



**SCHOOL OF
PUBLIC AFFAIRS**

THE UNIVERSITY OF UTAH

**Master of Public Policy
School of Public Affairs
University of Utah
Student Handbook 2025-2026**

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Welcome!

Welcome to the Master of Public Policy (MPP) graduate program at The University of Utah. Students are drawn to study public policy for a variety of reasons and most feel a driving passion to affect the world in which they live. A career in public service is no longer limited to working in government. Increasingly, policy analysis, implementation and evaluation involve not-for-profit and private groups, often working in collaboration with government agencies. Our demanding interdisciplinary program is designed to provide students with the analytical, methodological, and statistical skills needed to fulfill policy roles in the real world. Students learn how to conduct needs assessments, analyze policy alternatives, and evaluate the effectiveness and efficiency of public policies.

This Handbook is intended to provide students in the MPP program with a compact set of program materials. It seeks to answer the questions students most frequently ask and is a resource tool to guide students through the program. We encourage you to read the Handbook carefully, refer to it as you face program choices, but always feel free to make an appointment with the program staff to get additional information. It is recommended that students keep a permanent file of all paperwork concerning their academic progress. The file should include, for example, grades for courses taken and written documentation of courses that have been waived.

If you have any questions or concerns about the handbook, about expectations, timelines, or projects, please don't hesitate to reach out. Your primary point of contact is:

- **Jonathan M. Fisk**, Associate Director, School of Public Affairs
– jonathan.fisk@utah.edu

You are also welcome to contact any of the following individuals for additional guidance or support:

- **Gaelle Perrier**, Graduate Coordinator, School of Public Affairs
- **Melissa Warner**, Graduate Coordinator, School of Public Affairs
- **David Carter**, Chair, School of Public Affairs – david.carter@mpa.utah.edu

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

Resource	Link
MPP Program	https://mpp.utah.edu
Tuition & Cost of Attendance	https://financialaid.utah.edu/tuition-and-fees/cost-of-attendance.php
Academic Calendar	https://registrar.utah.edu/academic-calendars/
Graduate School	https://gradschool.utah.edu
University Calendar of Events	https://events.utah.edu
Registrar's Office	https://registrar.utah.edu
College of Social and Behavioral Science	https://csbs.utah.edu

University of Utah Libraries	https://lib.utah.edu
Canvas Login	https://utah.instructure.com
Career & Professional Development Center	https://careers.utah.edu
Office of the Vice President for Research	https://research.utah.edu
Student Affairs	https://studentaffairs.utah.edu
ASUU (Associated Students of the University of Utah)	https://asuu.utah.edu
Parking & Transportation	https://commuterservices.utah.edu
University Bookstore	https://campusstore.utah.edu

Mission

The Master of Public Policy program is dedicated to strengthening public service and advancing the field by deepening understanding of the policy process and outcomes, equipping graduates to research, analyze, and inform effective policymaking. We are committed to developing each student's professional and academic potential through experiential learning, personalized support, and real-world application. Our community is built on mutual respect and is sustained through strong partnerships among faculty, students, alumni, stakeholders, and staff.

To accomplish these goals, we are dedicated to:

- Providing a scholarly environment for the advancement of knowledge, in which ideas can be expressed, challenged, and respected.
- Developing modes of learning that enhances the educational experiences of our students and that builds on their existing experiences and knowledge.
- Sustaining a service environment that brings the University to the community and the community to the University.
- *Promoting ethical awareness and integrity in public policy research and practice, supporting decision-making that is guided by transparency, accountability, and a commitment to the common good and a more just and prosperous society.*

Core Values

The University of Utah Master of Public Policy Program supports the mission and vision of the College of Social and Behavioral Science. "In pursuit of excellence we work to advance knowledge and instruction in the foundations of social and behavioral science which, in turn, contributes directly or indirectly to improvements in the quality of life. We feel a special obligation to use our expertise to apply social science principles and findings to issues in social policy, emphasizing the human factor in policy analysis, and the quality of life."

In practice, this commitment informs our core values:

- ***Excellence and Innovation*** – *Advancing knowledge and applying it to real-world policy challenges.*
- ***Ethical and Purpose-Driven Leadership*** – *Preparing graduates to lead with integrity and a commitment to the public good.*
- ***Justice and Prosperity*** – *Supporting a more just, ethical, and prosperous society for all.*

- **Evidence-Based Impact** – *Using research and analysis to inform policies that improve quality of life for our citizens, communities, state, nation, and across the globe;*
- **Community and Collaboration** – *Fostering partnerships among faculty, students, alumni, and stakeholders to address pressing societal issues.*

MPP Program Overview and Requirements

The MPP provides students who want to work in the field of policy analysis with the skills and expertise needed to be successful in the labor market. It combines rigorous specialized training in analytical skills and a thorough understanding of the policy process with real world experience to prepare students for positions in public policy, as analysts, managers, or leaders in the public, not-for-profit, or private sectors.

