scholars who are ardently committed to the free exchange of ideas. As a community we rely on individuals to identify, affirm, and promote the values of academic integrity among students, faculty and staff.

A clear sense of academic honesty and responsibility is fundamental to good scholarship. Conduct by Rackham students that violates the ethical or legal standards of the University community or of one's program or specialization may result in serious consequences, including immediate disciplinary action and future professional disrepute. Among the serious offenses against these standards are: cheating, plagiarism, misrepresentation or falsification of data, dishonesty in publication, falsification or improper modification of an academic record, misuse of human subjects or vertebrate animals, and aiding and abetting academic misconduct.

Graduate students are responsible for being familiar with and are held accountable to the standards in all applicable University policies. Information about these policies is maintained by the Rackham Graduate School here: [http://www.rackham.umich.edu/policies/academic\\_policies/](http://www.rackham.umich.edu/policies/academic_policies/). All Rackham students should review this information.

In a case of alleged academic misconduct, the student will first meet with the instructor of the class during which the alleged misconduct took place. The faculty member will advise the Associate Dean of the Ford School and the Director of Student & Academic Services. The student will then meet with the Director. The faculty member, Associate Dean, and Director will meet and discuss the appropriate sanctions, if any. Sanctions will range from a warning up to dismissal from the program. The student will be notified in writing regarding the outcome of this meeting, and a recommendation will be put forward to Rackham Graduate School. The student has the right to an appeal to the Dean.

Rackham's Academic Dispute Resolution Policy and Procedures are available to Rackham students who have a dispute or disagreement with faculty or staff about the equity and fairness of decisions or procedures that affect their academic standing, the conduct of their research, and progress toward the degree. Such issues may arise regarding fair and equal treatment in the conduct of a class, in the pursuit of the student's research, and in the grading or evaluation of academic work and research. Other issues may concern the equity and fairness of program, department, or Rackham policies.

Academic dispute resolution is a means for resolving disputes and achieving a workable outcome for all parties, within the integrity policies of the University. Resolutions are not imposed, but result from agreement of all parties.

### **3) Ford School Policy Statement on Harassment and Creating a Constructive Learning Environment**

At the Ford School we strive for a supportive learning environment, one in which people treat each other with the utmost respect. We believe in open inquiry and intellectual honesty. Arguments over differences of opinion and interpretation are often at the heart of the learning process. Students, faculty, and staff come to the Ford School from a great variety of backgrounds and from many countries and cultures. This diversity enhances learning, but it also means that styles of expression and inquiry may vary. For instance, a person's behavior or language may be perceived differently than he or she intends. We have a responsibility to listen with respect to the perspectives of others and to take their concerns seriously.

Sometimes people in our community say or do things that upset or insult others. This can be the result of misunderstanding or misperception by people who do not mean to give offense. We encourage students, faculty, and staff to talk about and clarify what makes such words or behaviors offensive. Potentially, doing so can turn a negative experience into a constructive one for those involved. It can become an opportunity for learning.

The following types of behavior are discriminatory harassment and are subject to discipline: Verbal or physical conduct by a member of the faculty or staff that is based upon race, color, creed, religion, national origin, sex, sexual orientation, ancestry, age, marital status, handicap, or Vietnam-era veteran status and that:

- a) adversely affects a term or condition of an individual's education, employment, housing, or participation in a University activity; or
- b) is used as the basis for a decision that adversely affects an individual's education, employment, housing or participation in a University activity; or
- c) has the purpose or effect of creating an intimidating, hostile, or offensive environment for academic pursuits, employment, housing, or participation in University activities.

If you feel yourself to be the object of harassing behavior, or if this behavior creates a hostile environment, there are people at the Ford School who can be contacted for guidance and advice. You may speak with the Director of Student & Academic Services, Associate Director, or the Academic Advisor if you are experiencing harassment of any kind. If you are unsure of what constitutes harassing behavior and want clarification, please see one of them promptly. Behavior that inhibits other people's ability to learn in our community is unacceptable. The consequences of engaging in such behavior can, in serious cases, lead to dismissal from the Ford School.

### **4) Community Expectations**

The U-M's Statement of Student Rights and Responsibilities (<http://www.oscr.umich.edu/statement/>) describes certain rights and responsibilities of University of Michigan students. While it imposes no specific morality on students, the University requires certain standards of behavior on and off campus to secure the safety of the Ford School community and to ensure that the School remains a center of

intellectual engagement. Students alleged of conduct in violation of the Statement may be referred to the Office of Student Conflict Resolution for mediation, review, and possible sanctions. Students whose behavior is disruptive to the Ford School community and/or is in conflict with the expectations of the Ford School community will be asked to meet with the Director of Student & Academic Services to discuss that behavior. In cases where a student's behavior has significantly disrupted the community, the Director and/or other Ford School administrators reserve the right to impose sanctions, up to and including dismissal, to protect the well-being of the community.

## **5) Student & Academic Services**

The Student & Academic Services office empowers students to maximize their educational and personal experiences within the rich academic tradition of the Ford School and the University of Michigan. Our professional staff is responsible for recruitment, admissions, academic advising, registration, course scheduling, admissions data, support for student organizations, fellowships and scholarships, and other resources and programming related to the student experience. If you need assistance or even just want to stop in to say hello, please come to 2245 Weill Hall.

## **6) Community Events**

### *Welcome Week & Orientation*

Ford School Welcome Week and Orientation takes place the week prior to the start of classes. Welcome week is designed to give students opportunities to interact with their fellow classmates, the faculty and staff and to prepare for the academic year. It also includes the Ford School Service Day and the Rackham Graduate School Fall Welcome and Information Fair.