The MPP program is an interdisciplinary two-year full-time, or four-year part-time, post baccalaureate degree that is comprised of ten core courses (31 credit hours), and three courses from a specific policy-related emphasis area (minimum nine credit hours) for a total of 40 semester credit hours. This includes an applied master's project where students relate aspects of the MPP curriculum to the analysis of a specific public policy issue.

The MPP program is administered by the School of Public Affairs (SPA) at The University of Utah and the degree is granted by the College of Social and Behavioral Science. SPA provides research, education and services to public and nonprofit organizations with a mission of strengthening administration, leadership and public policy making.

Pre-requisite Courses

Students must complete three pre-requisites before beginning the MPP degree program:

Applied Statistics
Introductory Microeconomics
U.S. National Government

Students may petition for an exception. Such petitions will be decided by the program manager and director on a case-by-case basis.

Students may be admitted pending completion of the pre-requisite courses; however, courses must be completed earning a grade of “C” or better before beginning the program.

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

Prerequisites must be completed in the last 10 years with a grade of "C" or better from an accredited college or university.

Curriculum

The MPP program is a 40-credit degree program. The curriculum is divided into core and elective courses. The core curriculum focuses on policy process theories and institutions, economics, quantitative analysis, and substantive (or specialized policy knowledge). The core curriculum draws from a variety of academic disciplines and provides the skills and knowledge needed for solving public policy problems and managing policy-making agencies and organizations. The core courses provide a foundation on which to build expertise and enrich students with a full understanding of how to approach and understand complex issues.

Course	Class
PADMN 6320	Public Policy Theories and Application
PUBPL 6290	Applied Quantitative Analysis for Public Policy
PADMN 6323	Policy Analysis
PUBPL 6563	Program and Policy Evaluation
PUBPL 6560	Survey Research Methods
ECON 6300	Public Finance
ECON 6380	Law and Economics
PUBPL 6900	Public Policy Research
PUBPL 6950	Capstone
PUBPL 6960	Applied Policy Project Prep
PUBPL 6002	Statistical Software Packages for Public Policy
PUBPL 6000*	Application of Economic Principles and Public Policy Statistics*

Student Learning Outcomes (SLOs)

The Master of Public Policy (MPP) program, especially through its courses, is designed to equip students with the knowledge, skills, and tools necessary to understand and address public policy challenges. Central to this are the MPP program's Student Learning Outcomes (SLOs) that guide the development of expertise across three core areas: Economics, Policy Process and Institutions, Quantitative and Research Methods, and Policy Development, Implementation, and Evaluation. These outcomes ensure that students can analyze complex policy problems, apply evidence-based methods, and develop actionable recommendations while reflecting on ethical, institutional, and societal considerations. Each set of outcomes is aligned with specific courses that provide the foundation for building rigorous analytical capabilities, practical skills, and the ability to communicate policy insights to diverse audiences.

SLO 1: Quantitative Analysis To select and apply quantitative techniques of analysis appropriately in the formulation, implementation, and evaluation of public policies and programs, as well as decision-making	PUBPL 6290 – Applied Quantitative Analysis for Public Policy PUBPL 6560 – Survey Research Methods PUBPL 6563 – Policy and Program Evaluation PUBPL 6900 – Public Policy Research PUBPL 6950 – Applied Policy Project and Capstone STAT 6003 – Survey of Statistical Software Packages
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and problem-solving support for policymakers.	
SLO 2: Policy Frameworks and Institutions To identify and evaluate theoretical frameworks and analytical models used to explain key aspects of the policy-making process, as well as political and economic institutions that influence policy processes.	PADMN 6320 – Public Policy Theories and Application PADMN 6323 – Policy Analysis PUBPL 6563 – Policy and Program Evaluation PUBPL 6900 – Public Policy Research PUBPL 6950 – Applied Policy Project and Capstone
SLO 3: Public Sector Economics To develop a basic understanding of the economics of the public sector, including theoretical frameworks relating to taxation and expenditures, as well as microeconomic principles relevant to the fields of property, torts, contracts, and criminal law.	ECON 6300 – Public Finance ECON 6380 – Law and Economics PUBPL 6950 – Applied Policy Project and Capstone
SLO 4: Substantive Policy Knowledge To gain substantive knowledge (e.g., current statistics, problems, successes, stakeholders, and societal values) in a policy topic area of current social importance.	PADMN 6320 – Public Policy Theories and Application PADMN 6323 – Policy Analysis PUBPL 6563 – Policy and Program Evaluation PUBPL 6900 – Public Policy Research PUBPL 6950 – Applied Policy Project and Capstone

The MPP Applied Policy Project/Capstone Class Sequence serves as a culminating experience that draws upon the knowledge and skills that MPP students have gained throughout their time at the University of Utah. Most students complete the Applied Policy Project/Capstone sequence during their final two semesters of the MPP program. Part-time students or those who have transferred graduate credits into the program may also take the capstone earlier, under a recommendation by their advisor. Students in dual degree programs should consult their graduate coordinator program manager and/or director to identify the appropriate timing for the capstone course.