### *All-School Fall Picnic*

Everyone in the Ford School community is invited to the All-School Picnic to start the academic year.

### *Informational Meetings*

Throughout Fall and Winter semesters, the Ford School will offer brown bag lunch meetings on a variety of topics. Topics may include: student organizations fair, student advising, information technology resources, internships/career services, and funding graduate education. Watch for emails about these opportunities.

### *Visitation Days*

During the fall semester, the Office of Student and Academic Services organizes several Visitation Days for prospective students. Current students may become involved with visitation days by meeting with prospective students and by interacting with these prospective students as they visit Ford School classes.

### *Coursemart*

Coursemart is a way for students to learn about courses that will be offered in the upcoming semester. During this lunchtime event, faculty give brief presentations about the courses they will be teaching.

Coursemart happens twice a year: once in early November for winter semester classes, and once in March for fall semester classes.

#### *Holiday Party*

Each December the Ford School celebrates the end of the semester with an evening of food and socializing. It is Ford School tradition that each student class presents a skit about their Ford School experience.

#### *Calling Night*

Once students are admitted to the Ford School, the Office of Student & Academic Services organizes an evening for current students to call admitted students. The students are matched according to interest, region, and school. The goals of the evening are for current students to make a personal connection with prospective students and for prospective students to receive a personal invitation to Spring Preview.

#### *Gramlich Showcase of Student Work*

Held in March, the Gramlich Showcase is an opportunity for the community to celebrate the intellectual achievements of graduate and undergraduate students at the Ford School. The showcase features a poster session highlighting outstanding student work at all levels. This annual event is named for long-time U-M faculty member and former Federal Reserve Board Governor Ned Gramlich, as a tribute to his belief in and commitment to the value of a public policy education.

#### *Spring Preview*

The Ford School organizes a preview weekend for admitted masters students to give them the opportunity to experience the city of Ann Arbor, the University, and the academic environment of the Ford School before they need to make their final decision about where to attend graduate school. The event is usually scheduled for the first weekend in April.

#### *Charity Auction*

In the spring, the Ford School celebrates the end of the school year with a semi-formal evening charity auction. Faculty, staff, and students donate items and services for the silent auction and the live auction, and the evening's proceeds benefit a charity selected by community vote.

#### *Public Policy and International Affairs (PPIA) Summer Program*

PPIA is an intensive seven-week summer program that focuses on preparing students for graduate programs in public policy and international affairs and for careers as policy professionals, public administrators, and leaders in areas of public service. The PPIA curriculum includes statistics, economics, and domestic/international policy issues. In addition, the program provides social and cultural programming designed to fit with the coursework assigned. The Ford School has hosted the PPIA program for more than 30 summers and continues to serve as one of the five PPIA program sites.

## Chapter 2: Academics

All students enrolled in graduate programs in the Ford School of Public Policy are subject to the rules and regulations that govern the Rackham Graduate School programs and those outlined in this handbook. Please refer to the [Rackham Graduate School Academic Policies](#).

Ford School course planning information is provided in this handbook and on our website. It is the responsibility of students to develop a plan to fulfill their degree requirements. Students are strongly encouraged to take advantage of academic resources from the Student & Academic Services staff and other Ford School staff and faculty. In addition, dual degree students should avail themselves of resources through their other degree program.

### 1) Degree Requirements: Master of Public Policy (MPP)

The MPP degree requires the completion of 48 credits, 36 of which must be taken within the Ford School (PubPol). Rackham requires students to complete a minimum of 4 “cognate” credits in courses outside of the student’s program or cross-listed with other departments.

All MPP students are required to complete the following core courses (26 credits):

- PubPol 510: The Politics of Public Policy (Fall)
- PubPol 513: Calculus (Fall)
- PubPol 529: Statistics (Fall or Winter)
- PubPol 555: Microeconomics A (Fall)
- PubPol 558: Microeconomics B (Winter) \* - *pre-requisite: PubPol 558*
- PubPol 580: Values, Ethics, and Public Policy (Fall or Winter)
- PubPol 587: Public Management (Winter)
- PubPol 638: Integrated Policy Exercise (Winter)\* – must be taken in the first year
- PubPol 638: Integrated Policy Exercise OR PubPol 778: Project Skills Workshop – taken in your second year
- PubPol 639: Quantitative Methods for Program Evaluation (Fall or Winter) OR PubPol 571: Econometrics (Winter)\* *Pre-requisites: PubPol 529*

*\*The 2013 Integrated Policy Exercise (IPE) will take place on January 6th, 7th, and 10th, 2014. Please plan your holiday travel accordingly.*

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The remaining 22 credits (of the required 48) are electives. Students are required to complete a minimum of 36 credits in PubPol courses taken at the Ford School, but then may choose graduate-level courses of interest from other schools/colleges at the University.

MPP students must also complete an internship (Summer following 1<sup>st</sup> year).

## *Internship*

The Master of Public Policy program at the Ford School includes a required policy-related internship. The internship allows students to apply knowledge and skills acquired or enhanced through the first year of MPP coursework to significant problems in the public, private, or non-profit sectors and to an area of students' professional interests.

Students complete the requirement, 10 weeks of full time (40 hours/week) work, during the summer between the first and second year of the MPP program. Prior to completing the internship students must be full time MPP students in the Ford School for two semesters. Students must also return for at least one semester of Ford School course work after the internship. Students requesting any exceptions to these requirements, including those pertaining to dual degree students and students beginning the program in January, are strongly advised to meet with Graduate Career Services prior to beginning the internship search process. Students who are not MPP students and are not completing the internship requirement are not eligible to apply for Ford School internship partnerships or funding support.