The capstone course requires the successful completion of a one-credit independent study with the student's Applied Policy Project Chair. This preparatory independent study is designed to provide students with a refresher on skills important to their Applied Policy Project work and to identify a project (or partner agency) that is both feasible and rigorous.

Electives/Policy-Related Emphasis Area Courses (minimum nine credits)

The emphasis options are:

Family and Social Welfare Policy (with an option to complete a graduate certificate in demography)
 Health Policy

Community Policy
Environmental Policy
International Context of Public Policy
Education Policy
Economic Policy
Urban Affairs Policy (with an option to apply to complete a graduate certificate in Urban Planning through the College of Architecture and City and Metropolitan Planning)

In addition, with the approval of your graduate coordinator, you can pursue an existing graduate certificate to fulfill the emphasis. Finally, you also have the opportunity to create, in partnership with your graduate coordinator, an alternate track of emphasis in a substantive policy area based on course availability.

Program of Study

As stated herein, the MPP degree requires a minimum 40 credit hours of course work.

- Students taking three courses (nine credit hours) per semester, including summer, can complete the MPP degree in approximately two years.
- Students taking two courses (six credit hours) per semester, including summer, can complete the MPP degree in two to three years,
- Students taking one course (three credit hours) per semester, including summer, can complete the MPP degree in four years (with one semester including two courses).

Although there is no prescribed sequence in the MPP program, there are a few factors to take into consideration in planning the program.

- It is recommended that students take PADMN 6320 Public Policy Theories and Applications before PADMN 6323 Policy Analysis.
- Students should take PADMN 6290 Quantitative Analysis for Public Policy before taking PUBPL 6900 Public Policy Research.
- Students take PUBPL 6900 Public Policy Research before PUBPL 6563 Policy Evaluation.
- Students should plan their programs so that the Applied Policy Project/Capstone class, PUBPL 6950, is taken their final or second to final semester.

Program Requirements

The MPP degree requires that students successfully complete a minimum of 40 semester hours of graduate course work, divided between 31 core course hours, and a minimum of nine elective course hours. Students must also complete the Applied Policy Project (more information online and in this document).

Time Limit

Course work for the MPP degree can be completed within two consecutive full-time calendar years. However, work is acceptable if it is completed within four consecutive calendar years. Time extensions beyond this must be approved by the MPP program and the Graduate School.

Continuous Registration and Leave of Absence - Minimum Continuous Registration

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence (see Leaves of Absence, below). Students not on campus and not using university facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. To reactivate a file at a later time, the student is required to reapply for admission to The Graduate School.

Master's degree students in a non-thesis program maintain minimum registration by Registering and paying applicable tuition and fees for at least three credit hours per semester during the academic year from the time they are admitted to The Graduate School until they have completed all requirements for the degree, including the submission of a final project; or

Registering for three credit hours of Faculty Consultation during any semester in which they are not otherwise enrolled.

Accelerated Program - Combined Bachelor's and Master of Public Policy (MPP) Program

The Combined Bachelor's and Master of Public Policy (MPP) program allows highly motivated students majoring in Economics or Political Science to earn both degrees in five years, rather than the usual six. This accelerated pathway provides an opportunity to complete undergraduate education while gaining advanced policy training that prepares students for analytical and leadership roles in the public, nonprofit, and private sectors.

The program emphasizes policy theory, analysis, and evaluation, giving students a strong foundation in how to design, assess, and communicate policy solutions. Students benefit from close engagement with faculty, experiential learning opportunities, and exposure to real-world policy challenges.

Program Structure

1. **Years 1–3:**
Complete all general education and major requirements. Only major electives should remain for the senior year.
2. **Junior Year:**
Apply to the combined program after completing at least **90 credit hours**.
3. **Senior Year:**
Begin taking approved graduate-level courses that apply to both the undergraduate and graduate degrees.
4. **Fifth Year:**
Complete all remaining MPP coursework and graduate with both degrees (undergrad and graduate).

Admission Requirements

- Minimum 3.5 cumulative GPA.
- Completion of the following prerequisite courses prior to admission:
 - Applied Statistics
 - Microeconomics
 - U.S. National Government
- Submission of application materials by January 15 of the junior year, including:
 - Statement of purpose
 - One letter of recommendation (additional letters optional)
 - Résumé
 - Optional GRE scores

Students should discuss their plans with their undergraduate academic advisor and notify the graduate coordinator of their intent to apply.