Graduate Career Services provides a range of programs and resources to assist students in their internship search. All first year students are requested to schedule an initial appointment with Graduate Career Services early in the academic year to discuss individual career interests and internship goals.

## *Internship Requirements*

**Content:** Internships involve a formal relationship with an employer/policy organization outside of the Ford School. Working as a research assistant for a UM/ Ford School faculty member typically will not meet the internship requirement. Work accomplished during the summer is expected to be policy focused, challenging, and of significance and value to the sponsoring organization. Work should utilize the concepts and skills learned during the first year of study at the Ford School (e.g., policy analysis, public management, benefit-cost analysis, communication skills, etc.) It is important to define with the employer a project or "deliverable" which can be completed during the time of the internship. This helps to ensure a mutually beneficial internship experience.

**Documentation:** As an academic requirement for graduation, the Ford School must submit verification of internship completion to the Rackham Records Office as part of your graduation audit. Completion of the internship requirement includes submission of the following:

- **Internship Organization/Student Agreement** – Complete with employer and submit to Graduate Career Services for approval before the start of your internship.
- **Internship Report** - Information about the required internship report will be mailed over the summer. Reports from previous years are available to review in Graduate Career Services and on the Graduate Career Services CTools site.

- **UM Travel Registry and Travel Insurance** – All students interning outside the U.S. must register emergency contact information through the UM travel registry; all travelers must be covered by the U-M travel insurance (HTH Worldwide) available through <http://globalportal.umich.edu/>.

International students sponsored by a current employer may request exemption from the internship requirement by contacting Amy Johnson, Assistant Director of Graduate Career Services.

## 2) Degree Requirements: Master of Public Administration (MPA)

The Master of Public Administration (MPA) program is a one-year program designed to enhance the analytic abilities and management skills of experienced professionals currently working in the public, private, or non-profit sectors who have at least five years at work experience.

The MPA degree requires the completion of 30 credits, 21 of which must be taken within the Ford School (PubPol). MPA students must complete at least 16 credit hours from the core courses including PubPol 513, 529, 555, 558, and 638. Rackham requires students to complete a minimum of 4 “cognate” credits in courses outside of the student’s program or cross-listed with other departments.

All MPA students are required to complete the following core courses (13 credits):

- PubPol 513: Calculus (Fall)
- PubPol 529: Statistics (Fall or Winter)
- PubPol 555: Microeconomics A (Fall)
- PubPol 558: Microeconomics B (Winter)\* - *pre-requisite: PubPol 558*
- PubPol 638: Integrated Policy Exercise (Winter)\*

*\*The 2013 Integrated Policy Exercise (IPE) will take place on January 6th, 7th, and 10th, 2014. Please plan your holiday travel accordingly.*

If an MPA student waives any of the courses listed above, he/she should substitute additional core courses from the list below so that there are a total of 16 credits from core courses.

MPA students choose an additional core course (3 credits) from:

- PubPol 510: Politics of Public Policy (Fall)
- PubPol 580: Values, Ethics, and Public Policy (Fall or Winter)
- PubPol 587: Public Management (Winter)
- PubPol 639: Quantitative Methods for Program Evaluation (Fall or Winter)\* OR PubPol 571: Econometrics (Winter)\* *Pre-requisite: PubPol 529*

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The remaining 14 credits (of the required 30) are electives. Students are required to complete a minimum of 21 credits hours in PubPol courses taken at the Ford School. You may choose graduate-level courses of interest from the Ford School or other schools/colleges at the University.

Students typically complete coursework for the MPA degree by taking:

- a) 15 credits per term (Fall and Winter), or
- b) 12-14 credits per term (Fall and Winter) and 3-6 credits in the Spring and/or Summer sessions  
[Note: only independent study and directed reading courses are available in the Ford School Spring/Summer].

Students are encouraged to work closely with the academic advisor to choose the most appropriate option.

### **3) Cognate Requirement**

Rackham's cognate requirement applies to all MPP and MPA students. The following excerpt from [Rackham's Academic Policies Manual](#) explains this requirement:

Rackham recognizes the value of intellectual breadth in graduate education, and the importance of formal graduate study in areas beyond the student's field of specialization. Cognate courses are those that are in a discipline or area different from a student's field of study, but are related or connected with some aspect of this field. Cognate coursework must be approved by the department or program, and may be satisfied in three ways:

- a) By completing 4 credit hours of cognate coursework in approved graduate-level courses with a grade of B- or better (departments or programs may have additional cognate requirements).
- b) By using coursework within the same department or program but in a subfield different from the student's own. A course in a student's program that is cross-listed as a course in another program may satisfy the cognate requirement. In this case, the department or program should notify Rackham OARD.
- c) By using credit officially transferred from another institution in another field of study.
- d) By completing graduate coursework at another institution that meets the expectation of the cognate requirement without officially transferring the credit to the transcript. The student must provide Rackham OARD with an official transcript, including the courses and credit hours, and the department or program should notify Rackham OARD. These courses do not apply toward the minimum requirement for the degree, and do not appear on the University transcript.

### **4) Registration**

The Office of the Registrar maintains a website for your convenience: <http://ro.umich.edu>. Information and deadlines are available on this site. You should be particularly mindful of deadlines for dropping and adding classes, withdrawing from classes, and for payment of fees.

Students at the University register for classes using Wolverine Access, <http://wolverineaccess.umich.edu>. Ford School students are given priority registration in PubPol classes, and the Wolverine Access system will recognize you as a Ford School student and allow you to register.

If you are unable to register for Ford School classes, please contact the School Registrar at (734) 764-0453 or [fspp-registrar@umich.edu](mailto:fspp-registrar@umich.edu). Students in joint or dual degree programs who have questions about registration or who are encountering difficulty registering as Ford School students should contact the Registrar at the number above.

- The system will check for service indicators (i.e., “holds”). If a service indicator is found, you will have to resolve it before you can register. Please contact the unit that placed the hold.

#### *Registration Issues for Dual Degree Students*

If you are a dual degree student, be sure to select the appropriate career (GRAC) and program (MDDP Pub Policy & other program).

Students in dual programs where both programs are administered through Rackham will only have the career choice of GRAC. You should be especially careful to select the correct program, which will have Public Policy listed before the name of your other program.

Remember that you must register with your Ford School career and program if you are in your Ford School year and/or if you are receiving a Ford School fellowship. Students in most dual or joint degree programs MUST register as Ford School students for three of the six semesters they are enrolled. (JD/MPP students need only register as Ford School students for the two semesters of their core public policy year, although may register for a third semester if able.)

#### *Permission to Enroll/Electronic Overrides*

Some classes at the University require electronic permission to register. In addition, you need an electronic permission to register for any class that is full or has a waiting list. If Wolverine Access denies your attempt to register for a non-Ford School class because you need an electronic permission, you will receive an error message that instructor or departmental permission is required. If this occurs, please contact the student services staff in the department, school, or college that is offering the class you want for permission to register. We can only give electronic permission to register for PubPol classes.

Please note that you may have to wait until the first class meeting (which you should attend) before you can obtain permission from the instructor to register. Each department or school/college has its own procedures for granting permission, but Ford School students are welcome in most classes around the University.

Reminder: Requesting permission to enroll does not register you for the classes. Once you have received an electronic override notification email, you will still need to register for the class using Wolverine Access.

### *Waiting Lists*

Wolverine Access allows students to put themselves on waiting lists for full classes. Once a class fills and a waiting list is generated, the class does not re-open automatically if seats become available. Open seats are generally filled with students from the waiting list in order, with priority given to Ford School students. Students on the waiting list will receive an electronic override (class permission) email granting them permission to register if seats become available.

### *Withdrawing From a Class*

At the beginning of each semester, there is a drop/add period during which you may change your registration through Wolverine Access without penalty. Changes after this period are only possible in certain exceptional situations (e.g., serious illness). To make a change to your schedule after the add/drop deadline, you'll need to complete an Elections Worksheet (available from the Student & Academic Services office), obtain written approval from the instructor and from Student & Academic Services, and submit the Worksheet to the Office of the Registrar in the LSA building. If you need to withdraw from a class after the drop/add deadline, the class will continue to appear on your transcript, with a grade of "W" (for withdraw). Mini-courses that run less than the length of the full semester have their own drop/add deadlines.

## **5) Academic Policies**

### *Academic Progress*

Ford School masters students must earn a grade of B- or better in each **core** course. The Ford School only allows degree credit for core courses in which a grade of B- or higher is achieved. In cases where a student earns a grade lower than B- in a core course, the Ford School will not count those credits toward the degree, although they will remain on the transcript and be factored into the GPA.

A student whose cumulative grade point average falls below a "B" (3.00 on Rackham's 4.0 scale) in a given term or half term will be placed on academic probation for the following term or half term, or may be denied permission to register. A student whose cumulative grade point average falls below a "B" average for two successive terms or half terms may, upon the recommendation of his or her graduate chair and with the consent of the Rackham Graduate School, be granted a final opportunity to correct the scholastic and/or academic deficiency. A student whose cumulative grade point average falls below a "B" average for three successive terms or half terms may not be permitted to enroll again and, further, may be required to withdraw from the University.

Any student placed on academic probation is not allowed to serve as an officer in any Ford School Student Organization or club.

### *Contesting a Grade*

Grades may be contested up to 30 days after being posted. A student should begin the process by contacting the course instructor.

### *Courses with Travel Components – Extended Travel Policy*

A few PubPol courses include a travel component. It is sometimes the case that students wish to extend their travel beyond the dates specified for the course. While missing classes is highly discouraged, students with strong personal or professional reasons for extending their stay may request permission to do so from the course's faculty supervisor. If students are serving as GSIs for a U-M course, they must additionally obtain permission from their course instructor. The University's responsibility for students on extended travels ends when the program ends. The program director and/or the Ford School reserve the right to deny any requests to extend travel time beyond the duration of the course's regular travel component.

### *Credit Overload Policy*

Rackham graduate students are limited to 18 credits of registration per semester (Fall, Winter, Spring/Summer) or 9 credits of registration per half-semester (Spring, Summer). Only students who have demonstrated success with Ford School graduate coursework as indicated by a [Rackham GPA](#) of 3.0 or higher are eligible to request a course overload. Students in their first semester at the Ford School will not be allowed to take a course overload, and are strongly advised to limit their enrollment to 12-15 credits.

Eligible students who wish to take more than the allotted credits in a term must submit a written request to the School Registrar by the end of the first week of classes in that term, including the following information:

1. List of courses, with credits, that the student proposes to take;
2. Reason(s) for requesting an overload

Student & Academic Services staff will review the request and make a decision based on the merits of the proposal in the context of the student's prior academic work. The student will be notified of the decision by email. Students are responsible for working with the central Office of the Registrar to determine and address any tuition implications of a credit overload.