Financial Aid

Most forms of undergraduate financial aid do not cover graduate-level coursework. Students planning to use financial aid or scholarships should consult the Financial Aid Office or relevant granting agencies to verify coverage prior to enrolling in graduate courses during the senior year.

Sample Course Sequence

Senior Year (Year 4):

Students typically enroll in a combination of remaining undergraduate electives and MPP core courses such as:

- Public Policy Theory and Application
- Public Finance
- Quantitative Analysis
- Program and Policy Evaluation
- Law and Economics
- Public Policy Research

Fifth Year (Year 5):

Students complete the graduate curriculum, which includes:

- Applied Policy Project Preparation
- Statistical Packages for Public Policy
- Capstone Seminar
- Applied Policy Project
- Policy Analysis

Students with limited professional experience are encouraged to complete an internship with a public, nonprofit, or private organization to strengthen practical skills and applied learning.

Parental Leave Policy

Students who need time off for care-giving and bonding with a newborn child can take a period of up to 12 weeks for a family leave of absence. The Master of Public Policy Program offers

financial support to TA's and GA's on family leave at their usual rate of compensation. Please talk to the Program Manager if you wish to apply for family leave. This may require a Medical Withdraw (if you are unable to finish your current semester's academic requirements as determined by your course instructor) or a Leave of Absence to keep your status as "Active" with the Graduate School if your leave will require you to take a semester off (students who are not registered for classes and have not completed a Leave of Absence will be discontinued from the Graduate School and need to re-apply for admission). Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.

Leaves of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the MPP Director. Before being forwarded to the Graduate Records Office for approval by the dean of The Graduate School, the form must be approved by the director. Requests may be granted in the following circumstances:

1. Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah, and work in-process in which students are not in continual contact with their supervisory committee or other members of the faculty.
2. Leaves also may be granted on a yearly basis to students who, in the judgment of the director, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the director believes the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They also must officially withdraw from classes in any semester for which a leave is granted.

Failure to withdraw formally results in the reporting of E or EU grades for all classes. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

Supervisory Committee

Role of the Master's Supervisory Committee

The graduate supervisory committee is responsible for:

Approving the student's academic program of study
Approving the Applied Policy Project subject

Reading and approving the Project as the degree requirement for graduation

The chair of the supervisory committee directs the student's research and writing of the Applied Policy Project. You will enroll in one credit of Independent Study with your chair the semester before you enroll in the Capstone class.

Choosing a Supervisory Committee

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

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

It is the responsibility of the student to approach prospective committee members with a view to their willingness and availability to serve in such a capacity. Try to choose faculty that have expertise and research knowledge in your interest area. If this is not possible, approach a faculty member who is experienced in the methodology you are choosing to use for your project. Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee.

The MPP program director approves the chair and committee members. The process of forming a supervisory committee is completed by filing an Applied Policy Project Approval form with the program office prior to the due date posted each fall semester.

The Applied Policy Project Degree Requirement

The MPP program requires students to conduct an original piece of research that is relevant to the field of public policy. Prior to their final semester of study, students identify a research question that has relevance to policy makers or managers. Then, in PUBPL 6950 (Capstone and Project course) students develop a research methodology to address the question, analyze appropriate data, and report findings in an accessible, accurate and actionable fashion. This final project is intended to consolidate students' knowledge and challenge them to think in a clear, creative, and concise manner.

With faculty supervision and advice, each student conducts a thorough analysis of a major policy question applying the interdisciplinary methods, approaches, and perspectives studied in the MPP core curriculum. Most of the student's time on the project is spent outside the classroom.

However, students enrolled in PUBPL 6950 meet as a class once a week with a faculty member and group of peers. Coursework will include an opportunity for reviews, evaluation, and support of the student projects.

The applied policy project should be completed before the end of the semester (as it is part of the grade for PUBPL 6950). If a project is not completed on time, a grade for the course can be postponed. However, the student will be held to the Graduate School's standards for continuous enrollment that may involve registering and paying for faculty consultation or independent study credit hours during one or more subsequent semesters until the project and all other graduation requirements are complete.

To avoid a delay in graduation, it is strongly recommended students select a topic for their project before enrolling in PUBPL 6950. It is possible to start the project prior to registering for the course.

Please discuss this option with either the program manager or program director.

Preparing for Graduation Program of Study

The semester prior to graduation, students must file program of study form available online at http://www.mpp.utah.edu/current_students.html#project

Keep in mind the following information when filing the program of study form:

- Students must be fully matriculated
- Students' tentative curriculum must have been approved by the MPP Program, including all course work to be used for the degree
- Students should be within two semesters of completing all courses.

Application for Graduation

Graduate candidates for graduation must complete an Application for Graduate Degree with the Registrar's Office, Graduation Division. Deadlines for submission are listed below. Applications will not be accepted more than one year in advance.