If approved, students are required to check in (in person or by email) with Student & Academic Services staff prior to the drop/add deadline to give an update on how they are managing their course load and other obligations.

### *Grading Basis*

Students must elect all core courses on a graded basis, with the exception of the IPE (PubPol 638), which is only offered on a Satisfactory/Unsatisfactory (S/U) basis. Students may choose to take electives in the Ford School or elsewhere on an S/U basis. To change the grading basis for a course, students must obtain an Elections Worksheet from the Student & Academic Services office, have it signed by the course instructor and by the School Registrar, and submit it to the Office of the Registrar in the LSA building before the drop/add deadline for the course.

Students may also elect to audit courses as an official Visitor. The course will appear on the transcript with a designation of "VI" (for visitor) in the grade column. Students do not receive credit for audited courses, but tuition charges apply as they would for a graded class. To visit a course, students must obtain an Elections Worksheet from the Student & Academic Services office, have it signed by the course instructor and by the School Registrar, and submit it to the Office of the Registrar in the LSA building before the drop/add deadline for the course.

### *Incompletes*

A student may receive a grade of Incomplete ("I") for a course only if

- a) the unfinished part of the work for the course is small, and
- b) the reason(s) for the unfinished work is acceptable to the instructor, and
- c) the student's standing in the course is that of a grade of "B" or higher.

A student who anticipates being unable to complete all coursework by the end of the term should request an "I" grade from the course instructor using an Incomplete Grade Form, available in Student & Academic Services. Instructors may only submit an "I" when they have arranged with the student to complete the work later and submitted a form. The student's grade point average will continue to be based on hours of coursework he or she has completed.

If the work is completed within the 90 day window, the notation "I" will remain on the student's transcript permanently along with the newly assigned grade as an indication that the course was completed after the end of the term. For example, a student whose completed work earns a grade of B+ will have an "IB+" on his/her transcript.

In the Ford School, the deadline for completion of an incomplete is 90 calendar days from the last class day of the term in which the "I" was reported. If the work is not completed and a grade is not submitted by the deadline, an "I" lapses to an "ILE" (Incomplete Lapsed to an E) on the student's transcript and counts as a failing grade in the GPA.

Any extension of the deadline must be approved in writing by Student & Academic Services (2245 Weill Hall, 764-0453). A student must request an extension using a Time Extension Request Form. The instructor's signature on the form indicates that he/she is willing to allow the student extra time.

Student & Academic Services must still approve the time extension and will make that decision in the context of this student's history in our School, current circumstances and the resolution of all other requests for extensions that are submitted. Please give as much detailed information as possible on the Extension Form regarding the amount of work yet to be finished.

A student may not re-enroll in a course within the 90 day period in order to finish an old incomplete.

### *Independent study*

Independent Study projects offer students the opportunity to work one-on-one with an instructor to pursue an area of interest in greater depth than may be possible in a regular course. Each year several Ford School students undertake Independent Study. Students wishing to pursue an Independent Study project must first find a Ford School instructor who is willing to sponsor and assess their work. Students should understand that faculty are under no obligation to agree to sponsor independent study, and also that those overseeing their program (Associate Dean and Program Chair) may decline approval if the case for independent study is not compelling.

In general, faculty who sponsor independent study courses must meet the following criteria:

1. Must be a member of the Ford School faculty or teaching a PubPol course.
2. Must be tenured/tenure-track, or a Lecturer III/IV. (The Lecturers' Employee Organization does not allow Lecturers I/II to lead independent studies.)

If in doubt, students should confirm with Student & Academic Services that their proposed faculty supervisor is eligible to lead an independent study course.

To register for an Independent Study course, students must complete an Independent Study form and obtain all required signatures of approval, then submit the form to the Ford School Registrar prior to the drop/add deadline for the semester of the Independent Study.

Students are allowed to take no more than 6 credits of independent study toward the completion of their MPP or MPA program. No more than 3 credits should be taken in any one semester.

### *Progress Toward Degree Completion*

A student who is not making satisfactory progress in his or her program, or who has failed to demonstrate an ability to succeed in his or her plan of studies, may be required to withdraw from the University. A student has until the end of the fourth (4th) week into the next term of enrollment to finish any incomplete coursework. If the coursework cannot be completed in this time, the student must submit a time-extension request, signed by the instructor, to the Director of Student & Academic Services. If a student has an Incomplete in two (2) or more classes, a hold will be placed on registered classes for the subsequent term, and the student will be notified in writing. The student will need to

meet with the Academic Advisor to develop a course of action to ensure timely completion of coursework.

#### *Time Limit for Completion of a Master's Degree and Extensions*

Effective for those starting in the Fall 2007 term, a student in a terminal master's program is expected to complete all work within five years from the date of first enrollment in the program. Students exceeding this time limit must file a petition for modification or waiver of regulation with Rackham OARD. Petitions must describe explicitly the amount of work remaining and a timeline for completion. A student who fails to complete degree requirements within five years may be withdrawn and required to apply for readmission.

#### *Transfer Credit*

No more than 6 credits of non-University of Michigan graduate credit will be accepted toward the degree. These credits cannot have been applied to a previous degree program. Any transfer credit counts as credit taken outside the Ford School, and does not apply toward the minimum 36 PubPol credits required for the MPP degree (21 for the MPA).

Students who have completed coursework in Public Policy at UM-Flint or UM-Dearborn can use no more than 12 credits of that coursework toward an MPP degree or 9 credits of that coursework toward an MPA degree.

To transfer credits, please review Rackham Graduate School Guidelines here:

[http://www.rackham.umich.edu/help/academic\\_records/transfer\\_of\\_credit\\_information/](http://www.rackham.umich.edu/help/academic_records/transfer_of_credit_information/).