DEADLINE TO APPLY

Fall Graduation (December)

June 1

Spring Graduation (May)

November 1

Summer Graduation (August)

February 1

*If a graduation deadline falls on a weekend or holiday, applications will be accepted without

a fee through the next business day.

All graduate students must adhere to the Graduate School's policies and procedures in order to graduate.

Code of Student Rights and Responsibilities

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the right of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibilities that follow. The Code of Student Rights and Responsibilities has three parts: Student Bill of Rights, Standard of Academic Performance and Standards of Behavior. (See the last pages of each Class Schedule for more detailed information).

The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a more formal resolution of problems is needed, distinct administrative procedures and time lines have been established for proceedings under the Standards of Academic Performance and Standards of Behavior. In special circumstances, the appropriate University administrator may extend these time lines in the interest of fairness to parties or to avoid injury to one of the parties or to a member of the University community.

The University, the Committees and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Standards of Academic Performance or the Standards of Behavior.

Academic Calendar & Deadlines

New and continuing students register during their scheduled registration time. Check your registration appointment (date and time) by accessing the Campus Information System (CIS) and clicking on, "View Your Registration Dates." It is highly recommended that students register as close to their appointment time as possible. Classes do fill up, and there is no guarantee an instructor will be able to allow more students into the course. Please refer to the Academic Calendar in Section II of this Handbook for registration, drop and withdraw dates.

If a class is full, contact the course instructor. If the instructor determines that space is available, the instructor can issue a permission number to register for the class. Permission numbers are also required to add classes beginning the second week of the semester. Contact the course instructor to request a permission number.

Advising, Administrative & Graduation Information

Advising Services for MPP Students

Students can address questions about the MPP curriculum and program requirements to the Program Manager and/or Director. The Manager and Director also consider special cases for students seeking to transfer credits from non-matriculated courses or courses taken at another institution.

Before the beginning of each academic year and/or semester, it is recommended students meet with the Program Manager to discuss courses and schedules. A schedule of core and elective courses is published by the MPP program each semester. While not inclusive, this schedule provides students with a list of potential elective courses, and serves as a guide to help plan a course of study. Students are encouraged to review the class schedule and course catalog to identify courses of interest. The Manager and Director are willing to consider elective courses that may not be included on the official course list. Please send the course name, number, and description to the Manager. You may also need to include a justification for including this course in your curriculum of electives.

Dismissal Policy for Master of Public Policy

Student performance is evaluated biannually by the Public Policy Program administration. This evaluation may result in the initiation of a dismissal processes of a student from the MPP graduate program and the Graduate School for failure to meet the academic requirements of the program and for academic or professional misconduct. If concerns arise due to behavioral misconduct, these issues are adjudicated through the Dean of Student's Office. In any such event, the procedures outlined in the "Code of Student Rights and Responsibilities" shall be followed (<http://regulations.utah.edu/academics/6-400.php>).

Academic requirements:

MPP students must remain in good academic standing with the graduate school ($GPA \geq 3.0$) or risk probation and/or dismissal. If the student is on probation from the Graduate School, one semester is allowed to increase the student's GPA before the termination of the Tuition Benefit Plan, if they are receiving TBP, (<https://gradschool.utah.edu/funding/tbp/index.php/tuition-benefit-program-%20%20%20guidelines/%20>) and dismissal from the program.

Students must complete all core classes with a "B" or better grade. Grades in elective classes must be a "C" or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a "C." If a grade of "B-" or below is issued in a MPP core, the student will be required to retake the course. GPAs will be monitored by the Public Policy Program administration. Students also should avoid getting an excessive number of "incompletes." Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MPP office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet to be removed from probation.

Below is a list of common conditions which cause a student to be academically deficient within the MPP program. If a student satisfies any of the conditions below, then the student is academically deficient unless there is a previous arrangement for deviation from the corresponding requirement.

- Failure to make acceptable progress toward the degree as determined by the capstone committee. If a student does not have a capstone committee, the determination will be made by the Director.
- Failure to successfully complete their capstone after one year (three academic semesters) beyond the completion of their capstone class.
- Failure to maintain a 3.0 grade point average (this is also required by the Graduate School if the student wishes to continue to receive tuition benefit).
- Failure to earn a “B” or better in a required core course after three attempts

Students who fall behind in any of these categories, or who fail to meet other requirements specified for their program, must promptly appeal to the Director if they wish to continue in the program.

Graduate School Requirements

Grade Point Minimum

Students must complete all core classes with a “B” or better grade. Grades in elective classes must be a “C” or better. Students must maintain an overall 3.0 GPA in graduate course work to maintain standing in the Graduate School with no individual grade lower than a “C.” If a grade of “B-” or below is issued in a MPP core, the student will be required to retake the course. GPAs will be monitored by the Public Policy Program staff. Students also should avoid getting an excessive number of “incompletes.” Students whose GPAs fall below a 3.0 or who accumulate more than three incompletes will be placed on probation. The MPP office will inform students who have been placed on probation. Probation may carry specific requirements that the student must meet to be removed from probation.

Letter Grades vs. Credit/No Credit Grades

Letter grades are the only acceptable grades in the MPP program; internships are credit/no-credit.

Incompletes and Work-In-Progress Grades

Occasionally, because of circumstances beyond his/her control, a student needs to discontinue work in a particular course before the semester is finished. If conditions are met, an “I” (incomplete) is sometimes given in such cases. If the incomplete course is not completed within one calendar year, the “I” will be converted to an “E” (failure) automatically. If the course is successfully completed, the “I” will remain on a student's transcript and a letter grade will be inserted next to the “I”. In some cases a “T” (work-in-progress) grade is given until course work is finished. “T’s” will not automatically convert to an “E.” Students cannot graduate until all “I’s” and “T’s” are converted to final grades.

Transfer Credit and Waiver/Substitutions for Course Work

Transfer Credit from Other Institutions

Graduate credit may be transferred from other institutions. Up to six (6) semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if:

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

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

Non-matriculated Transfer Credit

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

Waivers/Substitutions for Courses, Based on Prior Education

When a student has successfully completed the equivalent of a MPP core course with at least a “B” as an undergraduate student, and such course work is not more than five (5) years old, the student should not retake the course. With prior approval, the student may substitute a more advanced or specialized course in the same general field.

Rationale: **Waivers of core courses will only be granted on a case-by-case basis and will only be granted as a last resort.** If, however, a student has successfully completed an MPP core course (or equivalent) with a grade of “B” or better as an undergraduate, the student will not be expected to re-take the same course. Thus, with prior approval, a more specialized course in the same general field may be substituted for the previously-taken MPP core course.

This policy does not prevent a student from transferring core courses from another graduate program at The University of Utah or another university, or from receiving credit in the MPP program for core courses taken as a non-matriculated student after receiving a baccalaureate degree.

Course work to fulfill the area of concentration may not be waived.

Waivers/Substitutions for Courses, Based on Professional Work Experience

No waivers of courses will be granted for professional work experience. Under unusual circumstances, the MPP program may consider the substitution of a more advanced or specialized course based on professional work experience.

Academic Credits for Training Programs or Non-Credit Education

No academic credit will be granted for the completion of training programs or non-credit education programs.

Internships

There is no internship requirement for the MPP degree. However, students who would like to pursue internships to gain experience in the public policy analysis arena are encouraged to do so. Internships are intended to help students bridge the gap between practical experience and formal education and to provide students with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members in the intern organization and given appropriate responsibilities and assignments in such areas as research, analysis, report writing, planning, administration, and public contact.

Interns may serve for one semester for credit and multiple internships for credit are not permitted.

Internships may be completed either for or without pay. If completed for credit, the credit will count as elective credit towards the degree; but is grade as credit/non-credit unless it is part of the Hinckley Center.

These guidelines have been developed to clarify the relationship among interns, sponsoring organizations, and the MPP Program. Throughout the process, please feel free to contact the MPP Manager or Director concerning questions and problems.

In addition to daily supervision, internship organizations should work with the intern to develop a mutually beneficial learning experience. Specifically, an agreement must be written between both parties to enable students to receive academic credit:

1. By the end of the first week: decide what the responsibilities of the intern will be. Then complete the Intern/Sponsor Agreement. The intern should submit the agreement to the Program Manager and Director for approval. Once approved one copy will be made available for the intern and the organization. The original will be kept in the student's file in the MPP Office.
2. The agreement should have: the purpose, goal and objectives of the internship, and the work product, a realistic expectation for the time allocated and skill level of the student.

In order to receive credit for internships, students must:

- Work three hours per week for each credit received or approximately 150 per academic semester.
- Complete all requirements as outlined in the MPP internship syllabus
- Interns will be graded by the MPP Director, or other supervising MPP faculty member, based on the journal and feedback from the sponsoring organization.

Kem C Gardner Policy Institute

Students are encouraged to get involved with the Kem C Gardner Policy Institute. To find out more, visit <http://gardner.utah.edu/>

General Information

Get an Identity – the UCard ID

The University of Utah UCard offers one standardized source of identification and access for the institution, ensuring convenience, security, and simplicity. Obtain your student UCard from the UCard office in the Student Union.

It provides official identification, debit functionality and security access enabling students to gain access to and use many University facilities:

Libraries

On-campus housing

Residential meal plans

Off-campus partners

Buildings, offices and labs

Computer labs

Printers and copiers

Sporting events

Associated Students of the University of Utah (ASUU) events

Campus recreation facilities

University bookstores

Foodservice and convenience stores Parking

Services for Students with Disabilities

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

Library

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

There are many computer resources on campus. Here is just a sampling. For more details visit:

<http://www.it.utah.edu/>

Campus Information System (CIS)

The CIS is a vital student resource. It is an online system that houses your student information,

including your home address, your email address for official University communication, your grades and registration information. You access the CIS with your University Network ID (uNID) and password. This is the only way to register and check grades.