#### **6) Integrated Policy Exercise (IPE)**

The Integrated Policy Exercise is a school-wide policy simulation held in the first week of January each year. All Masters students are required to complete the IPE during their first year. Students register for PubPol 638 for Winter semester of their first year. If you are a MPP student, you have the option of completing the IPE a second time, or enrolling in PubPol 778: Project Skills (see Degree Requirements, Chapter 2).

The IPE provides you with an opportunity to work intensively on a policy issue:

- The faculty leader of the IPE divides students into teams representing different constituencies with an interest in the problem being studied.
- Working in small groups, students are assigned to represent a particular viewpoint, such as a lobbying organization, elected politician, professional organization, or advocacy group.
- Groups spend the week in consultation with experts on the topic, preparing political strategies to achieve their clients' objectives, and developing policy positions for their group. The week culminates in a negotiation process between all the groups involved.

The Winter 2014 IPE is scheduled January 6, 7, and 10 (Monday, Tuesday, and Friday). Please plan your holiday travels accordingly. The instructor and GSIs will share further details, make team assignments, and hold prep workshops in Fall semester.

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#### IPE Fall Registration Policy:

Students who will finish all other coursework for their degree in December and wish to graduate in December may seek permission from the School Registrar to register for the IPE in the Fall semester (their final semester of enrollment), with the following conditions:

1. Total credits, including the IPE, may not exceed 18 credits for the semester.
  2. Permission must be granted and registration completed prior to the drop/add deadline for regular fall semester courses.
  3. The faculty member leading the IPE reserves the right to limit Fall enrollment in the IPE.
  4. All IPE work must be turned in by the assigned deadline and no later than the last day of the IPE, in order to allow timely grade entry.
  5. The student will have completed all other coursework for the degree by the end of Fall semester, and will not be registering for any courses in the subsequent Winter term.
  6. The student will attend all required sessions of the IPE in January, in Ann Arbor.
- 

## 7) Graduation and Commencement

*Graduation* means having a degree conferred by the University. In order to graduate, an MPP/MPA student must complete all degree requirements and apply to graduate through Wolverine Access. Students may graduate in April, December, or August, depending on when they complete their degree requirements. Diplomas are mailed approximately 6-8 weeks after graduation. For questions about graduation, contact the School Registrar.

*Commencement* is the ceremony celebrating graduation. Ford School MPP/MPA students are eligible to participate in any or all of three separate commencement ceremonies: the University's ceremony, Rackham's ceremony, and the Ford School's ceremony. (For more information on University Commencement, see <http://www.umich.edu/~gradinfo/>.) The Ford School's Commencement is typically held the Saturday of Commencement weekend in April/May. Students who have graduated in December or April of that academic year, or who will graduate in August, may participate in the Ford School's Commencement. Dual degree students may choose to participate in Commencement with their entering class, even if they have not completed all degree requirements, but may participate in only one year's Commencement. There is a rehearsal for the Ford School's commencement on the Study Day between the last day of classes and the beginning of the Final Exam period. Students receive emailed information about the Ford School's Commencement beginning in February, and must RSVP no later than two weeks before the ceremony to participate in Commencement. For questions about Commencement, contact the Student & Academic Services office.

## 8) Course Waivers

Students must pass a waiver exam in order to waive Calculus (PubPol 513), Statistics (PubPol 529), or Microeconomics A (PubPol 555). Waiver exams are scheduled once a year during Welcome Week. Successful completion of a waiver exam does not confer credit, but does exempt the student from the requirement of taking that course.

Students who have completed graduate level study of the subject matter in Values and Ethics (PubPol 580), Public Management (PubPol 587), or Politics of Public Policy (PubPol 510) may choose to petition to waive that core course. Be aware that a waiver does not give you credit toward your degree but exempts you from taking the required class. Waiver forms are available in the Student & Academic Services office. Please complete a separate petition form for each class you wish to waive. You must attach material from the course(s) you have already completed including a syllabus and/or 1-2 paragraph course description from the institution's course catalog. All waiver forms should be submitted to the Ford School Registrar. A copy will be kept in the student's file.

## 9) Academic Resources

### *Writing Skills Assistance*

A successful career in public policy rests not only on your ideas, but on your ability to effectively communicate those ideas well. Many Ford School courses help you to sharpen your writing skills. In general, our students are good writers, but many have not had the opportunity to do academic writing for some time, or to write at the graduate level. To enhance your writing skills, we provide several support mechanisms.

The writing instructors are available to read all your written work for Ford School courses. They are located in rooms 4212, 4216, and 4219. To schedule an appointment, please visit: <http://fordschool.umich.edu/writing-center/>.

The Ford School's Writing Center is excited to offer policy writing modules for incoming students. In these modules, students will acquire a more thorough understanding of the practice and demands of policy writing by participating in small workshops led by a writing instructor and focused on the students' own work. The modules offer students a great opportunity to strengthen their writing skills under the close supervision of an expert in the policy writing field.

In addition to our writing instructors, your GSI and professor are available to help you with paper topics and writing skills. In core classes that demand written work, many GSIs will read drafts of papers and review them with you. Before a paper deadline approaches, take advantage of these support services and get help early!

## *Student & Academic Services Walk-in Advising Hours*

Students with a quick academic advising or registration question are welcome to stop into the Student & Academic Services office during walk-in advising hours. No appointment is necessary for walk-in hours. Students with more detailed questions or who may require a longer meeting should schedule an appointment with the Academic Advisor.