University Network ID (uNID) & password

Your University Network ID (uNID) & secure password uniquely identify you on the campus network for various computing services. You receive your uNID from the Admissions Office when you are first accepted to the University. To activate your account, log onto the My.Utah.edu student portal for the first time from www.utah.edu with your uNID and default password. For more information visit <http://www.it.utah.edu/>.

Campus Umail System

Everyone at the University of Utah receives an UMail email address from the '@utah.edu' domain. This email account is free. Students receive 50 MB of space for email with this account. The attachment size limit is also 50 MB.

The default address format is your uNID@utah.edu. You must create a more personalized alias, such as firstname.lastname@utah.edu.

You are encouraged to use this address to stay informed of important information and events at the University of Utah, and so that campus departments may contact you with approved communication (no spam). Students will be required to use this address for all official University communication.

To learn more and/or activate visit <http://www.it.utah.edu/services/email/umail/index.html>.

Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

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

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness

Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Faculty

The Master of Public Policy (MPP) program is supported by a diverse and accomplished group of core and affiliated faculty who bring expertise across economics, political science, public administration, and research methods.

Name	Title & Affiliation
David P. Carter	Director, School of Public Affairs; Associate Professor, Public Administration
Christopher Collard	Adjunct Professor, Public Policy; Research Analyst, Utah Foundation
David Curtis	Assistant Professor, Family and Consumer Studies
Phil Dean	Adjunct Assistant Professor, Political Science; Chief Economist & Public Finance Senior Fellow
Jonathan M. Fisk	Associate Director, Associate Professor, Public Affairs
Aishwarya Ghosh	Adjunct Instructor; Graduate Teaching Assistant (Economics Department)
Mark Glick	Adjunct Professor, College of Law; Professor, Economics Department
Lori Kowaleski-Jones	Professor, Family and Consumer Studies; Adjunct Professor, Sociology; Investigator, Huntsman Cancer Institute; MPP Faculty; Director, NEXUS, CSBS
Morgan Lyon Cotti	Adjunct Assistant Professor, Public Affairs Associate Director, Hinckley Institute
Levi Pace	Adjunct Professor, CSBS; Senior Research Economist, Kem C. Gardner Policy Institute
Sandi Rideout	Assistant Professor (Lecturer),
Chris Simon	Professor, Political Science; Affiliate Faculty, Global Change and Sustainability Center
Phil Singer	Associate Professor, Political Science; Adjunct Instructor, OIS Operations & Info Systems
Jesus Valero	Associate Professor, Political Science; Affiliate Faculty, Asia Center
Victoria Medina	Finance Manager

Assessment Plan

The capstone class (PUBPL 6950 Applied Policy Project) taken in the last year of the student's program will serve as the primary venue for evaluating key student learning outcomes. This includes:

Component	Description	SLOs Addressed
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Legislation Selection & Background Brief	Students choose one current bill relevant to public policy (e.g., energy, housing, healthcare) and write a brief summarizing its content, intent, and key stakeholders.	Policy Frameworks and Institutions Policy Knowledge
Economic Analysis Memo	Students assess the bill's economic implications using basic cost-benefit logic, incentives, and potential unintended consequences.	Economics
Data & Research Integration	Students incorporate relevant data (e.g., fiscal notes, demographic data, impact projections) using statistical or qualitative analysis tools.	Quantitative Analysis
Institutional and Political Dynamics	Students analyze how institutions (committees, agencies, interest groups) are shaping the bill's progress and likely outcomes.	Policy Frameworks and Institutions
Communication Products	Students prepare two deliverables: a one-page policy brief for a policymaker, and a short presentation or infographic for the general public.	All
Final Reflection	Students reflect on what they learned about policy development, evidence use, and value conflicts.	All

Other assessment tools will include (1) an exit survey of graduates, and (2) post-graduate employment information.

Use of Results for Continuous Program Improvement

Each academic year, the MPP Director will conduct a coordinated review of student learning and program outcomes using data from the capstone course, exit surveys, and job placement reports. This process is designed to evaluate how effectively the program is preparing students to meet established competencies and professional goals. Two program competencies will also be reviewed each year by the Capstone Instructor and MPP Associate Director. These reviews provide targeted insights into specific learning outcomes and inform ongoing curricular and pedagogical improvements.

Annual Review Calendar

Activity	Responsible Parties	Data/Materials Reviewed	Timeline	Purpose/Outcome
Capstone Course Completion	Capstone Instructor	Student projects, course assessments	April–May 2026 (Spring Semester)	Evaluate student performance on culminating projects.
Competency Review (2 competencies per year)	Capstone Instructor & MPP	Legislative Briefing Assignment (Capstone Course)	April–May 2026 (Spring Semester)	Assess student mastery of designated competencies; identify areas for enhancement.

	Associate Director			
Exit Surveys	Program Staff	Student feedback on program quality, advising, and preparation	Fall 2026	Collect graduating student perceptions to inform improvement.

MPP Graduate Certificate

Certificate Requirements:

Students do not need to be degree-seeking to complete a certificate. They only need to complete the required courses for that certificate. You would not need apply for or earn a degree from the department to be awarded the certificate, as long as all listed certificate requirements are met. PubPL 6000 may be waived in favor of additional elective if student provides transcripts showing successful completion of Microeconomics and Applied Statistics.

Matriculated and Non-Matriculated Students:

Both degree seeking and non-degree seeking students may enroll in the graduate certificate program. However, it is up to the department to review and approve whether those courses can count toward a degree. Per graduate school policy, the MPP program accepts up to 9 credits towards an MPP. There are no prerequisites for the certificate. As long as students met the certificate admissions requirements which state is just a Bachelor's degree.

The Public Policy certificate requires 15 credits and has specific courses that students need to complete. So, non-degree seeking and is taking the required courses that are in the certificates then the department should count those courses towards the certificate.

The Graduate Certificate in Public Policy may be pursued by matriculated or non-matriculated students. A total of 15 credit hours is required. Students must complete four required (core) courses and select one policy elective.

Core Courses

Course Number	Course Name	Credit Hours	Prerequisite	Course Order	Offerings
PUBPL 6000*	Applications of Economic Principles and Public Policy Statistics	3	None	First	Online Only — Summer
PADMN 6320	Public Policy Theories and Applications	3	None	Any	Online & In-Person — Fall
PUBPL 6290	Applied Quantitative Methods for Public Policy	3	PUBPL 6000	After successful completion of PUBPL 6000	Online & In-Person — Fall
PUBPL 6002	Statistical Packages for Public Policy	3	PUBPL 6000	After successful completion of PUBPL 6000	Online Only — Spring

Policy Electives (Choose One)

Course Number	Course Name	Credit Hours	Prerequisite	Course Order	Offerings
ECON 6190	Health Economics	3	PUBPL 6000	After successful completion of PUBPL 6000	Online or In-Person — Summer
PADMN 6323	Policy Analysis	3	PADMN 6320	After successful completion of PADMN 6320	Online Only — Spring
ECON 6380	Law and Economics	3	PUBPL 6000	After successful completion of PUBPL 6000	Online Only — Spring

Appendix

For all joint degree programs, the Master of Public Policy (MPP) student learning objectives and assessments remain the same. Regardless of whether students pursue the MPP alone or in combination with another degree (e.g., MPH or JD), they must:

- Complete the full set of MPP core courses and at least one policy area elective.
- Demonstrate competencies in policy process and institutions, quantitative data analysis, economics in the public sector, and policy development, implementation, and evaluation.
- Successfully complete the Applied Policy Project/Capstone, which serves as the primary assessment of MPP learning outcomes.

While each joint program includes additional requirements specific to the partner degree, the MPP portion of the curriculum is held to the same standards of rigor and assessment across all programs. See examples below:

Master of Public Policy / Master of Public Health (MPP/MPH)

The MPP/MPH dual degree is designed for students who want to strengthen their analytic training in public policy while deepening their understanding of public health. The program emphasizes applying policy theory and tools to pressing health issues, preparing graduates for leadership roles at the intersection of policy and health practice.

Students develop and apply competencies from both disciplines:

- Public Policy
 - Policy process and institutions
 - Quantitative data analysis
 - Economics in the public sector
 - Policy development, implementation, and evaluation
- Public Health
 - Biostatistics
 - Environmental Health Sciences
 - Epidemiology
 - Health Policy and Management
 - Social and Behavioral Science

These competencies are reinforced throughout the curriculum, which includes nine MPP core courses and one policy area elective, in addition to required MPH coursework. Students demonstrate integrated learning through the Applied Policy Project/Capstone. MPP/MPH students must also successfully complete the MPH comprehensive exam, offered each December and May, after passing all MPH core courses.

Master of Public Policy / Juris Doctor (JD/MPP)

The JD/MPP joint degree combines the applied training of the MPP program with the comprehensive legal education of the S.J. Quinney College of Law JD program. The program addresses the growing need for professionals who can navigate both the policy and legal arenas.

Core Competencies

Students develop the MPP's interdisciplinary policy competencies:

- Policy process and institutions
- Quantitative data analysis
- Economics in the public sector
- Policy development, implementation, and evaluation

The curriculum combines nine MPP core courses and one policy area elective, paired with JD coursework. Students demonstrate their learning outcomes through the Applied Policy Project/Capstone.