### **10) Dual Degrees**

Approximately 30% of MPP students are enrolled in a dual degree program and will graduate with two U-M graduate degrees. Policies pertaining to dual degree students are set by Rackham. Dual degree students are responsible for communicating with both units of enrollment frequently to ensure timely completion of degree requirements. Rackham's website has more information about dual degrees here: [http://www.rackham.umich.edu/help/academic\\_records/dualjoint\\_degree\\_programs/](http://www.rackham.umich.edu/help/academic_records/dualjoint_degree_programs/).

### **11) Certificate Programs**

The University of Michigan offers a number of certificate programs designed to develop specialization in a topic area that spans several disciplines. A Certificate of Graduate Studies is a non-degree credential designed to provide students with specialized knowledge that is less extensive than a master's program. Graduates receive an official Certificate upon completion. A limited number of certificate requirements can be met within the number of electives available to MPP students. Students interested in these certificates are responsible for making the appropriate application and for meeting program requirements. Information about certificate programs available at U-M, application information, and registration policies can be found through the Rackham website.

### **12) Science, Technology, and Public Policy (STPP) Certificate Program**

The Ford School offers a certificate in Science, Technology, and Public Policy. Details about this program and its admissions process are available at <http://fordschool.umich.edu/research/stpp/index.php>.

### **13) Emergency Mental Health Withdrawal and Readmission Policy and Procedures**

The University's policy and procedures are available at <http://umich.edu/~spolicy/mentalhealth.html>.

# Chapter 3: Campus Resources

## 1) Weill Hall Facilities and Services

The Joan and Sanford Weill Hall, on the University of Michigan's central campus, is the academic, administrative, and social hub for the Ford School. This beautiful new world-class academic facility, made possible by generous donations from the University, friends and alumni of the school, opened its doors in August 2006.

### *Building Hours and Accessibility*

Weill Hall has 2 "front doors": the south door (at the corner of Hill and State) and the north door (facing the Law school). Both doors use "card-key access" when the building is locked, requiring visitors to swipe a valid University MCard. New card readers (proximity card readers) were installed during the fall of 2011 that require students to just place their cards in front of the readers for access.

Card reader access doors automatically unlock at 7:30 am and lock at 6 pm, Monday - Friday. From 6 pm until 7:30 pm, anyone with a valid MCard will be able to enter the building using the card reader. After 7:30 pm and on weekends, only Ford School faculty, staff, and students will be able to enter the building. Doors to the building should not be propped open at any time and individuals should not let people they do not know into the building after hours. Of course, arrangements can and will be made for evening and weekend special events by contacting the facilities manager [fspp-facilities@umich.edu](mailto:fspp-facilities@umich.edu).

The doors leading to the terrace from the Student Lounge will unlock at 8am and lock at 5pm, Monday-Friday and remain locked on weekends. The doors will not unlock during the winter and when there is inclement weather.

Please note: Space in Weill Hall is available for reservation by members of the Ford School community for activities related to the mission of the Ford School.

### *Automated External Defibrillator (AED)*

Weill Hall has two AED's. One is located outside room 1220 and the other is located near the restrooms on the 4th floor. The automated external defibrillator (AED) is a computerized medical device. An AED can check whether a person's heart rhythm requires shock. The AED uses voice prompts to tell the rescuer the steps to take.

<http://www.healthcare.philips.com/main/products/resuscitation/products/onsite/demo.wpd>

### *Baby Changing Station and Lactation Station*

Baby changing stations are available in both the Women's and Men's restrooms on the 1st floor of Weill Hall. There is also a Lactation station in room 2112 Weill Hall, within the Communications and Outreach offices.

### *Computing Center (3rd Floor, Weill Hall)*

The Hudak Family Computing Center is operated by Campus Computing Sites ([sites@umich.edu](mailto:sites@umich.edu)) and is intended to be used as a resource for faculty and students. The Basic Computing Package allows students to print up to 400 b&w pages per term. Double-sided printing counts as two pages. Additional b&w pages are charged at \$0.06 per printed side.

More information about the Basic Computing Package, including allotments for faculty and staff, can be found on ITweb at <http://www.itd.umich.edu/your-account/bcp.intro.html>.

### *Reading Room*

The Margaret Dow Towsley Reading Room, located on the third floor, has a library atmosphere with couches and comfortable chairs for reading and studying. It will hold reserve materials and is open to the public during business hours. The photocopier located in the Reading Room can also be accessed using a MCard and any copies made are counted in a student's 400 page printing allotment.

### *Lost and Found*

The Student & Academic Services Office in room 2245 has a lost and found box. Any valuable item received at the lost and found box will be delivered to the Department of Public Safety.

### *Student Mailboxes*

Student mailboxes are located on the second floor next to the Student & Academic Services Office. Please check your mailbox frequently as much School-related mail will be delivered to you there.

### *Faculty Mailboxes*

Faculty mailboxes are located on the fourth floor by the Faculty and Staff Lounge in room 4240. Students may leave materials in these mailboxes but should note that faculty may not pick up their mail daily and assignments left in the mailboxes may be marked late.

### *Room Reservations*

As members of the Ford school community you are encouraged to reserve space in Weill Hall for your study groups and/or other school related events. You can check the availability of the different rooms and fill out the room reservation form at <http://fordschool.umich.edu/facilities/>. Once you have submitted the room request you will receive an electronic notice updating you on the status of your reservation.

Please note: Space in Weill Hall is available for reservation by members of the Ford School community for activities related to the mission of the Ford School.

### *Safety and Security*

In the event of severe weather, you will be asked to go to the first floor hallways and interior class rooms for shelter. In the event of a building evacuation, please leave the building using the exit nearest

your location. Assemble at the West side of the building on the sidewalk adjacent to State Street. Do not cross the street unless directed to do so.

### *Single Stream Recycling*

Weill Hall like all other University buildings participates in “single-stream recycling”. All recyclable containers and waste go into the same blue colored bins that can be found throughout the building.

For more information about what can be recycled please follow this link:

[http://www.plantops.umich.edu/grounds/recycle/PDF/ss\\_nowrecyclable.pdf](http://www.plantops.umich.edu/grounds/recycle/PDF/ss_nowrecyclable.pdf).

## **2) Electronic Communication**

Student & Academic Services has established e-mail groups for each class and degree program. These group lists are a quick and easy way to broadly distribute information to everyone at the Ford School.

The official Ford School email groups are not moderated. This is in keeping with the spirit of learning and working at a public university and it facilitates broad, open communication from other departments and external organizations. However, this policy also means that all members must adhere to community standards for usage; specifically, we must limit our usage of the lists to academically relevant or Ford school community events. In addition, our policy means that community members may need to spend some time managing and personalizing their own individual email accounts.

Please choose the appropriate email group for your message so as to avoid sending mail to unintended recipients. You can find an overview of our email groups here:

<https://www.fordschool.umich.edu/intranet/emailgroups/>.

New email groups can be created by students for many purposes, including those who would like to discuss or debate issues outside of the activities of the school, by going to the U-M directory, creating a new group, and inviting other interested parties to join: <https://mcommunity.umich.edu/>.

Students are expected to adhere to the “Guidelines of Responsible Use of Technology Resources” as stipulated by the University of Michigan here: <http://cio.umich.edu/policy/>.

In accordance with the University guidelines, inappropriate use of University of Michigan technology resources may result in termination of access or other consequences.

As a U-M student, you should plan to check your U-M email account often to receive important announcements and information. Ford School staff will use your U-M email account in communications with you. Be advised that emails sent to staff from other accounts (e.g., gmail, yahoo, hotmail, etc.) often end up in junk mail boxes inadvertently, delaying our response. Occasionally messages are routed to your spam folder, so please regularly check this folder.

If you have any questions about your University of Michigan email account, you can contact Information Technology Services (ITS) by visiting <http://its.umich.edu/help/> or contacting them directly at 4HELP@umich.edu; 734-764-HELP (4357).

### 3) Student Organizations

Some of the most entertaining and memorable experiences in an academic career come from out of classroom events and involvement. The Ford School Student Affairs Committee (SAC) and the Student & Academic Services staff of the Ford School recognize this and have the goal of creating an environment that fosters the creation and maintenance of active student organizations. Student organizations and clubs help stimulate a positive community environment, encourage students to pursue their academic interest outside of the classroom, and plan student-oriented programs.

The school has created a guide to assist students who are leaders of existing groups or who wish to start a new student group. The Student Organization Handbook provides step-by-step information on how to register student groups, how to apply for funding for student groups, and what resources are available for student groups to have a successful school year. Links to the organization guidelines (<http://www.fordschool.umich.edu/student-organizations/funding/index.php>) and the funding application (<http://fordschool.umich.edu/forms/student-organization-funding.php>) can also be found on the Ford School website. Special funding is also available for student-initiated projects throughout the academic year.

One of the things we strive for at the Ford School is to be a caring community. In the Carnegie Foundation's Special Report on Campus Life the report states "a caring community not only enables students to gain knowledge, but helps them channel that knowledge to humane ends." The outstanding efforts of the student organizations play a central role toward this objective. We do hope that you will become involved and continue the remarkable tradition of contribution to our community.

#### **The current Ford School student organizations include:**

Student Affairs Committee (SAC)  
Association for Public Policy About Learning and Education (APPLE)  
Charity Auction Committee  
Domestic Policy Corps (DPC)  
Ford School Consulting Club (FSCC)  
Health Policy Student Association (HPSA)  
International Policy Students Association (IPSA)  
Michigan Journal of Public Affairs (MJPA)  
Out in Public (OIP)  
Students of Color in Public Policy (SCPP)  
Service-Learning and TransDisciplinary Education (SLATE)  
Women and Gender in Public Policy (WGPP)

#### 4) Other UM resources that you may find helpful during your time at the Ford School:

##### [Campus Safety](#)

- [Clery Act Information](#)

##### [English Language Institute](#)

##### [Ford School Research Centers](#)

- Center for Public Policy in Diverse Societies
- Center for Local, State, and Urban Policy (CLOSUP)
- Education Policy Initiative
- International Policy Center
- Michigan Program on Poverty and Social Welfare Policy
- National Poverty Center
- Nonprofit and Public Management Center
- Science, Technology, and Public Policy program

##### [International Center](#)

##### [International Institute](#)

##### [Libraries](#)

##### [Office of the Registrar](#)

- [Registration](#)
- [Academic Calendar](#)
- [Final Exam Schedule](#)
- [Diplomas and Transcripts](#)
- [Student Records](#)
- [Tuition](#)
- [Enrollment Verification](#)

##### [Office of Student Affairs](#)

##### [Rackham Graduate School](#)

- [Academic Policies](#)
- [Forms](#)

##### [Services for Students with Disabilities](#)



## For more information

Joan and Sanford Weill Hall  
735 S. State Street, Suite 2245  
Ann Arbor, MI 48109-3091  
Student and Academic Services: 734 764 0453

[fordschool.umich.edu](http://fordschool.umich.edu)

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